

# TECHNICAL WRITING

## 1. TENSE

### 1.1. PRESENT SIMPLE/CONTINUOUS

### 1.2. PAST SIMPLE/CONTINUOUS

# Simple/Continuous Tense

## I. Present Simple/Continuous

## II. Past Simple/Continuous

1. Pre-test
2. Present Simple/Continuous
3. Present Simple vs Present Continuous
4. Past Simple/Continuous
5. Review & Assignment 1

**Tense** is the relationship between the form of the verb and the time of the action or state it describes.

## 12 English Tenses

	Present
simple	<b>am/are/is /like(s)</b>
continuous	<b>be -ing (am/are/is)</b>

## Pre-test 1 (Present Simple or Present Continuous)

1. A: \_\_\_\_\_(you/look) for someone?

B: Yes, \_\_\_\_\_(I/need) to speak to Neil. He isn't in his office.

2. \_\_\_\_\_(I/write) to my parents at the moment.

\_\_\_\_\_ (I/write) to them every weekend.

3. A: Tom talks too much, doesn't he?

B: Yes, and he \_\_\_\_\_(always/talk) about football.

4. A: You forget your keys every time.

B: I try to remember them, but I \_\_\_\_\_(always/forget).

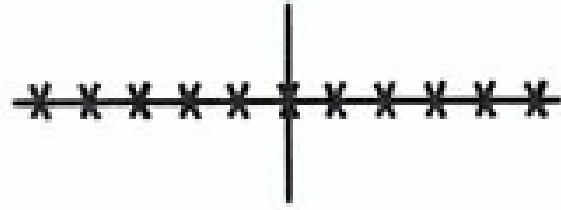
## Pre-test 2

know/look/not be/repair/use    be/be/have/say/tell

1. My computer \_\_\_\_\_ very irritating right now.  
Every time I \_\_\_\_\_ it to save something,  
it \_\_\_\_\_ it \_\_\_\_\_ no space in its memory,  
which \_\_\_\_\_ ridiculous.
2. M: Excuse me. I \_\_\_\_\_ for Mrs. Adamson,  
but she \_\_\_\_\_ in her usual classroom.  
\_\_\_\_\_ you \_\_\_\_\_ where she is?  
W: Oh, they \_\_\_\_\_ her classroom ceiling  
this week, so she \_\_\_\_\_ the library as her  
classroom.



# Present Simple



## 1. 일반적 사실

- The world is round.
- Giraffes live in Africa.
- It rains more in summer in Korea.

## 2. 일상적, 규칙적, 습관적 행동

- I get up at seven every morning.
- My parents go to Jeju Island every summer.
- I bite my nails when I am nervous.

# Present Simple

## 3. 현재 상태

- This room smells bad.
- She has a toothache.

## 4. (1) 글로 쓰인 자료의 정보를 전달할 때

- Look at the bulletin board. It says the strike is over.
- I checked the websites, and it says the concert tickets go on sale next week.

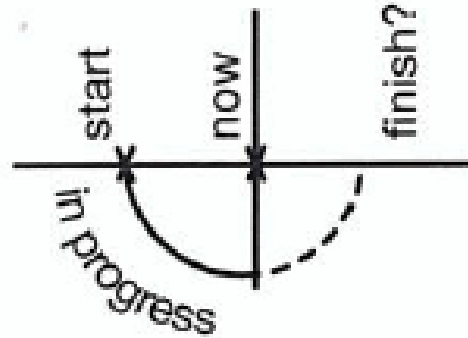
## (2) 말하는 자체가 해당 행위인 동사

: promise, accept, admit, apologize, bet, deny, insist, regret

- I promise to be more careful.
- I accept your decision.



# Present Continuous



## 1. 지금 이 순간 진행 중인 동작

- He is eating lunch right now.

## 2. 요즈음 진행 중인 행위

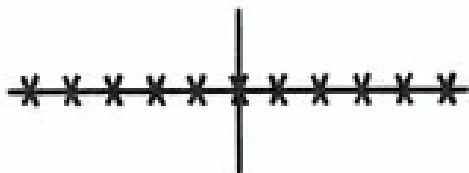
- We are studying English grammar this semester.

