

Simple English

- 1 – Plain and Simplified English**
- 2 – Simple English**

1 – Plain and Simplified English

Introduction

- (1) Many readers of technical documentation do not speak English as their first language.
- (2) Therefore, it is the responsibility of technical writers to write documents that contain simple vocabulary and simple uniform grammatical constructions, which exist in most languages, so that:
 - (a) A reader can easily read and understand them;
 - (b) A translator can easily translate them.

Language Barriers

- (1) Many constructions that exist in English do not exist in other languages.
- (2) Many constructions that exist in other languages do not exist in English.
- (3) If you give a document that contains many uniquely English constructions to a client, he may not understand the language and consequently not understand the technical information that you wish to convey.
- (4) If you give a document that contains many uniquely English constructions to a translator, he may need to fully understand the technical information that you wish to convey, in order to correctly translate your text.

Two examples of differences between English and German follow.

English Present Participle Phrase

The Oxford German Reference Grammar gives the example below. *The first part of the sentence is an English construction which begins with the present participle “Turning”. There is no single correct word for word translation into German for this.* The book gives six translations of the sentence into German, the first two of which are shown below. (The English equivalents are mine.) In the second part of the sentence the present participle “*standing*” follows the verb “noticed”. Therefore, it is correctly translated into German as the infinitive “*stehen*” = “to stand”.

Turning from his work, he noticed her *standing* in the doorway.

- (1) *Er wandte sich von seiner Arbeit ab*, und sah sie im Türrahmen *stehen*.
He turned from his work and saw her standing in the doorway.
- (2) *Als er sich von seiner Arbeit abwandte*, sah er sie im Türrahmen *stehen*.
When he turned from his work, he saw her standing in the doorway.

German Participial Phrases

The following three examples (also from the Oxford German Reference Grammar) show a construction in German which does not exist in English. Below the German are two English translations. The first is a literal word for word translation and the second is the proper translation.

(1) die aus der Schweiz eintreffende Gruppe

the from the Switzerland arriving group
the group arriving from Switzerland

(2) mit allen ihm zur Verfügung stehenden Mitteln

with all to him available being means
with all the means available to him

(3) durch einen aus Westfalen stammenden Vertreter

through a from Westfalen coming representative
through a representative who comes from Westfalen

Language Families in Europe

- (1) Languages around the world are classified into Families.

Each Family originated thousands of years ago as the result of the migration or movement of a group of people who introduced and imposed their language and customs.

- (2) Over time the original language changed and diversified into separate languages.

Each Family may consist of two or more Subgroups.

Each Subgroup may consist of two or more Branches.

- (3) English is a member of the Western Branch, of the Germanic Subgroup, of the Indo-European Family. The Indo-European Family is the largest in the world. Nearly half the world's population speak an Indo-European language.

- (4) The Norman Conquest introduced many French words into English, so that many English words are similar to equivalent words in other languages of the Romance Subgroup of the Indo-European Family.

- (5) The previous two slides showed the problems that exist between English and German. English is derived from German.

The differences between languages of different families is far greater.

- (6) The next slide shows the Language Families and their Subgroups in Europe.

Language Families in Europe (continued)

Indo–European (2.5 billion)

Germanic

English
German
Dutch
Swedish
Norwegian
Danish
Faroese
Icelandic

Celtic

Irish
Scottish
Welsh
Breton

Slavic

Polish
Czech/Slovak
Sorbian
Slovene
Bulgarian
Serbian/Croat
Macedonian
Russian
Ukrainian
Belorussian

Baltic

Latvian
Lithuanian

Romance

French
Provencal
Spanish
Catalan
Portuguese
Italian
Rhaeto–Romanic
Romanian

Greek

Albanian

Romany (Indic Branch of Indo–Iranian Subgroup)

Uralic (20m)

Finno–Ugric

Finnish
Lappish
Estonian
Hungarian

Altaic (120m)

Turkic

Turkish

Independent

Basque (1m)

Plain English

- (1) Many private and government organisations now write documents in Plain English. Plain English is a response to the incomprehensible language of many legal and administrative documents.
- (2) It requires writers to write documents that consist of simple grammatical constructions and commonly used words.
- (3) The Securities and Exchange Commission (SEC) of the USA, produced the following document, which deals specifically with the disclosure of investment information.

