



Active Voice Audit Template

1. Document Information

- Document Title: Identify the title of the document or content piece being audited.
- Author/Creator: Name the author or creator of the document.
- Date of Creation: Note the date when the document was created.
- Purpose of Document: Briefly describe the purpose or intended use of the document (e.g., marketing copy, internal communication, blog post).

2. Audit Checklist

- Sentence Structure: Check each sentence to ensure the subject performs the action (subject-verb-object).
- Voice Identification: Mark whether each sentence is in active or passive voice.
- Revision Suggestions: Provide suggestions on how to convert passive constructions to active ones where applicable.

3. Examples

- Original Sentence (Passive): List examples of sentences found in the document that are in passive voice.
- Revised Sentence (Active): Provide the revised version of the sentence in active voice.
- Comments: Add any comments on why the change enhances the sentence (e.g., clarity, engagement, directness).

4. Summary of Findings

- Total Sentences Reviewed: Note the total number of sentences reviewed in the document.
- Number of Passive Sentences: Count how many sentences were originally in passive voice.
- Number of Sentences Converted: Record the number of sentences successfully converted to active voice.
- Overall Percentage in Active Voice: Calculate the percentage of the document now in active voice after revisions.

5. Recommendations

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- General Recommendations: Offer general advice on how to consistently apply active voice in future documents.
- Specific Observations: Discuss any patterns noticed in the use of passive voice (e.g., specific sections or types of content where passive voice is more frequent).

6. Approval and Follow-up

- Reviewed by: Name the person who conducted the audit.
- Approval: Signature or approval by a supervisor or team lead.
- Follow-up Date: Set a date for a follow-up review to ensure continued adherence to the active voice guidelines.

Usage Instructions

- Routine Reviews: Use this template as part of routine content audits to maintain a consistent and engaging voice across all documents.
- Training Tool: Utilize the template as a training tool for new writers or team members to familiarize them with the importance of using active voice in professional writing.
- Quality Control: Implement the audit in quality control processes to enhance the clarity and effectiveness of communication.