



# Tenses

Easily explained



# Present tenses



## We use it when we talk about:

### Things which are always true:

\*Water **boils** at 100 degrees.

### Permanent situations (or nearly permanent; true for a few years at least):

\*Julie **lives** in London.

### Habits or things we do regularly:

I **drink** coffee every morning.

### Future events which are part of a timetable:

\*My plane **leaves** at eight tonight.

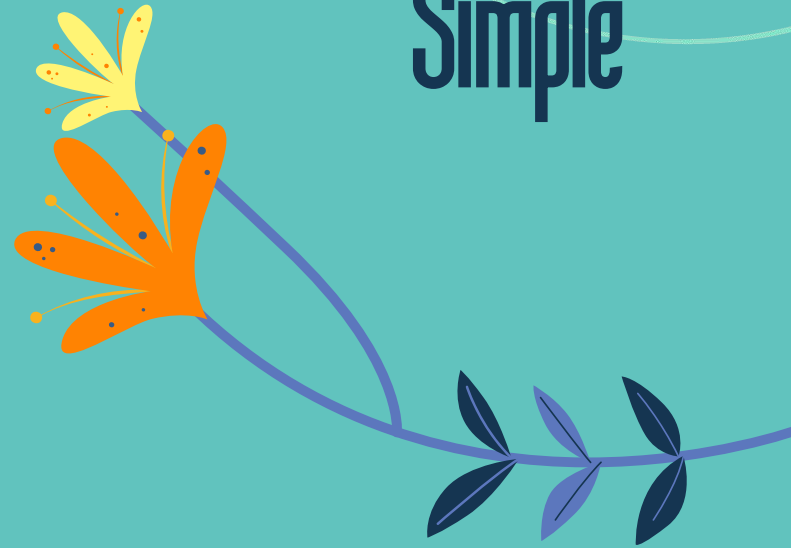
### To talk about the future after certain words ('when' 'until' 'after' 'before' 'as soon as'):

\*I'll call you **when I get** home.

### To talk about what happens in books, plays and films:

\*At the end of the book, the detective **catches** the killer.

# Present Simple



# Present Simple rules

## Irregular verbs

Have - has

Do - does

Go - goes

## Positive sentences

In positive sentences we add "**-s**", "**-es**" or "**-ies**" to the 3rd person singular - he, she, it.

## Questions

To create questions we use "**do**" and in 3rd person singular we use "**does**".

## Negative sentences

Here we use "**don't**" in every person BUT in 3rd person singular we use "**doesn't**".

# Put the verbs in the correct form

1. \_\_\_\_\_(he/eat) rice every day?
2. \_\_\_\_\_(he/come) to London often?
3. They \_\_\_\_\_(go) to a restaurant every Sunday.
4. You usually \_\_\_\_\_(arrive) late.
5. He normally \_\_\_\_\_(eat) dinner at home.
6. \_\_\_\_\_(they/work) late usually?
7. I \_\_\_\_\_(not/drink) coffee very often.



## We use it when we talk about:

### Things which are happening at the moment of speaking:

\*The water **is boiling** now, so you can put in the pasta.

### Temporary situations:

\*Julie **is living** in Paris for a few months (usually she lives in London).

### Situations which are slowly changing:

\*I**'m getting** better and better at speaking English.

### Temporary or new habits:

\*I**'m drinking** too much coffee these days because I'm so busy at work.

### Annoying habits (usually with 'always'):

\*My flatmate **is always leaving** the kitchen in a mess!

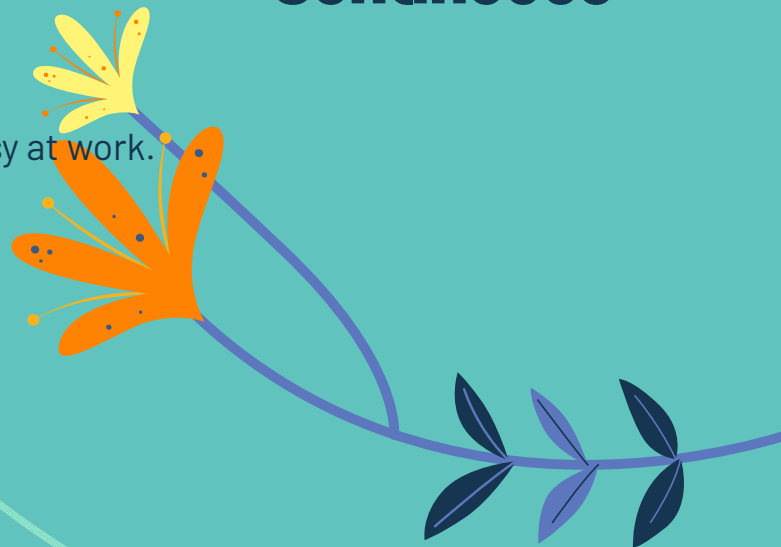
### Definite future plans:

\*I**'m meeting** John after class today.

### To talk about people in pictures and photos:

\*In this photo, my mother **is walking** beside a lake.

# Present Continuous



# Present Continuous rules



## Positive sentences

In positive sentences we use construction **to be + verb (-ing)**.



## Questions

To create questions we put **to be** first, then the **person** and then the **verb**.

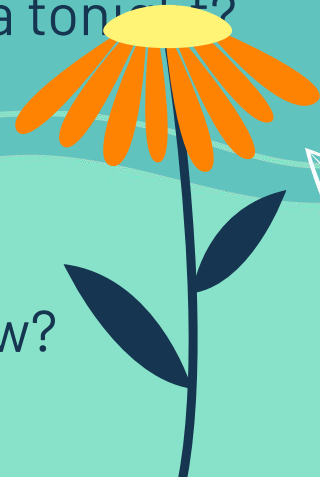


## Negative sentences

Here we use **to be + not**.  
He **is not playing** golf.  
I **am not playing** golf.  
They **are not playing** golf.

# Put the verbs in the correct form

1. \_\_\_\_\_(you/come) tonight?
2. I \_\_\_\_\_ (work) at the moment.
3. He \_\_\_\_\_ (play) tennis now.
4. \_\_\_\_\_ (you/come) to the cinema tonight?
5. He \_\_\_\_\_(not/play) golf now.
6. Julie \_\_\_\_\_(sleep) now.
7. What \_\_\_\_\_ (you/do) right now?





# SIMPLE OR CONTINUOUS?



They are playing football.

She goes to school every day.

He wears tie to work.

They are singing a song.

Does she like fish?



Is he making dinner?

She is not doing the dishes.

Are you going out tonight?

I don't like doing the ironing.

We don't work on Fridays.



## Test yourself!



1. Andy sometimes \_\_\_\_\_ comics. ( to read)
2. We never \_\_\_\_\_TV in the morning. ( to watch)
3. Listen! Sandy\_\_\_\_\_ in the bathroom. ( to sing)
4. My sister usually \_\_\_\_\_in the kitchen. ( to help)
5. My mother \_\_\_\_\_breakfast now. ( to make)
6. They often\_\_\_\_\_ the bathroom. ( to clean)
7. Look! The boys \_\_\_\_\_home. (to come)
8. Every day his grandfather \_\_\_\_\_for a walk. ( to go)
9. Cats \_\_\_\_\_mice. (to eat)
10. I \_\_\_\_\_ with my friends at the moment. (to chat)
11. Every Monday she \_\_\_\_\_ her kids to football practice. (to drive)



# Present

# Perfect

# Simple

## Unfinished Actions

We use this tense when we want to talk about unfinished actions or states or habits that started in the past and continue to the present. Usually we use it to say 'how long' and we need 'since' or 'for'.

- \*I **have known** Karen since 1994.
- \*She **has lived** in London for three years.
- \*I **have worked** here for six months.
- \*I **'ve liked** chocolate since I was a child.
- \*I **'ve been** hungry for hours.

## Finished Actions

**A finished action in someone's life (when the person is still alive: life experience):**

- \*My brother **has been** to Mexico three times.

**A finished action with a result in the present:**

- \*I **'ve lost** my keys! (The result is that I can't get into my house now).

**With an unfinished time word (this week, this month, today):**

- \*I **'ve seen** John this week.

# Present Perfect Simple rules



## Positive sentences

person + have/has + verb in 3rd form

She **has done** her homework



## Questions

Have/has + person + verb in 3rd form

**Has** she **done** her homework?



## Negative sentences

Person + haven't/hasn't + verb in 3rd form

She **hasn't done** her homework.