A Plain English Handbook

You can download it from either of the following two links.

<http://www.sec.gov/pdf/plaine.pdf>

<http://www.sec.gov/pdf/handbook.pdf>

The following chapter of this document provides an excellent guide to Plain English.

Chapter 6 - Writing in Plain English (Page 17)

See also, the following websites.

<http://www.plainenglish.co.uk>

<http://www.plainlanguage.gov>

<http://europa.eu.int/comm/translation/en/ftfog/index.htm>

AECMA Simplified English

AECMA Simplified English defines a standard for the language of technical documentation in the civil aircraft industry.

- (1) AECMA Simplified English is a Controlled Language. It is a restricted form of Plain English that permits only:
 - (a) A restricted set of simple uniform grammatical constructions;
 - (b) A restricted vocabulary.
- (2) AECMA Simplified English is defined by Association Europeene des Constructeurs de Materiel Aerospatial = European Association of Aerospace Industries.
- (3) All of the civil aircraft industry (including Boeing and Airbus) uses AECMA Simplified English to produce service, maintenance and repair manuals.
- (4) The following documents define AECMA Simplified English.

AECMA SIMPLIFIED ENGLISH - Issue 1 Revision 1 - Guide.doc

AECMA SIMPLIFIED ENGLISH - Issue 1 Revision 1 - Dictionary.doc

Simple English

(1) It is not practical or appropriate to conform to AECMA Simplified English. However, it would be advantageous to conform to some of its rules.

(2) The two-sided A4 card which accompanies this presentation

Simple English

is based upon AECMA Simplified English.

(3) The card provides a practical set of rules, to assist you to write technical documents. Use it to write reports, project plans and technical documentation etc.

The purpose of this card is to restrict the grammatical constructions that you use, so that someone whose first language is not English can easily read your document.

(4) Use it all the time, so that its rules become second nature to you.

2 – Simple English

The Objectives

The purpose of Simple English is to assist you to write documents that:

- (1) Contain simple uniform grammatical constructions (that exist in most languages);
- (2) Are unambiguous;
- (3) A person whose first language is not English can read without unnecessary difficulty;
- (4) A translator can translate easily.

A translator must be able to translate your document almost word for word, as in the following example. It is from the Microsoft Mouse and Intellipoint Version 1.1 User Guide.

Insert the Setup disk into the disk drive.

Legen Sie die Installationsdiskette in das Diskettenlaufwerk ein.

Inserire il disco di installazione nell'unità disco.

Glossary

When you write a technical document it is good practise to create and use a glossary. A glossary assists a person whose first language is not English to read your document and a translator to translate it.

- (1) Before you start to write a document, create a glossary of project specific names and terms.
- (2) Use the terms in the glossary consistently throughout your document. For example, the glossary may contain the entry.

HTML Browser

Always use this name when you refer to the browser, do not use another similar name, such as the following.

Web Browser

A bit of Grammar – Verbs

<p>Infinitive (to) calculate</p>		
<p>Present (Simple) I calculate You calculate He, She, It calculates We calculate You calculate They calculate</p>	<p>Past (Simple) I calculated You calculated He, She, It calculated We calculated You calculated They calculated</p>	<p>Future (Simple) I will calculate You will calculate He, She, It will calculate We will calculate You will calculate They will calculate</p>
<p>Imperative (command) Calculate (you singular) Let us calculate (we) Calculate (you plural)</p>		
<p>Present Participle calculating</p>	<p>Past Participle calculated</p>	

A bit of Grammar – Adverbs

Adverbs and adverbial phrases qualify verbs, i.e. they provide additional information about how an action is, was or will be performed.

Adverbs – Qualify Verbs

Peter performed the task *enthusiastically*.

Adverb of
Manner

Adverbial
Phrase of
Manner

Adverbial Phrases

Peter performed the task *with great enthusiasm*.

