


Tense, Voice

&


Person



Introduction

Our style of writing is influenced by our objectives and purposes, and we change the style according to our audience; for instance, writing to friends doesn't need formal language; however, at university we are required to write academically.

Academic Writing is a style which is used in prose especially in academic essays and research. This style is based on the utilization of formal language, logical structure and should be supported by evidence.




Also, Academic Writing is important for us as students to communicate and to express our ideas, thoughts in a clear, simple, precise and concise manner.

Furthermore, it is significant to convince the audience because in such style, our writing should be augmented and supported by evidence.

Today, our presentation is about a crucial part in
Academic Writing which is:

needed to be taken into consideration -for Instance-
the most common tense in Academic Writing is the
Present Simple, also the focus is not on the doer of
the action but on who is the receiver of the action.

Moreover, Academic Writing encourages the use of
the third person in order to avoid subjectivity.



I) - Tenses

According to a basic research, the most three tenses used are :

The Present Simple, the Simple Past and the Present Perfect

account for approximately, 80% of the verb tense use in Academic Writing; concerning the next most common tense that is used in major assessments and course assignments is the future which is used at Walden's University in their doctoral study proposals that will be conducted in the future.

* In most academic fields the Past Simple Tense is used for two main functions:

➤ Used to introduce other people's work into your own paper when you are describing a specific study.

De Young (1987) found the quality of service to be more important than catching fish in attracting repeat customers. [Specific supporting evidence] (Marine Science).

➤ Used to describe the methods and data of your completed experiment.



a) **PRESENT SIMPLE
TENSE**

The Present Simple Tense is the basic tense of most Academic Writing. Use this as your first choice unless you have a good reason to use another tense.

The Present Simple is specifically used in:

- Describes what we already know about the topic; in the conclusion, it says what we now know about the topic and what further research is still needed.
- To make suggestions, general statements, conclusions, or interpretations about previous researcher's works to collect data.
- To show evidence or support in the structure.



Also, There is evidence that :

To demonstrate a strong agreement about a previous research, but not specific findings (use the Past Simple).



❖ **Examples:**

The hospital **accept** patients whether or not they have proof of insurance.



**B) PAST SIMPLE
TENSE**

The Past Simple Tenses Used for...

- Reporting another's completed research .
- Describing completed methods and data .

Since the Present Perfect is nearly equal to Present Simple, it presents that the result is still true and pertinent .

Today, in most cases that holds the Present Perfect Tense, the Present Simple could be used too.

However, the Present Perfect focuses more on what has been done than on what is known to be true (Present Simple).

❖ Examples :

- ❑ The control group of students took the course previously. ➡ (Education).
- ❑ Description statistical tests and T-student test were used for statistical analysis. ➡ (Medicine).
- ❑ We conducted a secondary data analysis. ➡ (Public Health).



**B) PRESENT PERFECT
TENSE**

The Present Perfect Tense Used for:

- Bridging previous related research to yours.
- The Present Perfect is mostly used for referring to previous research in the field or to your own.

- There have been several investigations into:
- The Present Perfect forms a connection between the past (previous research) and the present (your study). So you need to say what has been found and then it left to you to fill it in that field.
- You can also use the Present Perfect to tell the history of your idea (what has created it?), describe the results of your research (we have developed a new ...), or to draw conclusions (this has led us to conclude that ...).



II) - Voices




Active Voice

Vs

Passive Voice

A sentence is counted to be in a Passive Voice when a subject of a sentence is the object being acted on i.e. the action being performed is emphasized and the doer could be omitted and use “by”.

In the 20th century, Passive Voice was dominant characteristic in doing research, yet, there has been a discernible shift in consensus in noetic years. Writing guides such as APA style [6th edition, section 3.18] recommend for the Active Voice for clarity and conciseness.



According to a such scholars, they declared that writing with the Passive Voice make the piece of writing flat and insinuates evasion of responsibility in writing of any form.

1) Why we use the Passive Voice in Academic Writing:

Often in Academic Writing .we do not want to focus on who is doing an action, but on who is receiving or experiencing the action.

The Passive Voice is thus extremely useful in Academic Writing because it allows writers to highlight the most important participants or events within sentences by placing them at the beginning of the sentence.

Active : *The authors conducted experiments on planetary gear trains.*

Passive : *Experiments were conducted on planetary gear trains (by the authors).*

The passive sentence focuses on **how experiments were conducted** ... rather than on who conducted them

2. Why we use the Active Voice :


Most of the teachers advice students to avoid using Passive Voice in their writings, and encourage them to use the Active Voice whenever is possible, but...

