

Technical Communication

HW5

Yu Cang 018370210001

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1 TENSE

1. **past tense**

By the time Tom noticed (notice) the doorbell, it had already rung (ring) three times. As usual, he was listening (listen) to loud music on his stereo. He turned (turn) the stereo down and stood up (stand up) to answer (answer) the door. An old man was standing (stand) on the steps. The man began (begin) to speak (speak) slowly, asking (ask) for directions.

2. **present tense**

By the time Tom notices(notice) the doorbell, it has already rung(ring) three times. As usual, he is listening (listen) to loud music on his stereo. He turns (turn) the stereo down and stands up (stand up) to answer (answer) the door. An old man is standing (stand) on the steps. The man begins (begin) to speak (speak) slowly, asking (ask) for directions.

2 PASSIVE VOICE

1. Your kindness should be thankful.(no passive voice)
2. The decision has been delayed due to a lack of time.
3. Preparations for the project was begun in June.
4. Several objections to the decision were raised by the customers.

5. Your application has been processed.

3 POSITIVE TONE

1. You made this mistake due to your misunderstanding of our letter.
2. It indicates that you know absolutely nothing about our field of research from your comment on the second paragraph of page four.
3. One-tenth of the results of the experiments are incoherent.
4. Since the experimental setup was not taken enough care for, the results cannot be as precise as they could have been.
5. We reached a 99.7% purity level, failing to achieve a level of 100% as many other authors [5, 12, 14, 15].

4 L^AT_EX

5 GROUP EXERCISE