He travelled *to Spain*, *on Wednesday*, *by air*.

Adverbial
Phrase of
Place

Adverbial
Phrase of
Time

Adverbial
Phrase of
Manner

A bit of Grammar – The Passive Voice

To form the passive voice, make the **(direct) object** (of the verb in the active voice), the subject of the verb, and change the verb, to the verb “to be” plus the past participle.

Subject

Verb

Direct Object

Active Voice **AutoLedger** **creates** the purchase order.

Passive Voice The purchase order **is created** by **AutoLedger**.

The Direct Object becomes the Subject.

The verb changes to the verb “to be” plus the Past Participle.

The Subject becomes an **Adverbial Phrase of Manner**.

Passive Voice – Problem – 1

When you write a sentence in the passive voice, you define the agent of the action (who or what did the action) with an adverbial phrase that begins with “by”.

Unfortunately, you can omit this, even when you know the agent. This is a common fault in technical documentation.

Active Voice **AutoLedger** *creates* the purchase order.

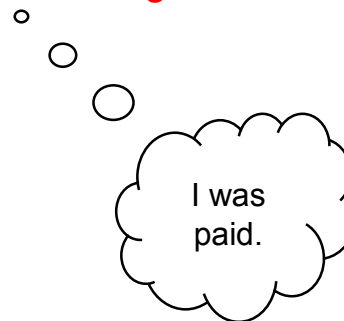
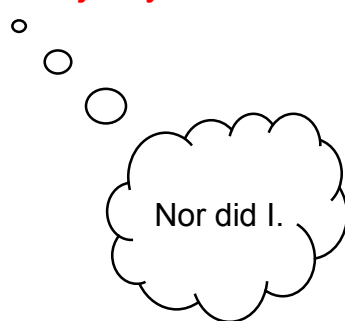
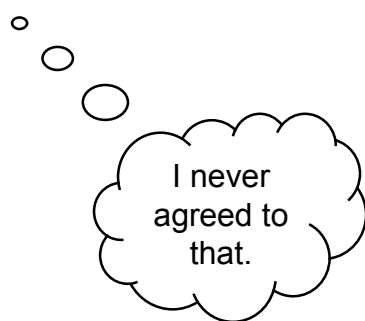
Passive Voice The purchase order *is created* by **AutoLedger**.

The purchase order *is created*. (by who or what ?)

Passive Voice – Problem – 2

You can use the passive voice, together with various other constructions, to deliberately or inadvertently, weaken or obscure what a passage of text means. The following imaginary conclusions in a report from a committee show how to successively weaken the meaning of a sentence.

- (1) We recommend the following.
- (2) The committee recommends the following.
- (3) The committee makes the following recommendations.
- (4) The following are recommended by the committee.
- (5) The following recommendations are made by the committee.
- (6) The consensus of the committee is that the following recommendations should be made.
- (7) The consensus of the majority was that the following recommendations should be made.



Passive Voice – Problem – 3 (Italian)

Other languages form and use the passive differently to English.

Ordinary passive
with “essere = to be”.

La bistecca *è cotta* ai ferri.
The steak *is cooked* on the grill.

I vestiti Benetton *sono venduti* in tutta l'Italia.
Benetton clothes *are sold* throughout Italy.

Passive formed with
“venire = to come” to
denote a habitual or
repetitive action.

Il vino *viene bevuto* ai tutti i pasti.
Wine [*comes*] *is drunk* at all meals.
In Italia gli spaghetti *vengono mangiati* spesso.
In Italy, spaghetti [*come* (plural)] *is often eaten*.

Passive formed with
“andare = to go” to
denote obligation or
compulsion.

Il vino bianco *va servito* fresco.
White wine [*goes*] *should be served* chilled.
Gli spaghetti *vanno cotti* al dente.
Spaghetti [*go* (plural)] *should be cooked* “al dente”.

Impersonal active.
Not used in English.

Si serve la cena alle otto.
Dinner is served [*One serves dinner*] at 8 o'clock.

