***TAP AT A GLANCE***

Third Person – Active Voice – Present Tense (with exceptions)

**Third Person**

* gives strength to argument/exposition
* eliminates emotion – simply states facts/claims

**Active Voice**

* subject of the sentence is the “doer” of the action –emphasis on the “doer”

**Martin played the game.**

**Passive Voice**

* receiver of the action is the subject of the sentence
* emphasis is on the receiver
* passive voice verb = form of the verb “to be” + the past participle

was given

is taken

**A party was given for the students.**

**A picture is taken of the students on graduation day.**

**Present Tense**

Generally, present tense is used for expository/argument academic writing. However, within a text under certain circumstances, you may use the past or present perfect tense.

The following information came from the Writing Center at the University of North Carolina.

writingcenter.unc.edu/files/2013/12/Verb-Tenses-in-Academic-Writing.pdf

and

[www.hamilton.edu/writing/writing-resources/verb-tense](http://www.hamilton.edu/writing/writing-resources/verb-tense)

PRESENT

USED FOR:

* introducing a topic with a general statement (UNC)
* making statements about what is currently true (UNC)
* Use the present tense to cite an author or another source (Hamilton)

PAST

USED FOR:

* reporting another’s completed research (UNC)
* describing completed methods and data (UNC)
* Use the past tense to describe actions or states of being that occurred exclusively in

the past (Hamilton)

PRESENT PERFECT

USED FOR:

* describing a past situation in your report (paraphrase from UNC)
* bridging previous research to your report (paraphrase from UNC)

Additional Sources:

Tense

[www.hamilton.edu/writing/writing-resources/verb-tense](http://www.hamilton.edu/writing/writing-resources/verb-tense)

<http://writingcenter.unc.edu/handouts/verb-tenses/>

<http://writingcenter.unc.edu/handouts/verb-tenses/> this is a PDF

<http://www.monash.edu.au/lls/llonline/writing/medicine/psychology/essay-structure/8.xml>

<https://mail.baylorschool.org/~jstover/coursemat/II/exposessay.htm>

Active Passive Voice

<https://owl.english.purdue.edu/owl/resource/539/1/>

<https://owl.english.purdue.edu/owl/resource/539/2/>