# Put the verbs in the correct form

1. You \_\_\_\_\_ (keep) a pet for three years.
2. \_\_\_\_\_ (you, eat) Thai food before?
3. \_\_\_\_\_ (it, rain) all day?
4. He \_\_\_\_\_ (not, forget) his books.
5. She \_\_\_\_\_ (steal) all the chocolate.
6. Who \_\_\_\_\_ (he, meet) recently?
7. I \_\_\_\_\_ (know) him for three months.



# Present Perfect Continuous



## Unfinished actions

To say how long for unfinished actions which started in the past and continue to the present.

- \*I've **been living** in London for two years.
- \*She's **been working** here since 2004.
- \*We've **been waiting** for the bus for hours.

For temporary habits or situations.

- \*I've **been going** to the gym a lot recently.
- \*They've **been living** with his mother while they look for a house.
- \*I've **been reading** a lot recently.

## Finished actions

Actions which have recently stopped (though the whole action can be unfinished) and have a result, which we can often see, hear, or feel, in the present.

- \*I'm so tired, I've **been studying**.
- \*I've **been running**, so I'm really hot.
- \*It's **been raining** so the pavement is wet.

# Present Perfect Continuous rules



## Positive sentences

person + have/has + been +  
verb (-ing)

She **has been working** all day.



## Questions

Have/has + person + been +  
verb (-ing)

**Has** she **been working** all  
day?



## Negative sentences

Person + haven't/hasn't +  
verb in 3rd form

She **hasn't been working**  
all day.

# Put the verbs in the correct form

1. She \_\_\_\_\_(work) here for 5 years.
2. You \_\_\_\_\_(not, eat) well recently.
3. \_\_\_\_\_(it, rain)?
4. You \_\_\_\_\_(sleep) for 12 hours.
5. \_\_\_\_\_(they, live) here for a long time?
6. I \_\_\_\_\_(swim) for two hours today.
7. How long \_\_\_\_\_(you, study) Italian?





# Present tenses

1. How long \_\_\_\_\_(you/wait) for the bus? You \_\_\_\_\_(look) really annoyed.
2. He never \_\_\_\_\_(wear) a tie to work.
3. In winter, what \_\_\_\_\_(you/wear)?
4. The coat \_\_\_\_\_(not/fit) me. I need a bigger size.
5. The dog \_\_\_\_\_(dig) all the morning, but it \_\_\_\_\_(not/find) any bones.
6. How many books \_\_\_\_\_(she/edit) so far?
7. You are a great cook! The cake \_\_\_\_\_(taste) wonderfully.
8. See you later. I \_\_\_\_\_(leave) in a minute.
9. Henry still \_\_\_\_\_ (not/find) a job.
10. I \_\_\_\_\_(drive)! You can sit in the back with Martin.
11. Why \_\_\_\_\_(you/look) at me like that? Have I done something wrong?
12. This is an exam. Why \_\_\_\_\_(you/talk)?
13. We \_\_\_\_\_(walk) the whole day. Let's have a rest.



# Past tenses

## We use it when we talk about:

### Finished actions, states or habits in the past.

- I **went** to the cinema yesterday.
- We **spent** a lot of time in Japan in 2007.

### Adding details

- I've hurt my leg. I **fell off** a ladder when I was painting my bedroom.
- I've been on holiday. I **went** to Spain and Portugal.

### General knowledge

- Leonardo **Painted** the Mona Lisa.
- The Vikings **invaded** Britain.

### Unreal or imaginary things in the present or future.

- If I **won** the lottery, I would buy a house.
- I wish I **had** more time!

Past  
Simple



# Past Simple rules



## Positive sentences

person + past verb

She **ate** two burgers today.