Passive Voice – Problem – 3 (German)

Standard passive with auxiliary verb “werden = to become”.

Das Kind **wurde von** einem Hund *gebissen*.
The child **was bitten by** a dog.

Die Tür **wurde durch** den Wind *geöffnet*.
The door **was opened by** the wind.

Passive formed with auxiliary verb “bekommen = to get”.

Ich **bekam** eine bessere Stelle *angeboten*.
{I **got** a better position (job) *offered*.}
I **was offered** a better position (job).

Alternative construction with verb “sich lassen = to let oneself”.

Dies **läßt sich vermeiden**.
{This **lets itself** (to) *avoid*.}
This **can be avoided**.

Impersonal active. Not used in English.

Man sagt, sie sei verlobt.
{**One says** that she is engaged.}
It is said that she is engaged.

Reflexive verb. This construction has no equivalent in English.

Es spricht sich herum, daß ...
{**It says itself around**, that ...}
It is said that ...

Passive Voice – Problem – 4

You can make the *indirect object* (of the active) the *subject* (of the passive) in English, but not in other languages, e.g. German and Italian.

Indirect Object

Direct Object

Ferdinand sent *him* the letter.

He was sent the letter by Ferdinand.

The Indirect Object
becomes the Subject.
ONLY IN ENGLISH.

The Direct Object
remains the
Direct Object.

Passive Voice – Conjugations and Use

Present Passive

I am certified

You are certified

He, She, It is certified

We are certified

You are certified

They are certified

Past Passive

I was certified

You were certified

He, She, It was certified

We were certified

You were certified

They were certified

Future Passive

I will be certified

You will be certified

He, She, It will be certified

We will be certified

You will be certified

They will be certified

- (1) ***Write all procedures and instructions in the active voice.***
- (2) Use the active voice as much as possible in descriptive text. You may use the Present Passive when the person or thing that performs an action is either unknown, indeterminate or unimportant, or when you specifically wish to place emphasis upon the recipient of the action.

Yes Benetton clothes ***are sold*** throughout Italy.

Yes Parola ***is certified*** by MegaSoft as an Alliance Partner.

Use Active Voice instead of Passive Voice

Action Performed by the Reader

Yes You *inflate* the spare tyre to the correct pressure.

No The spare tyre *is inflated* to the correct pressure.

Yes *Inflate* the spare tyre to the correct pressure.

No The spare tyre *should be inflated* to the correct pressure.

Action Performed by the Software

Yes The installation software *creates* the configuration files.

It *creates* the configuration files.

No The configuration files *are created* (by the installation software).

NOTES (1) The passive voice normally requires two verbs instead of one. If you use an auxiliary verb (as shown on the next slide) the passive requires three verbs instead of two.

(2) The passive voice is “impersonal”. It replaces the second person singular “you” with the third person singular “it”.

Auxiliary Verbs – Form Active not Passive

Use an auxiliary verb (“to be able to”, to be unable to”, “to have to”, “may”) with the infinitive to form a construction in the active voice.

Do not use an auxiliary verb with the verb “to be” and the past participle to form a construction in the passive voice.

Yes You **must inflate** the tyres to the correct pressure.

No The tyres **must be inflated** to the correct pressure.

Yes You **can run** the system monitor during operation. (Possible)

No The system monitor **can be run** during operation.

Yes You **may run** the system monitor during operation. (Permissible)

No The system monitor **may be run** during operation.

The following five slides show non–standard conjugations of five auxiliary verbs (for reference). Use the forms shown in Green. Do not use the forms shown in Red. Use the conditional shown in Blue when permitted. (Refer to the slide that details the conditional.)

Auxiliary Verb – 1 – to be able to

The auxiliary verb “to be able to” has alternative Present, Past and Conditional tenses.

Present

I am able to
You are able to
He, She, It is able to
We are able to
You are able to
They are able to

I can
You can
He, She, It can
We can
You can
They can

Past

I was able to
You were able to
He, She, It was able to
We were able to
You were able to
They were able to

I could
You could
He, She, It could
We could
You could
They could

Conditional

I would be able to
You would be able to
He, She, It would be able to
We would be able to
You would be able to
They would be able to

same as past

NOTE A subsequent slide details the conditional.

