

## OA past tenses

In the past people wrote documents using a \_\_\_\_\_, but nowadays we write using a \_\_\_\_\_

In the past people always had \_\_\_\_\_ face to face, but nowadays \_\_\_\_\_ is also possible.

In the past people designed buildings etc using a \_\_\_\_\_ and paper, but nowadays most professionals design with a \_\_\_\_\_ on their computers

In the past people made multiple copies of documents by writing on \_\_\_\_\_, but nowadays we make copies using a \_\_\_\_\_

In the past people sent urgent messages by using a \_\_\_\_\_, but nowadays people send most information by \_\_\_\_\_

In the past, people made fast calculations using an \_\_\_\_\_ or a \_\_\_\_\_.  
Nowadays, people make calculations using a \_\_\_\_\_.

Abacus

Slide rule

Calculator

Telegram

Typewriter

Meetings

Teleconferencing

Pencil

CAD CAM program

Carbon paper

Photocopier

E mail