

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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