Auxiliary Verb – 2 – to be unable to

The auxiliary verb “to be unable to” has (invariable) alternative Present, Past and Conditional tenses.

Present

I am unable to
You are unable to
He, She, It is unable to
We are unable to
You are unable to
They are unable to

I cannot
You cannot
He, She, It cannot
We cannot
You cannot
They cannot

Past

I was unable to
You were unable to
He, She, It was unable to
We were unable to
You were unable to
They were unable to

I could not
You could not
He, She, It could not
We could not
You could not
They could not

Conditional

I would be unable to
You would be unable to
He, She, It would be unable to
We would be unable to
You would be unable to
They would be unable to

same as past

NOTE A subsequent slide details the conditional.

Auxiliary Verb – 3 – to have to

The auxiliary verb “to have to” has an alternative Present tense which also has a corresponding Negative Present tense.

Present

I have to

You have to

He, She, It has to

We have to

You have to

They have to

I must

You must

He, She, It must

We must

You must

They must

I must not

You must not

He, She, It must not

We must not

You must not

They must not

Auxiliary Verb – 4 – may / may not

The auxiliary verb “may” only has Present, Past and Conditional tenses.

Present

I may
You may
He, She, It may
We may
You may
They may

I may not
You may not
He, She, It may not
We may not
You may not
They may not

Past

I might
You might
He, She, It might
We might
You might
They might

I might not
You might not
He, She, It might not
We might not
You might not
They might not

Conditional

same as past

NOTE A subsequent slide details the conditional.

same as past

Auxiliary Verb – 5 – should / to ought to

The auxiliary verb “should / to ought to” only has a Present tense.

Present

I should

You should

He, She, It should

We should

You should

They should

I ought to

You ought to

He, She, It ought to

We ought to

You ought to

They ought to

Do not use the verb
“should / to ought to”.
Use the verb “must /
to have to” instead.

Do not use “should” instead of “if”.

Yes If the backup fails ...

No If the backup should fail...

Should the backup fail ...

Verbs – Imperative

The imperative (command) conjugation of a verb has only three forms in English.

- (1) Second person singular “you” to instruct one person to do something.

Drive the articulated lorry to Bolton.

- (2) First person plural “we” to instruct more than one person to do something and include yourself in the activity.

Let us unload the articulated lorry.

- (3) Second person plural “you” to instruct more than one person to do something.

Unload the articulated lorry.

In technical documentation you normally only instruct one person to do something, so you normally only use the the second person singular form. The imperative (command) conjugation of the verb “to calculate is shown below on the left.

Calculate

Let us calculate

Calculate

NOTE In technical documentation you sometimes state that a procedure requires more than one person. In this situation you may give some instructions to each person individually and some to more than one person. Therefore you may use both the second person singular and plural forms. Remember that they are identical in English, but that they are not identical in other languages. You must state clearly if you give an instruction to two or more people, so that it is unambiguous in your English and so that a translator translates it correctly.

Verbs – Imperative (continued)

In an instruction, write the verb in the imperative. Other less direct forms of the verb leave confusion as to whether something: must be done; is already done; must be done in the future by someone else.

Yes Drive through all residential areas at a **MAXIMUM** speed of 30mph.

This is totally unambiguous.

No You should drive through all residential areas at a **MAXIMUM** speed of 30mph.

It is not clear whether this is an instruction, a recommendation or a general statement.

No The DSA (Driving Standards Agency) guidelines state that you should drive through all residential areas at a **MAXIMUM** speed of 30mph.

It is not clear whether this is an instruction or a recommendation.

Person

In an instruction, you write the verb in the imperative, in the second person singular “you” form. Be consistent and write all other text that refers to the reader in the second person singular “you” form.

Yes If you **enable** the Automatic Save facility, Microsoft Word saves your document automatically every few minutes.

