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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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