## 3. 장기간에 걸쳐 일어나고 있는 변화

- The earth is slowly getting warmer.

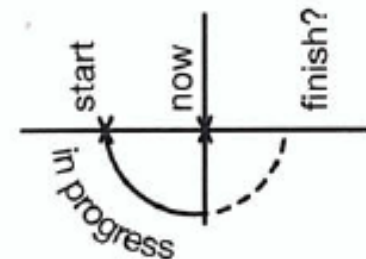
# Present Simple vs Present Continuous

permanent/typical situation



# Present Continuous

temporary/special situation



- I work at a sports shop. (a permanent job)
- I'm working at a sports shop for six weeks.  
(a temporary job)
- I live in Seoul. (a current situation as permanent)
- I'm living in Seoul. (a current situation as temporary)
- Wendy is normally a quiet person. (a typical situation)
- She is being wild tonight. (a temporary/special situation)

# always/forever/continually/continuously/constantly

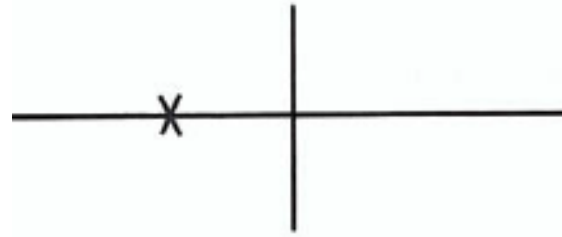
- Present Simple + always: **every time**
- Present Continuous + always: **too often**
- Tom **always** invites us to stay at Christmas.  
(= He invites us every Christmas.)
- Tom is **always** inviting friends here.  
(= He invites them too often.)
- I **always** make silly mistakes in exams.  
(= I make mistakes in every exam.)
- I 'm **always** making silly mistakes.  
(= I make silly mistakes too often.)

**Tense** is the relationship between the form of the verb and the time of the action or state it describes.

## 12 English Tenses

	Past
simple	<b>was/were/liked</b>
continuous	<b>was/were</b> -ing

# Past Simple



## 1. 과거 어느 시기에 시작해서 끝난 행동/상황

- Emily was at the office **this morning**.
- I walked to school **yesterday**.
- John lived in Paris for ten years, but now he lives in Rome.

## 2. 연속되는 과거 동작들 esp. in narrative

- He caught the ball, ran down the field, and scored a point.



## 2. 연속되는 과거 동작들

- He caught the ball, ran down the field, and scored a point.



- **When** Ms. Kim heard a strange noise,

①

she got up to investigate.

②

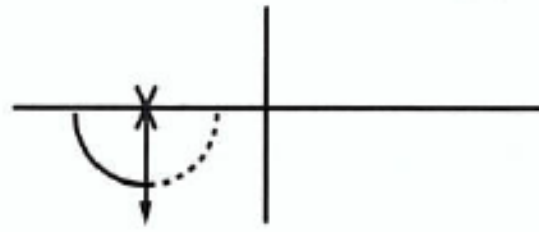
- **When** I dropped my cup,

①

the coffee spilled on my lap.

②

# Past Continuous



## 1. 과거 어느 특정 시기에 진행 중이던 동작

- He was eating lunch at 2 PM yesterday.
- They were playing football in the park yesterday.
- I was working at my uncle's store in the summer of 2023.

## 2. 화자를 짜증나게 한 과거의 반복된 행동 (always, constantly, forever ...)

- She was constantly phoning me.
- He was always leaving the tap running.

### 3. 과거의 두 가지 동작이 겹칠 때

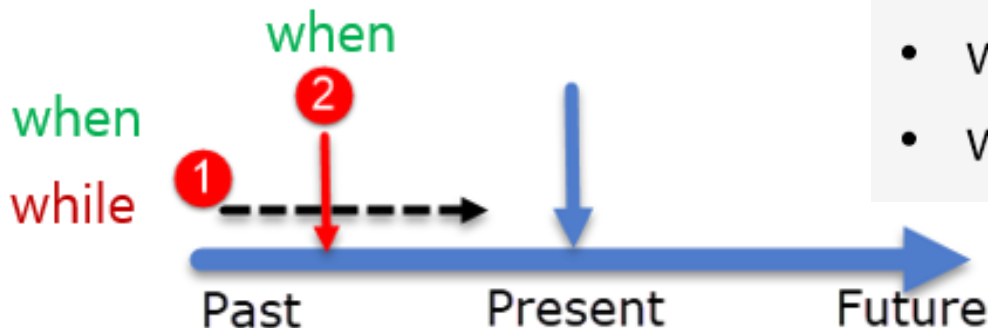
Q. Choose the incorrect sentence.

