

## PART B: ACTIVE VS PASSIVE VOICE

Rewrite each passive voice sentence into active voice.

Passive Voice	Active Voice
1. The settlement agreement was reviewed and amended by the legal team prior to submission.	
2. The client was informed about the additional legal fees by the managing partner during the consultation.	
3. The supporting documents have not yet been submitted by the claimant despite several reminders.	
4. The confidentiality clause will be revised by our department before the contract is finalised.	
5. Several important clauses were overlooked by the parties during the initial contract review.	

Tip: Move the doer of the action to the beginning of the sentence.  
Active Voice Pattern: Subject + Verb + Object