

# Technical Communication

## Module 1 – Lecture 4

**S.V. Kulkarni**

**EE Dept, IIT Bombay**

## ■ Active/ Passive Voice

Active voice: subject is 'active'

X helps Y

Passive voice: subject is 'passive' – receives some action

Y is helped by X  
X subject

## ■ Tense

### 1. Simple present

- a) **Habit** I exercise everyday take is taken
- b) **Truth** The sun rises in the east
- c) **Exclamation** Here, we get good results!
- d) **Quotes** Honesty is best policy
- e) **Future but recurring events** The next lecture is at 9.30 am tomorrow

## 2. Present Continuous

is taking      is being taken

I am reading this text book

He is having a cellphone → (these days)

## 3. Present Perfect

has taken (Active)      has been taken (Passive)

X has been to the US.

## 4. Present Perfect Continuous

X has been studying for exams since last two weeks.

## 5. Simple Past

took (active)      was taken (passive)

20 ≥ 10 → numbers  
 < 10 → words  
 twenty

## 6. Past Continuous

It was getting darker

**7. Past Perfect**

~~had seen~~  
 I met him in IITB in 2016. I had

**8. Past Perfect Continuous**

~~seen him previously ten years before~~  
 At that time he had been  
writing a book for almost two

**9. Simple Future**

will, shall

will be taken  
 (passive)

**10. Future Continuous**

Next week, I will be having exams  
 [auxiliary verbs]

**11. Future Perfect**

I shall have written my exam by  
 next week.

**12. Future Perfect Continuous** – Uncommon

By next April, we shall have been  
living in this city for 10 years.

## ■ Punctuation

### 1. Full stop

May I request you - - - (request)

### 2. Comma

After the teacher talked to X,  
she decided to consult parents.

Moreover, - - -

However, - - -

Therefore, - - -

, i.e., - - -

, viz., - - -

, e.g., - - -

### 3. Semicolon

The weather was too hot; therefore,  
we didn't go out.

## ■ Punctuation

4. Colon PL give me the following items  
a, b, c, and d.
5. Parentheses X (my brother's classmate) is visiting my home today
6. Question Mark ✓  
/
7. Exclamation Mark ✓
8. Quotation Marks: double and single  
The witness said, "I heard him saying 'Go back'."
9. Apostrophe  
Yours', dog's, men's  
X and Y's house (joint ownership)  
X's and Y's houses (individual " )
10. Hyphen  
air-conditioned during low-and-high-tides