

# Quick Reference Grammar Card

## Print & Use Instructions

Follow these steps to print and prepare your grammar card:

1. Print the following pages double-sided (duplex).
2. After printing, cut along the horizontal midpoint (5.5 inches).
3. Result: two identical double-sided cards per sheet.
4. If you don't have a duplex printer: first print odd pages, reinsert the paper, then print even pages.

*Tip: Print on heavier paper stock (e.g., 28–32 lb or card stock) for durability.*

This sheet is blank on purpose so you can print the whole file using both sides of a sheet (duplex).



## Passive Voice vs. Past Tense vs. Past Participle

Quick Reference Grammar Card



### ◊ Core Comparison

#### PAST TENSE

She wrote the letter.  
He ate lunch.  
They drove to town.

#### PAST PARTICIPLE

She has written the letter.  
He has eaten lunch.  
They have driven to town.

#### PASSIVE VOICE

The letter was written by her.  
The lunch was eaten by him.  
The car was driven to town by them.

### ◊ Common Mistakes & Fixes

#### FAULTY SENTENCE

She has went to class.  
The package was arrived.  
A change is occurred.  
The course was enjoyed me

#### WHY IT'S WRONG

Wrong participle  
Verb misuse  
Wrong helper  
Misused structure

#### CORRECT FORM

She has gone to class.  
The package arrived.  
A change occurred.  
I enjoyed the course.



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## ***Verbs Most Often Misused In Professional Writing***

Go → Went → Gone  
Eat → Ate → Eaten  
Take → Took → Taken  
Drive → Drove → Driver

Write → Wrote → Written  
See → Saw → Seen  
Begin → Began → Begun  
Speak → Spoke → Spoken

### **◊ Quick Self-Editing Checklist ◊**

- Does the verb stand alone (past tense) or need a helper (participle)?
- Does 'by someone' fit naturally? If yes → passive voice.
- Is the verb form correct?
- Is the actor clear in the sentence?

### **◊ Note ◊**

Spellcheckers and even grammar checkers sometimes miss these errors. "She has went" won't always be flagged. And so the mistake sails through.

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