

Active and Passive Voice — Cheat Sheet

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ACTIVE AND PASSIVE VOICE

1. Active: the doer leads the sentence.
2. Passive: be + past participle (was kicked), receiver leads.
3. Convert by swapping who's at the front.
4. Passive hides or demotes the doer — a deliberate choice.

Example: Sam kicked the ball ↔ The ball was kicked by Sam.