No If the Automatic Save facility **is enabled**, Microsoft Word saves your document automatically every few minutes.

Write all text that refers to hardware and software in the third person singular “it” or plural “they” form.

Yes Microsoft Word **saves** your document automatically every few minutes, if you enable the Automatic Save facility.

Continued ...

Person (continued)

Use the first person plural “we” to refer to your company, e.g. Parola, in the Active Voice.

Yes Parola *support* AutoLedger.

No Parola *supports* AutoLedger.

In this context you refer to your company as a team, of which you are a member.

Use the third person plural “it” to refer to your company, in the Passive Voice.

Yes Parola *is certified* by MegaSoft as an Alliance Partner.

No We *are certified* by MegaSoft as an Alliance Partner.

In this context you refer to your company Parola as a single entity, from the point of view of yourself, the reader and MegaSoft. “Alliance Partner” is singular.

Summary of the Three Most Important Rules

The three most important and effective rules that you must observe when you write a technical document are: (1) Write in the Active Voice instead of the Passive Voice; (2) Write in the Personal instead of Impersonal (i.e. You and We instead of It); (3) Write all instructions in the Imperative. These three rules do more than any other to ensure the clarity and readability of your document.

- (1) If you write in the Active Voice instead of the Passive Voice your document is grammatically simpler, precise and imparts more information.
- (2) If you write in the Personal instead of the Impersonal (i.e. You and We instead of It) your document communicates personally to the reader and is therefore easier to read.
- (3) If you write an instruction in the Imperative, it is unambiguous.

The remaining rules (which restrict the forms of a verb that you may use) consolidate and enhance these three rules.

Verbs – Restrictions

The following slides specify rules that restrict the forms of the verb that you may use, principally to the simple tenses. A common theme is that you may not use the Past, Present and Future Continuous tenses. You form these with the verb “to be” plus the Present Participle (“-ing” form).

I was washing the car.

I am washing the car.

I will be washing the car.

These tenses generally refer to the specific time that an action occurs, which is not appropriate in technical documentation. Also, the Present Continuous may be used instead of the Future Continuous.

I am meeting Lilo Lil at 9:30 this evening.

Some Romance languages have Continuous tenses, but their usage and construction differs from English. German does not have Continuous tenses.

Verbs – Present Tenses – Conjugations

Present (Simple)

I calculate
You calculate
He, She, It calculates
We calculate
You calculate
They calculate

You form the Present Continuous tense with the present tense of the verb “to be” plus the present participle (“-ing” form) of the verb.
DO NOT USE IT.

Present Continuous

I am calculating
You are calculating
He, She, It is calculating
We are calculating
You are calculating
They are calculating

Present Emphatic

I do calculate
You do calculate
He, She, It does calculate
We do calculate
You do calculate
They do calculate

You form the Present Emphatic tense with the present tense of the verb “to do” plus the infinitive.

Use the Present Emphatic tense for negative statements and questions (the interrogative).

You do not calculate.

Does it calculate ?

Verbs – Present Tenses – Examples of Use

Use only the Present (Simple) tense for positive statements.

Yes While Outlook **loads**, eat a three course meal.

No While Outlook **is loading**, eat a three course meal.

Yes If you **wish** to use the software, you must register it.

No If you **do wish** to use the software, you must register it.

Use only the Present Emphatic tense for negative statements and questions.

Yes Outlook **does** not **take** more than 10 minutes to load.

No Outlook **is** not **taking** more than 10 minutes to load.

Yes **Does** Outlook **take** more than 10 minutes to load?

No **Is** Outlook **taking** more than 10 minutes to load?

Verbs – Past Tenses – Conjugations

Past (Simple)

I calculated
You calculated
He, She, It calculated
We calculated
You calculated
They calculated

Past Emphatic

I did calculate
You did calculate
He, She, It did calculate
We did calculate
You did calculate
They did calculate

Use the Past (Simple) tense for positive statements.

Do not use the Past Continuous and Past Habitual tenses.

Use the Past Emphatic tense for negative statements and questions (the interrogative).

