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| **Grammar Masters: Teacher’s Notes**  **Topic: Active and passive forms** |
| **Active**  Most sentences are written in the active voice. This means that the subject is doing the action (verb).  For example:  *The boy chased the ball.*  In this sentence the subject is the boy and the object is the ball. The boy is doing the verb (chasing).  **Passive**  In passive sentences the action (verb) is done ***to*** the subject. For example:  The ball was chased by the boy.  In this sentence the ball is the subject and has the verb done to it (it is chased).  **Common usage:**  Passive sentences are commonly used in formal texts such as letters or reports. They are also used in the following circumstances:  When the thing receiving the action is more important than what or who is doing the action, e.g. *The victim was found by Detective Inspector Jones.*  When it is not known who or what did the action.  e.g. *The victim was found by a concerned neighbour.* |

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