## Questions

Did/was/were + person +  
verb (infinitive)

**Did** she **eat** two burgers  
today?

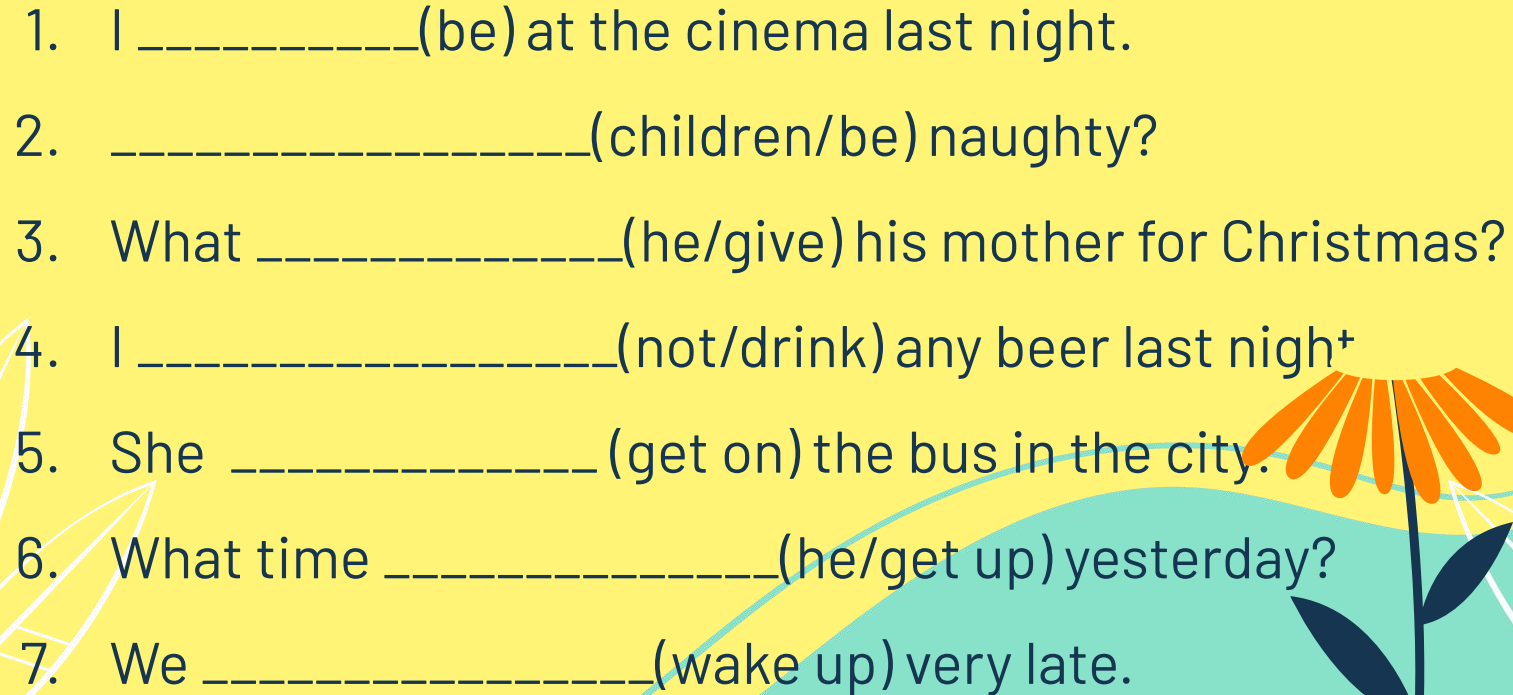


## Negative sentences

didn't/wasn't/weren't +  
verb (infinitive)

She **didn't eat** two burgers  
today.

# Put the verbs in the correct form

1. I \_\_\_\_\_(be) at the cinema last night.
  2. \_\_\_\_\_(children/be) naughty?
  3. What \_\_\_\_\_(he/give) his mother for Christmas?
  4. I \_\_\_\_\_(not/drink) any beer last night<sup>+</sup>
  5. She \_\_\_\_\_(get on) the bus in the city.
  6. What time \_\_\_\_\_(he/get up) yesterday?
  7. We \_\_\_\_\_(wake up) very late.
- 

## We use it when we talk about:

### An action in the past which overlaps another action or a time.

- I **was walking** to the station when I met John. (I started walking before I met John, and maybe I continued afterwards.)
- At three o'clock, I **was working**. (I started before three o'clock and finished after three o'clock.)

### For the background of a story.

- The birds **were singing**, the sun **was shining** and in the cafés people **were laughing** and **chatting**. Amy sat down and took out her phone.

