

# Grammar Conventions in Academic Writing

## Grammar Conventions

### Active Voice

Academic writers should use active, not passive voice. Active voice means a subject is performing an action, whereas passive voice means that the action is being performed on the subject.

#### EXAMPLE 1

#### EXAMPLE 2

#### EXAMPLE 3

Passive: Every day he goes to work (active), and tasks must be completed (passive)

Active: Every day he goes to work, and he must complete tasks.

*Tip: If you have a compound sentence (two sentences joined by and, or, or but), both parts of the sentence should reflect active voice.*