# Using Verbs for Effective Writing

# Objectives

01

Distinguish between active and passive voice in sentences and understand how the choice of voice can affect the emphasis on the actor or the action in writing.

02

Recognize and interpret sentences that use the conditional mood, understanding how it expresses uncertainty or describes hypothetical situations contrary to fact.

03

Identify sentences that use the subjunctive mood and understand its purpose in expressing wishes, desires, suggestions, doubts, or hypothetical situations.

# The Active Voice

Active voice is a grammatical structure in which the subject of a sentence performs the action. In active voice sentences, the subject is the doer or the performer of the action. Here are a few examples of sentences in active voice:

- The dog chased the ball.
- She wrote a beautiful poem.
- They built a sandcastle on the beach.

In each of these sentences, the subject (the dog, she, they, the teacher) performs the action (chased, wrote, built).



# The Passive Voice

Passive voice is a grammatical structure in which the subject of a sentence receives the action or is acted upon. In passive voice sentences, the subject is the receiver or the target of the action. Here are a few examples of sentences in passive voice:

- The ball was chased by the dog.
- A beautiful poem was written by her.
- A sandcastle was built on the beach by them.

In each of these sentences, the subject (the ball, a beautiful poem, a sandcastle, the lesson) receives the action (was chased, was written, was built).



# Voice to Emphasize

Active and passive voice can be used to emphasize either the actor (subject) or the action (verb) in a sentence. When using active voice, the focus is on the subject performing the action, which often makes the sentence more direct and engaging. Passive voice, on the other hand, shifts the focus to the action itself or the object receiving the action.

For example, let's consider the following sentence:

- Active Voice: John caught a fish.
- Passive Voice: The fish was caught by John.

In the active voice sentence, the emphasis is on John, the doer of the action (breaking the window). In the passive voice sentence, the emphasis is on the window and the action itself, rather than on John.



Transform the following active sentences into passive sentences:

The dog chased the cat.	
She wrote a heartfelt letter.	
They built a tall tower out of blocks.	
The students completed their assignments.	
The chef prepared a delicious meal.	

Conditional Moed

The conditional mood is a grammatical mood used to express actions or events that are dependent on certain conditions. It is often used to convey hypothetical or unreal situations, as well as to express wishes, suggestions, or polite requests. Here are a few examples of sentences in the conditional mood:

- If I had more time, I would travel the world.
- She would buy a car if she had enough money.
- I wish I could go to the party tonight.

In these sentences, the verb forms "had," "would," and "could" indicate the conditional mood.



# Verb Forns

To form the conditional mood, certain verb forms and structures are used. Common examples include:

"If + subject + simple past tense, subject + would + base form of the verb"

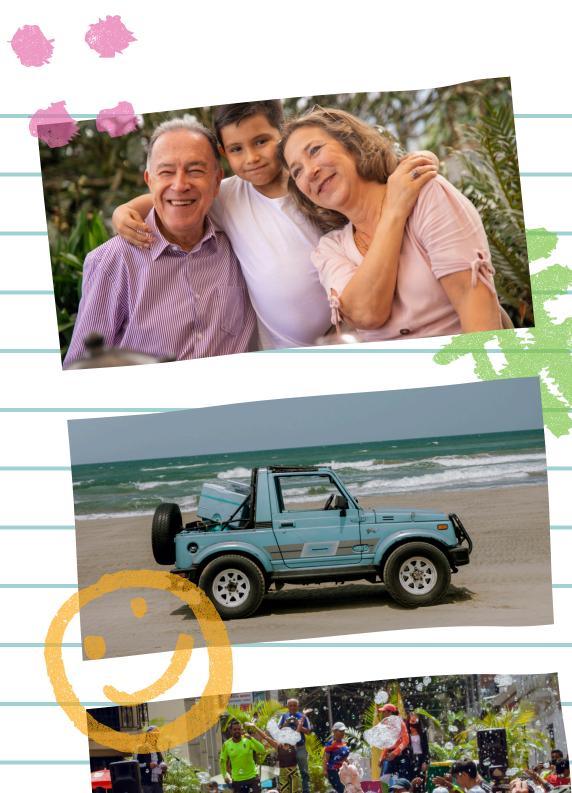
• Example: If I had more time, I would visit my grandparents.

"Subject + would + base form of the verb + if + subject + simple past tense"

• Example: She would buy a car if she had enough money.

"Wish/If only + subject + past perfect tense"

• Example: I wish I had known about the event earlier.





#### Purpose of the Conditional Mood

The conditional mood is often used to express uncertainty or describe hypothetical situations that are contrary to fact. It allows us to imagine different outcomes based on specific conditions. For example:

• If I won the lottery, I would buy a mansion.

This sentence expresses a hypothetical situation that is contrary to fact. The speaker hasn't won the lottery, but they are imagining what they would do if they did.

• If I had studied harder, I could have passed the exam.

This sentence expresses regret or a missed opportunity. The speaker didn't study hard enough, and as a result, they didn't pass the exam.

# Subjunctive Mood

The subjunctive mood is a grammatical mood used to express various attitudes, wishes, desires, suggestions, doubts, or hypothetical situations. It is often used when discussing possibilities, unreal conditions, or situations that have not yet occurred. Here are a few examples of the subjunctive mood:

- It is important that he be on time.
- I suggest that she study harder.
- If I were you, I would apologize.