- a. I was walking **when** I tripped and fell.
- b. I was walking **while** I tripped and fell.
- c. **When** I was walking, I tripped and fell.
- d. **While** I was walking, I tripped and fell.

- I was walking to the station **when** I met John.

① **long action**

② **short action**



- when + short / long actions
- while + long actions



1. While/When he was driving, I fell asleep.
2. We saw Henry while/when we were walking in the park.
3. I was listening to the news while/when she phoned.
4. I was running while/when I slipped and fell.

5. When she came back, we were watching TV.

(short action)

(long action)

: We were watching TV before she came back.

6. When she came back, we watched TV.

(sequence)

: We watched TV after she came back.

①

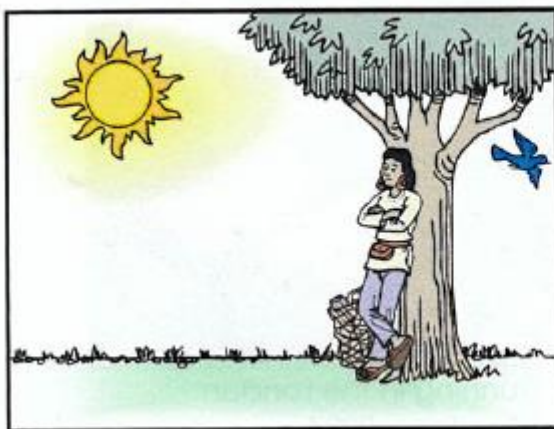


②



1. Rita \_\_\_\_\_ under a tree when it began to rain.  
(stand)

①

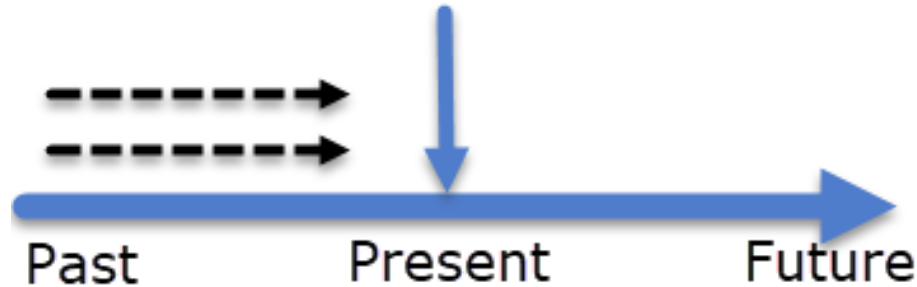


②



2. Rita \_\_\_\_\_ under a tree when it began to rain.

#### 4. 서로 연관되지 않는 두 가지 동작의 동시 진행



- While Mary was cooking, Peter was cleaning.
- = Mary was cooking, and Peter was cleaning.

#### 5. 이야기의 배경을 소개할 때

- The birds were singing and the sun was shining.  
I sat down.

