

English Correspondence (İngilizce Yazışma)

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Overview of Tenses

	PRESENT	PAST	FUTURE
SIMPLE	buy/buys (V1) Habitual, General truth, Reporting in print Historical present	bought (V2) Past action (specific time, no longer true)	will buy An action that will occur in the future
PROGRESSIVE	am/is/are + buying (V1) Present moment action Present period of time action Parallel actions	was/were buying (V1) Past moment action (emphasis on duration)	will be buying (V1) Future moment action future action (emphasis on duration)
PERFECT	have/ has bought (V3) An action that began in the past and continues by/in the present	had bought (V3) An action was completed by a definite past time/ before another past action	will have bought (V3) An action will be completed before another time in the future
PERFECT PROGRESSIVE	have/has been buying (V1) An action that started in the past and has continued into the present (emphasis on duration of the activity) An activity that has been in progress recently	had been buying (V1) An action that was completed before another action in the past (emphasis on the duration)	will have been buying (V1) An action that has been in progress for a period of time before another event in the future



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*“Just because something works doesn’t mean it
can’t be improved.”*

Shuri, *Black Panther*

The computer is a fairly new invention, but it has already become very important in the modern world, especially in government, science, business, and education. Since computers are very efficient, schools, banks and other organizations use them for many kinds of work in which speed is essential.

For example, banks often use computers to monitor accounts. In many city banks, computers keep all the records of **customers'** deposits and withdrawals. Customers can also do their banking at any time of the day, thanks to computers. They can go to an outside window where they punch a code number on a computer. The computer will take care of their deposit or withdrawal. If they are depositing, they put their money in an envelope and insert it in the machine. If the customer is withdrawing, the machine will return money in an envelope.

Customers can pay bills without going to the bank since the computers in banks can communicate with computers in other places. People find it more **convenient** than having to carry cash or cheques with them when they go shopping. When the customer buys something at a store, the computer can **immediately subtract** money from the customer's bank account and add it to the store's account.

Computers help us in other areas, too. They help scientists do many experiments. Because of computers, we have made progress in many areas, such as health care, communications systems, business management, and space exploration.

Large hotels, airlines, and other businesses use computers too to control reservations, keep records, pay employees and compute bills.

In fact, computers are more efficient today than ever before, and it is difficult to imagine the world without them. But it is very easy to predict the importance of these 'thinking machines' in the future.