In these sentences, the verb forms "be," "study," and "were" indicate the subjunctive mood.



# Verb Forns

To form the subjunctive mood, specific verb forms and structures are used.

Common examples include:

Use the base form of the verb for all subjects, including third-person singular.

• Example: It is necessary that he study for the exam.

Use "were" instead of "was" for all subjects in the past tense.

• Example: If I were you, I would apologize.

Use phrases like "suggest," "insist," "request," or "demand" followed by "that" and the verb in the subjunctive mood.

• Example: She insists that he arrive on time.



#### Purpose of the Subjunctive Mood

The subjunctive mood serves various purposes in expressing different attitudes and situations. Some common uses of the subjunctive mood include:

Expressing wishes and desires:

• Example: I wish he were here with us.

This sentence expresses a desire for someone to be present, even though it may not be true in reality.

Making suggestions or recommendations:

Example: It's important that she attend the meeting.

This sentence suggests the necessity of attending the meeting.



#### Purpose of the Subjunctive Mood

The subjunctive mood serves various purposes in expressing different attitudes and situations. Some common uses of the subjunctive mood include:

Expressing doubt or uncertainty:

• Example: I doubt that he be able to solve the problem.

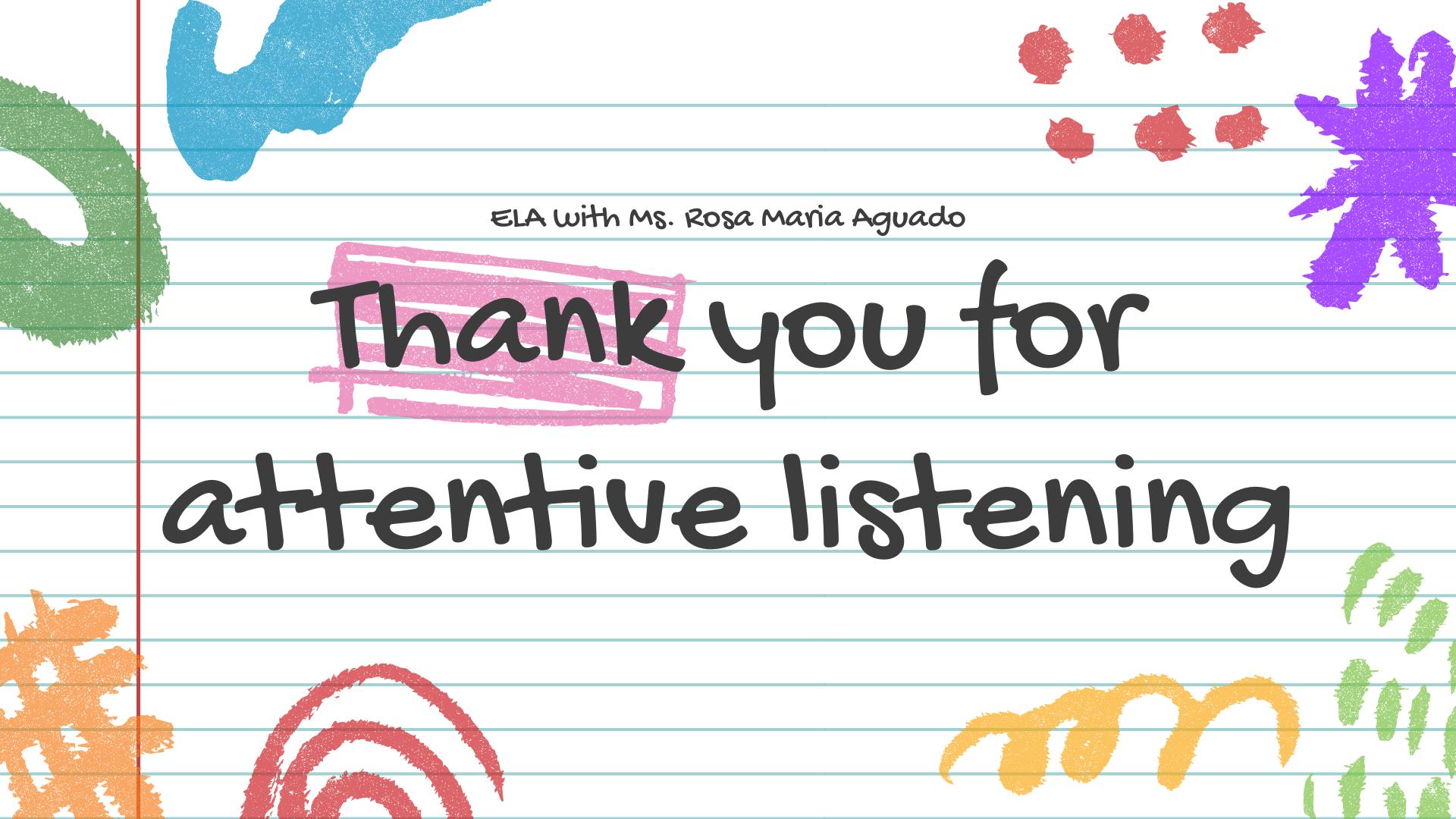
This sentence indicates doubt about someone's ability to solve the problem.

Describing hypothetical or unreal situations:

• Example: If I were rich, I would travel the world.

This sentence presents a hypothetical situation where the speaker imagines being rich and the actions they would take as a result.





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