



# English for Computer

By

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English for Computer  
Word processing (Topic 9) & Passive Voice

Reference: Basic English for Computing by Eric Glendinning, Oxford.



## Processing Words

**New :** Begins a new file containing no data.

**Open:** Start the application ready for use.

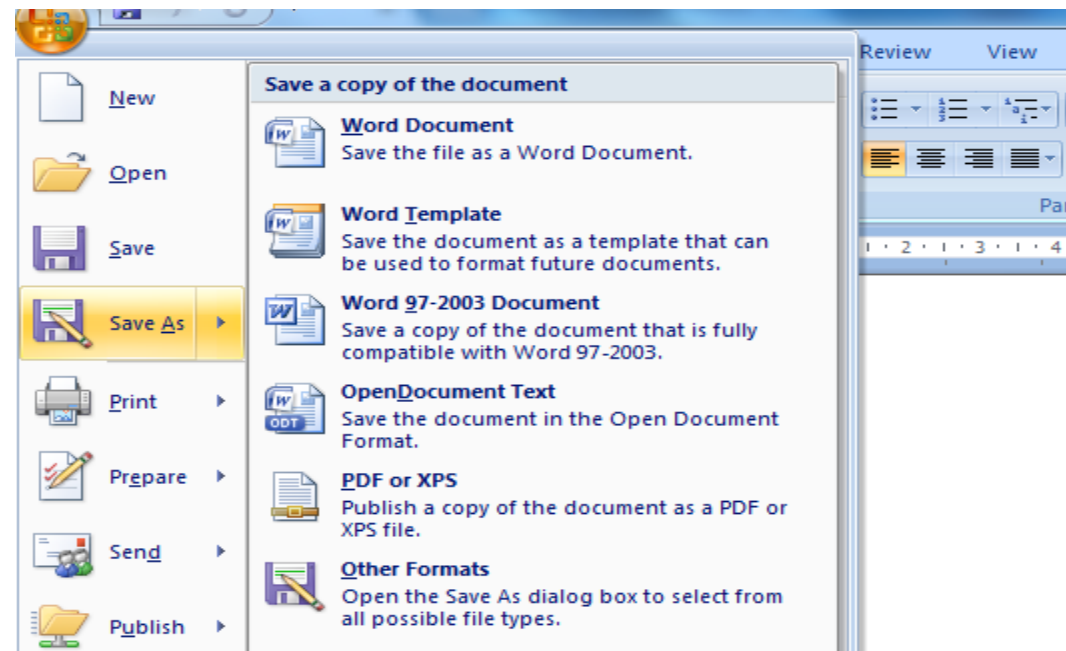
**Save:** Save the document to disk.

**Edit:** Alter the data in the document.

**Insert :** Enter information into the disk.

**Print:** Send the data to the printer to be printed out.

**Format:** Alter the appearance of the text.





# Active and Passive Voice

- We use passive voice if we want to focus on the action more than agent.
- Passive voice usually is used in formal writing such as Research paper or literature English language.

Simple Present:

<b>Voice</b>	<b>Active</b>	<b>Passive</b>
<b>Simple Present</b>	S + V. + object	Object + is/ am /are + P.P. + S
<b>Example</b>	He does the H.W.	The H.W is done by him.



# Active and Passive Voice

•Perfect Present:

<b>Voice</b>	<b>Active</b>	<b>Passive</b>
<b>Perfect Present</b>	S + have/ has + pp. + object	Object + have/ has + been + pp. + S.
<b>Example</b>	I have done the H.W.	The H.W has been done by me.



## Question

Change the **Active Voice** to the **Passive Voice** of the following statements:

1. Scientists have invented new methods.

**Answer: New methods have been invented by scientists.**

2. He has sent the email.

3. Ministry build the university.

4. Factory has manufactured cars.

5. Ahmed has written the H.W.

6. Ali sends an email.

7. The thief has stolen the jewelries.

8. Tabs have been inserted.

9. Raber drives a car.