

CHAPTER II

LITERATURE REVIEW

2.1 Passive Voice

2.1.1 Definition of Passive Voice

Nordquist (2018) states that the passive voice is formed by using the appropriate form of the verb to be (for example, is) and a past participle (for example, formed). However, passive constructions are not always made up of “be” and “a past participle”; it is also made up of the "get"-passive.

The form of a verb in which subject is affected by the action of the verb. In other words, the form of a verb in which subject of the sentence has an action done to it by someone or something else. In passive voice the subject is acted upon. The passive voice emphasizes the receiver of the action. Passive voice is the indirect writing style, which means the subject receives the verb’s action. (Joshi, 2014)

2.1.2 Uses of Passive Voice

According to Murray and Anna (2016), although active voice is generally preferred in academic writing, passive voice is acceptable under certain conditions.

1. To emphasize the receiver of the action instead of the agent.

Examples:

- a. Quizzes are given regularly.
- b. Grades for all students are averaged.
- c. Questions are encouraged.

2. To keep the focus on the same subject through several sentences or paragraphs.

Example:

My sister and I grew up and went to school in Jamaica. We were educated according to the British system. In 1997 we were given the opportunity to come to the United States. We decided to finish high school before leaving our own

country. We were concerned that the education in this country might not be as good as the one we had there, and we wanted to improve our English too.

3. When we do not know who performed the action.

Example :

Ray's calculator was made in Germany.

4. When we do not wish to mention the agent of the action.

Example :

A mistake was made.

5. When we want to sound objective or avoid using the subject "I"

Examples :

- a. Studies have shown . . .
- b. It is well-known . . .
- c. Hamlet is considered . . .
- d. It can be assumed . . .
- e. It has been established . . .

According to Joshi (2014), it is generally advised to use the passive voice sparingly because use of the active voice makes a writing direct, clearer, concise, explicit, more natural and vibrant. Active voice is easier to understand than the same sentence in passive voice. However, using passive voice is preferred in the following situations:

1. The active subject is unknown.
 - Syllabus of the school has been changed. (we do not know who changed it.)
2. To make the active object more important.
 - Passengers were alerted. (It is not important to know who alerted them.)
3. Active subject is obvious.
 - Three persons have been arrested for committing a theft. (obviously by the police)
4. To emphasize the action of the sentence rather than the agent of the action.
 - More than hundred people were killed in plan crash.
5. To describe scientific or mechanical processes to avoid the personal pronoun or to emphasize the reesearch and not the researcher.

- The experiments on animals are being conducted regularly.
6. The passive is often used in news reports:
 - Your concerns have been conveyed to the administration.
 7. Using the passive voice when speaking or writing, because the sentence in the active voices does not sound good.

Active : His mother bore him in Japan in 1985. (sound awkward)

Passive: He was born in Japan in 1985. (sounds good)

Active : We call him Doctor Brown. (sounds awkward)

Passive: He is called Doctor Brown. (sounds good)
 8. Using passive voice when you want to make more polite or formal statements.

Active : You have not completed the project. (less polite)

Passive: The project has not been completed. (more polite)
 9. Using passive voice to avoid responsibility.

Active : We made a mistake.

Passive: A mistake was made.
 10. Using passive voice for sentence variety in your writing.
 11. Using passive voice when avoid extra-long subjects.

There are some situations where we typically choose a passive voice rather than an active voice (Hewings, 2001, p.60) :

1. Preferring passives when the agent is not known, is 'people in general', is unimportant, or is obvious, because in an active sentence we need to include the agent as subject. Using a passive allows us to omit the agent by leaving out the prepositional phrase with "by". Example :
 - a. My office was broken into when I was on holiday. (unknown agent)
 - b. An order form can be found on page 2. (agent = people in general)
 - c. These boxes should be handled with care. (unimportant agent)
 - d. She is being treated in hospital. (obvious agent; presumably 'doctors')
2. Using passives in factual writing to omit the agent, particularly in describing procedures or processes. Example:

Nuclear waste will still be radioactive even after 20,000 years, so it must be disposed of very carefully. It can be stored as a liquid in stainless-steel containers which are encased in concrete. The most dangerous nuclear waste can be turned into glass. It is planned to store this glass in deep underground mines.