## 5. 이루지 못한 과거의 계획이나 의도

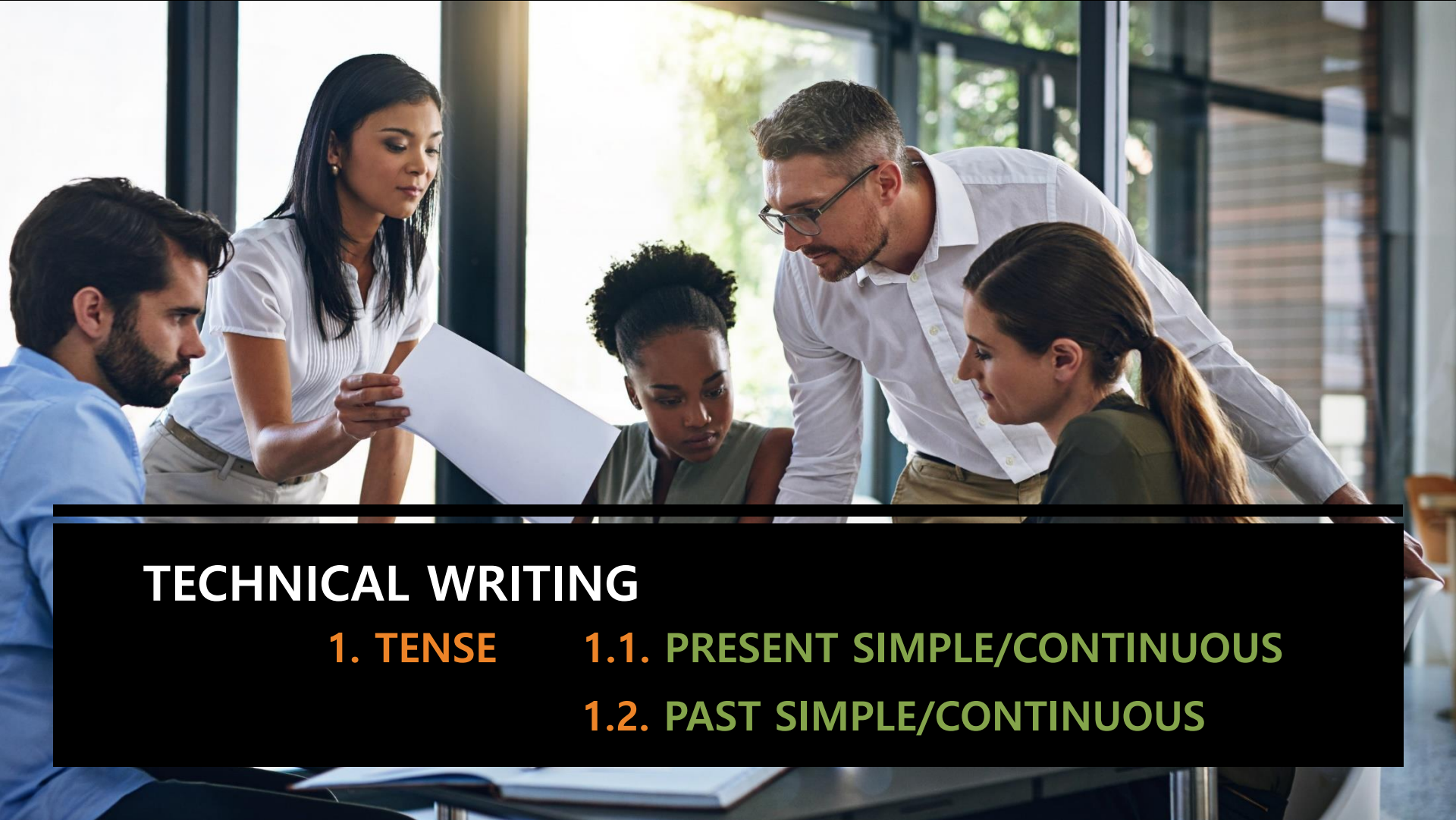
**was/were going to V**

- Jack was going to **go** to the movie last night, but he changed his mind.
- I was planning to **go**, but I didn't.
- = I was hoping to **go**, but I couldn't.
- = I was intending to **go**, but I didn't.
- = I was thinking about **going**, but I didn't.

# 과제 1

## - 복습용 Exercise 1 문제 풀기 (10점)

- <집현캠퍼스> - <주차별 학습> - <2주차>에서 과제 파일 다운로드
- 파일에 입력 or 종이에 출력해서 풀기: 분반번호, 학번, 성명 기재
- 문제 다 풀 후 <2주차>의 답안지 보고 스스로 채점
- 문제 풀고 채점한 결과물을 <2주차 과제방>에 제출 (pdf)
- 문제 몇 개 맞았는지 개수 중요하지 않음. 모르는 것과 아는 것 구분하고, 몰랐던 것 배우는 게 목표. 이해 안 되는 문제 표시해서 올리기
- 제출 마감: 3월 16일 토요일 자정 이전  
(마감 지나면 과제 제출방 사라짐. 제출 불가)
- 다음 시간에 제출물 종이/파일 준비해오기. 문제 풀이 예정



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