Past Continuous

I was calculating
You were calculating
He, She, It was calculating
We were calculating
You were calculating
They were calculating

Past Habitual

I used to calculate
You used to calculate
He, She, It used to calculate
We used to calculate
You used to calculate
They used to calculate

Verbs – Future Tenses – Conjugations

Future (Simple)

I will calculate
You will calculate
He, She, It will calculate
We will calculate
You will calculate
They will calculate

Use the Future (Simple) tense for positive statements, negative statements and questions (the interrogative).

Do not use the Future Continuous or Future Intentional tenses.

Future Continuous

I will be calculating
You will be calculating
He, She, It will be calculating
We will be calculating
You will be calculating
They will be calculating

Future Intentional

I am going to calculate
You are going to calculate
He, She, It is going to calculate
We are going to calculate
You are going to calculate
They are going to calculate

Verbs – When to use the Present, Past and Future

- (1) Write all descriptive text in the Present tense.
- (2) Do not use the Future tense within an instruction or procedural step when you can use the Present tense.

Yes Select the Style option. MS Word ***displays*** the Style Window.

No Select the Style option. MS Word ***will display*** the Style Window.

- (3) Write procedural steps in the Imperative or Present tense (unless the Past tense or Future tense is appropriate as detailed next).
- (4) Write statements or questions in procedures which refer to actions in other steps in the Past tense or Future tense as appropriate.

Past (6) You ***created*** a backup of the barcode data in Step (3).

(6) ***Did*** you ***create*** a backup of the barcode data in Step (3)?

Future (6) You ***will create*** a backup of the barcode data in Step (9).

Verbs – Conditional Tenses

You can use the Conditional (Simple) in reports and proposals etc.
Do not use the Conditional in user guides and manuals.

Conditional (Simple)

I would calculate

You would calculate

He, She, It would calculate

We would calculate

You would calculate

They would calculate

Conditional Continuous

I would be calculating

You would be calculating

He, She, It would be calculating

We would be calculating

You would be calculating

They would be calculating

You use the Conditional tenses with the Past Subjunctive to form conditional sentences. The Past Subjunctive is identical to the Past (Simple) tense, except for the verb “to be”.

If he **were** (not **was**) rich, he **would buy** a Lamborghini.

If I **were** (not **was**) at home I **would be watching** the television.

Verbs – Compound Tenses with Past Participle

Do not use simple compound tenses formed with the verb “to have” plus the Past Participle of the verb.

Perfect

I have calculated
You have calculated
He, She, It has calculated
We have calculated
You have calculated
They have calculated

Pluperfect

I had calculated
You had calculated
He, She, It had calculated
We had calculated
You had calculated
They had calculated

Future Perfect

I will have calculated
You will have calculated
He, She, It will have calculated
We will have calculated
You will have calculated
They will have calculated

Conditional Perfect

I would have calculated
You would have calculated
He, She, It would have calculated
We would have calculated
You would have calculated
They would have calculated

Verbs – Complex Compound Tenses

Do not use complex compound continuous tenses formed with the verb “to have” plus “been” {the Past Participle of the verb “to be”} plus the Present Participle of the verb.

Active Voice – Compound Continuous

I have been calculating

I had been calculating

I will have been calculating

I would have been calculating

Do not use complex compound passive tenses formed with the verb “to have” plus “been” {the Past Participle of the verb “to be”} plus the Past Participle of the verb.

Passive Voice

I have been certified

I had been certified

I will have been certified

I would have been certified

Verbs – Present Participle (Gerund)

Do not use the Present Participle (“-ing” form) of a verb.

Yes After *you install* the application, return the installation CD to the software cupboard.

No After *installing* the application, return the installation CD to the software cupboard.

You must not use the Present Participle because it may not be possible to correctly translate a Present Participle Phrase (as shown earlier) and also you must not use the Past, Present and Future Continuous tenses.

EXCEPTION You may use the word “following” as an adjective or noun, to refer to an illustration or procedure etc. that comes after a passage of text.

Yes Perform the procedure that *follows*.

Yes Perform the *following* procedure.

The End