3. In spoken English, using a subject when we do not know who the agent is. In formal English, particularly writing is prefers to use a passive. Compare:
 - a. They're installing the new computer system next month.
 - b. The new computer system is being installed next month. (more formal)

Notice also that some verbs have corresponding nouns. These nouns can be used as the subject of passive sentences, with a new passive verb introduced:

The installation of the new computer system will be completed by next month.

4. In english we usually prefer to put old information at beginning of a sentence (or clause) and new information at the end. Choosing the passive often allows us to do this.
 - a. The three machines tested for the report contained different types of safety valve. The boron Group in Germany manufactured the machines.
5. It is often more natural to put agents (subjects) which consist of long expressions at the end of a sentence. Using the passive allows us to do this. Example:

I was surprised by Don's decision to give up his job and move to Sydney.
is more natural than 'Don's decision to give up his job and move to Sydney surprised me.'

2.1.3 Rule of Passive Voice

According to Rudy and Smith (2013; 412), the way a sentence is changed into a passive sentence must follow some of the following requirements:

- a. The active sentence to be modified must have an object. In this case the verb must be a transitive verb (a verb that has an object).
- b. Subjects in active sentences are transformed into objects in passive sentences, and conversely objects in active sentences are converted into subjects in passive sentences.
- c. The verb in the passive sentence must be a Past Participle (verb of the third form) or V3 preceded by “to be” (is, am, are, was, were, being, been) followed by the word "by".

To be + Past Participle (V3)

- d. Passive sentence in the form of continuous, then the predicate form is:

To be + being + Past Participle (V3)

- e. The order of the sentence must be in accordance with the tenses.

2.1.4 Forming Passive Voice

There are some forms used in passive voice: verb tenses, modal verb, ‘to’-infinitive, -ing form, and have and get.

1. Verb Tenses Used in Passive Voice

According to Murray and Anna (2016), the following is a summary of passive forms of all verb tenses. In passive constructions, the verb is performed by someone or something other than the subject; often, the action is done to the subject by someone else.

Table 1. Verb Tenses Used in Passive Voice

No	Tenses	Formula	Examples of Sentences
1	Simple Present To make a generalization, to present a state of being, or to indicate habitual or repeated action.	Am/is/are + past participle	- Sonia is taught by Professor Brown. - All humans are created equal. - The cafeteria is cleaned.
2	Present Countinous To describe an ongoing activity or a temporary action.	Am/is/are + being + past participle	- Classes are being conducted in Spanish. - He is being hired to work at McDonald's.
3	Present Perfect To describe an action occurring in the past but relevant.	Has/have + been + past participle	The language institute has been opened to relocate students off the main campus.
4.	Present Perfect Countinous To describe an ongoing action beginning before now and is still relevant to the present.	Has/have + been +being + past participle	Recently, the work has been being done by John
5	Simple Past To indicate a general or habitual action occurring in the past or at a specific time in the past.	Was/were + past participle	- The money was given to me to buy new clothes. - We were always driven to mall by my friend's older brother.
6	Past Countinous To indicate an ongoing action in the past or an action continuing through a specific past tense.	Was/were + being + past participle	One afternoon, Mary was being kissed by Paul when her mother passed by.
7	Past Perfect To indicate an action completed prior to a particular time or before another action in the past.	Had + been + past participle	Mary had been kissed many times before that day.

8	<p>Past Perfect Continuous</p> <p>To indicate a continuing action that began before a past action or time.</p>	Had + been + being + past participle	The restaurant's fantastic dinners had been being prepared by Chef Jones for two years before he moved to Paris.
9	<p>Simple Future</p> <p>To indicate an action that is expected to take place at a future time.</p>	Will/Shall + be + past participle Or Am/is/are + going to be + past participle	<ul style="list-style-type: none"> - They will be married by a priest and a rabbi. - The gown is going to be adjusted to fit Mary.
10	<p>Future Continuous</p> <p>To indicate an action in future with emphasis on continuing action.</p>	Will + be + being + past participle	At 8:00 PM tonight, the dishes will be being washed
11	<p>Future Perfect</p> <p>To indicate an action in future action expected to be completed before another future action or time.</p>	Will + have + been + past participle	By next week, your application will have been reviewed.
12.	<p>Past Future</p> <p>To declare an event or action to be undertaken (voluntary or planned), make estimates or predictions, and make future promises while in the past.</p>	Would/Should + be + past participle	I knew the task would be finished in an hour.

2. Passive with Modal Verb

According to Sulistyono (2010, p.27), the passive form of a sentence using modal verb and followed by Verb3.

