Chris wrote the report.

The report was written.

The report was written by Chris.

What's good about this example? It clearly identifies both the actor and the action. Also, the sentence is concise and clear.

This version is grammatical, but it is missing important information that the reader may want to know. Who wrote the report?

This version supplies the missing information about the actor, but it is less direct and concise than the first example.

Sometimes passive voice is an appropriate choice.

- When the actor is unknown or not important:
  The data was processed and then analyzed.
- When the focus is on the action or recipient, not the actor:
  In a review of his report, significant findings were uncovered.
- When discipline-specific norms favor passive voice.

Related Resources
- Active and Passive Voice
- Video: Recognizing Passive Voice