

English 11.2.21

Wednesday, February 03, 2021 9:27 AM

TBQ: Can I edit an information text by making changes to vocabulary, grammar and punctuation?

Today's editing focus will be **passive voice**.

You must attempt to include **passive voice** within your information text.

If you need a reminder, I have included the video and some information from last week.

<https://www.youtube.com/watch?v=nkAyggAM1q4> (copy and paste this URL, if the link does not work).

[How to use the Passive Voice 😊 English Grammar Lesson](#)



Here are some definitions for 'active' and 'passive' voice.

Active Voice

In an active sentence, the **subject** performs the **action** (the verb) to the **object**.

Passive Voice

In a passive sentence, the thing that would normally be the **object** gets turned into the **subject** through the use of the passive form of the verb. They often include a prepositional phrase starting with 'by'.

Now look at the following sentences. Highlight the sentences that use the passive voice.

- a. The plane is boarded by the family.
- b. Issac threw a ball at the window.
- c. The flowers were grown by my nan.
- d. The magician pulled a rabbit from the hat.
- e. Helen practised her recorder every day.

f. The damage was caused by the storm.

How did you do?

- a. The plane is **boarded by** the **family**. (P)
- b. **Issac** threw a ball at the window. (A)
- c. The flowers **were grown by** my **nan**. (P)
- d. The **magician** pulled a rabbit from the hat. (A)
- e. **Helen** practised her recorder every day. (A)
- f. The damage **was caused by** **the storm**. (P)

Here is a checklist to help you edit your writing.

When editing you should check:

- That your writing makes sense.
- That you have used punctuation correctly (remember that commas should not be used to separate two main clauses).
- That words are spelt correctly.

In addition you should also ensure:

That you have used **passive voice**.

Mild:

- That you have used a range of sentence types (simple, compound and complex).
- That you have used a range of sentence openers.

Hot:

All of mild and...

- That you have used relative clauses, with relative pronoun (who, which, that).
- That you have used subordinate clauses, with a subordinate conjunction (if, since, as, when, although, while, after, before, until, because).

Flaming Hot:

All of mild and hot and...

- That you have used colons and semi colons.