Have you wondered why?

Using Active Voice in your writing means that the subject of the sentence comes first and performs the action that the rest of the sentence describes.

This is the most straightforward way to present your ideas, because it creates a clear image in the reader's mind of who is doing what.

This makes your writing much easier to understand, which is why good writers prefer the Active Voice



In most cases, using Active Voice will result in shorter and sharper sentences That are easier for the reader to follow.

This makes your writing more clear and aids the reader in visualizing what's happening, especially when you use vivid action verbs.

❖ **Examples:**

- ❑ The flowers bloomed while I looked for the lost ladybug.
- ❑ The batter stepped to the plate. He tapped the ground once and hit the ball out of the park.


- ✓ If you're ever uncertain about whether your sentence is active or passive, read it aloud to yourself and ask who is performing the action.
- ✓ If the answer isn't already in your sentence, you have likely written in Passive Voice.
- ✓ If you want the sentence to be active rewrite it so the person performing the action - or making the mistake - is stated clearly at the beginning of the sentence instead.

Knowing when to use Active and Passive Voice comes with practices.

There are certainly times when using the Passive Voice makes sense, but it's less often that you may think.

Many inexperienced writers assume that longer sentences make them sound smarter, but Passive Voice wordiness often does just the opposite.

When in doubt, it's better to choose the more direct active construction.



III) –
Personal
Pronouns

Many essay readers have strong opinions about which Personal Pronouns are acceptable in Academic Writing.

The easiest way to avoid irking your audience is to omit "I," "we," and "you," (the first and second Person Pronouns) in formal papers.

Writing test graders tend to be a little more flexible in accepting first Person Pronouns since the prompts encourage students to write from personal experience.



However, the majority of the papers you will write in school are not for a state test.

So, don't get in the habit of using these pronouns too often.

As well as, It is important to know when the first or second person is appropriate in an essay, and when it is not.

* Common use of persons in Academic Writing :

	Singular	Plural
First person	I, me (my mine)	We us (our,ours)
Second person	You (your, yours)	You (your yours)
Third person	She her (her, hers) he him (his) it (its)	Them they (their, theirs)

✓ **The First Person:**

is used to write stories, narratives or examples about personal experiences, also it used in less frequently in the sciences than the humanities.

- It is often considered to be somewhat self-serving and arrogant.

✓ **For instance :**

▶ ‘I’ it used to express point of view or personal experience.

❖ **Examples:**

“ I will always remember the stories my grandfather told me about his experience in World War II. His memories about the brave acts of his fellow soldiers on the beaches of Normandy influence my definition of heroism in many ways “,

▶ ‘we’: it used in sciences more than humanities.

❖ **Examples :**

□ To test these hypotheses, we constructed an *S typhimurium* strain that synthesises AHLs to mimic a constant interaction with *Y enterocolitico*.

✓ The Second Person:

is usually used in the context of providing instructions or advice , such as in “how to” manuals or recipe books.

The reason behind using the second person is to engage the reader.



❖ **Examples:**

- ❑ You should recycle more orange peels to save the environment.

✓ **The Third Person:**

point of view is generally used in scientific papers but, at times, the format can be difficult. We use indefinite pronouns to refer back to the subject but must avoid using masculine or feminine terminology.

* It refers to groups include the following:


1. Everyone
2. Anyone
3. Them
4. They
5. Their (possessive form)
6. Theirs (plural possessive form)

❖ **Examples :**

- ❑ Everyone at the convention was interested in what Dr. Johnson presented.
- ❑ The instructors decided that the students should help pay for lab supplies.
- ❑ The researchers determined that there was not enough sample material to conduct the assay.

❖ **Other examples:**


- ❑ A researcher must ensure that he has enough material for his experiment.
- ❑ The nurse must ensure that she has a large enough blood sample for her assay.




Many authors attempt to resolve this issue by using “he or she” or “him or her,” but this gets cumbersome and too many of these can distract the reader.

❖ **Examples :**

- ❑ A researcher must ensure that he or she has enough material for his or her experiment.
- ❑ The nurse must ensure that he or she has a large enough blood sample for his or her assay.



Conclusion



As a conclusion, Academic Writing which is a style that it is required at university because it reflects us as researchers needs to be given more importance and value to teach it. Also, Tense, Voice and Person should be practiced more due to the fact that they are one of the bases of writing academically.

So, we hope that our work fulfilled your questions about that part and we hope that you have liked it and enjoyed what is done here.

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رَقْضَانِ كَرِيمِ





Thank You ;)