- | | |
|------------------------|------------------------|
| - will/shall be driven | - could be driven |
| - would be driven | - had better be driven |
| - may be driven | - ought to be driven |
| - might be driven | - must be driven |
| - can be driven | - should be driven |

Examples:

- a. The form must be filled directly by Lingga.
- b. This truck had better be driven by an experienced driver.
- c. The door must be closed.

3. Passive Meaning with –Ing Form

Sulistyo (2010, p.47) states that there is other form of passive that really different but still meaning passive. The passive uses verb *need* + V-ing.

Examples:

- a. The wall needs repainting.
- b. Your books need revising.

4. Passive with Causative Use of Have and Get

According to Sulistyono (2010, p.47), causative is the verb that can make people or thing do something without subject do it directly. The passive use verb have or get + V3.

Examples:

- a. I will have this car washed.
- b. They will get this tank filled in.

2.1.5 Types of Passive Voice

There are two types of passive voice : passive voice with agent and passive voice without agent.

1. The Passive Voice with Agent

The agent is the doer of an action. In passive voice, the receiver is the subject and the agent is often not mentioned. When it is included, it occurs as a prepositional phrase with “by” (Thewlis, 2000, p.51). According to Alter (1993, p.249), the agent is mentioned to define the subject, without agent the passive voice will not complete or the meaning will not clear to be understood by the reader. Example: The wallet was found by an employee. **The wallet** is a subject as a receiver, **was found** is passive voice as action, and **by an employee** is an agent.

According to Riggenbach and Samuda (2000, p.314) the passive voice includes the agent with a “by”-phrase if that information is important. The reasons why the agent is important to include:

- a. There is a new information
example: Wheat is grown in eastern Compinilea. It is planted by men, and it is harvested **by women and children.**
- b. Include the proper names of famous people
example: Hamlet was written **by William Shakezpeare**, and when the agents' identify is surprising or unexpected, for example I can't believe.
- c. When the agents' identify is surprising or unexpected.
example: I can't believe it! This novel was written **by a fourteen-year-old.**

2. Passive Voice without Agent

According to Alter (1993, p.250), there are some reasons to make a passive voice without agent, the examples are follows:

- a. When the agent is unknown and not necessary to write because the person is clearly understood implicitly. For example 'They will send him to jail'. The sentence become passive is 'he will be sent to jail'.
- b. The main interest of the sentence is on the action, not on the doer because the agent is not identified clearly. For example 'Somebody repaired the bridge last week'. The passive sentence is 'The bridge was repaired last week'.
- c. When the verb is followed by two objects. For example 'someone gave me a ticket to the concert'. The passive sentence is 'I was given a ticket to the concert'. The objects are consisted of to show the personal and the adverb so the personal is become the subject in passive sentence
- d. Adverbial particle is not omitted in the passive voice because the passive just omit the agent. For example 'somebody locked the dog out last night'. The passive sentence is 'the dog was locked last night'.

3. Passive Voice with 'to'-Infinitive

According to Sulistyono (2010, p.29), the subject that followed by *infinitive with to* usually there are command, suggestions, and request. The example is *they warn us to run*. The passive voice is *we **warned to run***. Alter (1993, p.250) states that the verb like *claim, understand, think, may, believe*, are followed by the *to*-infinitive when used in the passive voice. The example is *They believed that she is an heiress to a large fortune*. The passive voices is *she is **believed to be an heiress to a large fortune***.

2.2 Methodology

Methodology is the general research strategy that outlines the way in which research is to be undertaken and, among other things, identifies the methods to be used in it. These methods, described in the methodology, define the means or modes of data collection or, sometimes, how a specific result is to be calculated. (Howell, K. E, 2013). According to Businessdictionary.com (2018), methodology is the process used to collect

information and data for the purpose of making business decisions. The methodology may include publication research, interviews, surveys and other research techniques, and could include both present and historical information.

According to Swales, J.M. & Feak, C.B. (2004, p.254), the tenses that are used in methodology of the scientific writing are past tense and simple present. Past tense used to describe what was done In your methods section. it is customary to use a form of the simple past tense to describe what you did in your study. Passive voice is often used. Examples: The standard protocol was followed for the preparation of the media from stock solutions. The example are in the past tense, but in the passive voice. Present tense used for diagrams and figures If you use figures or diagrams to help explain what you did, refer to the figure or diagram using the present tense. Examples: Table 1 above demonstrates the success of cloning in various animal species.