### Temporary habits or habits that happen more often than we expect in the past.

- He **was** always **leaving** the tap running.
- She **was** constantly **singing**.

### To emphasise that something lasted for a while.

- I **was working** in the garden all day.
- He **was reading** all evening.

Past

Continuous



# Past Continuous rules



## Positive sentences

person + was/were + verb  
(-ing)

She **was sleeping** when I  
came.



## Questions

Was/were + person + verb  
(-ing)

**Were** they **sleeping** when I  
came?



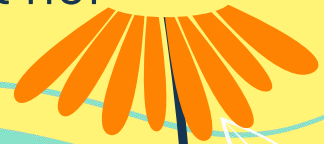
## Negative sentences

Person + wasn't/weren't +  
verb (-ing)

She **wasn't sleeping** when I  
came.

# Put the verbs in the correct form

1. He \_\_\_\_\_(cook).
2. \_\_\_\_\_(she/play) cards?
3. I \_\_\_\_\_(cry).
4. \_\_\_\_\_(you/ sleep) when I got home?
5. It \_\_\_\_\_(rain) at lunchtime.
6. What \_\_\_\_\_(you/ do)?
7. Why \_\_\_\_\_(she/not/run)?





## Test yourself!

1. I \_\_\_\_\_(sit) in a cafe when you \_\_\_\_\_(call).
2. When you \_\_\_\_\_(arrive) at the party, who \_\_\_\_\_(be) there?
3. Susie \_\_\_\_\_(watch) a film when she \_\_\_\_\_(hear) the noise.
4. Yesterday I \_\_\_\_\_(go) to the library, next I \_\_\_\_\_(have) a swim ,  
later I \_\_\_\_\_(meet) Julie for coffee.
5. We \_\_\_\_\_(play) tennis when John \_\_\_\_\_(hurt) his ankle.
6. What \_\_\_\_\_(they/do) at 10pm last night - it was really noisy?
7. He \_\_\_\_\_(take) a shower when the telephone \_\_\_\_\_(ring).
8. When I \_\_\_\_\_(walk) into the room, everyone \_\_\_\_\_(work).
9. It \_\_\_\_\_(be) a day last September. The sun \_\_\_\_\_(shine) and the  
birds \_\_\_\_\_(sing). I \_\_\_\_\_(walk) along the street when I  
\_\_\_\_\_ (meet) an old friend.

## Need some more?

1. He \_\_\_\_\_(live) in Russia when the Revolution \_\_\_\_\_(start).
2. When her train \_\_\_\_\_(get) to the station, we \_\_\_\_\_(wait) on the platform.
3. He \_\_\_\_\_(be) so annoying! He \_\_\_\_\_(always leave) his things everywhere.
4. On holiday we \_\_\_\_\_(visit) Rome, \_\_\_\_\_(see) the Vatican, and \_\_\_\_\_(spend) a few days at the beach.
5. Why \_\_\_\_\_(you/ stand) on a chair when I \_\_\_\_\_(come) into the room?
6. They \_\_\_\_\_(live) in Germany when they \_\_\_\_\_(be) young.
7. When I \_\_\_\_\_(leave) the house, it \_\_\_\_\_(snow).
8. He \_\_\_\_\_(work) in a bank when he \_\_\_\_\_(meet) his wife.
9. What \_\_\_\_\_(you/do) when I \_\_\_\_\_(call) you last night?

## We use it when we talk about:

### A finished action before a second point in the past.

- When we arrived, the film **had started** (= first the film started, then we arrived).
- I **'d eaten** dinner so I wasn't hungry.
- It **had snowed** in the night, so the bus didn't arrive.

### Something that started in the past and continued up to another action or time in the past.

- When he graduated, he **had been** in London for six years. (= He arrived in London six years before he graduated and lived there until he graduated, or even longer.)
- On the 20th of July, I **'d worked** here for three months.

### To talk about unreal or imaginary things in the past.

- If I **had known** you were ill, I would have visited you.
- She would have passed the exam if she **had studied** harder.
- I wish I **hadn't gone** to bed so late!

Past

Perfect

Simple



# Past Perfect Simple rules



## Positive sentences

person + had + verb in 3rd form

She **had been** to Rome.



## Questions

had + person + verb in 3rd form

**Had** it **rained**?

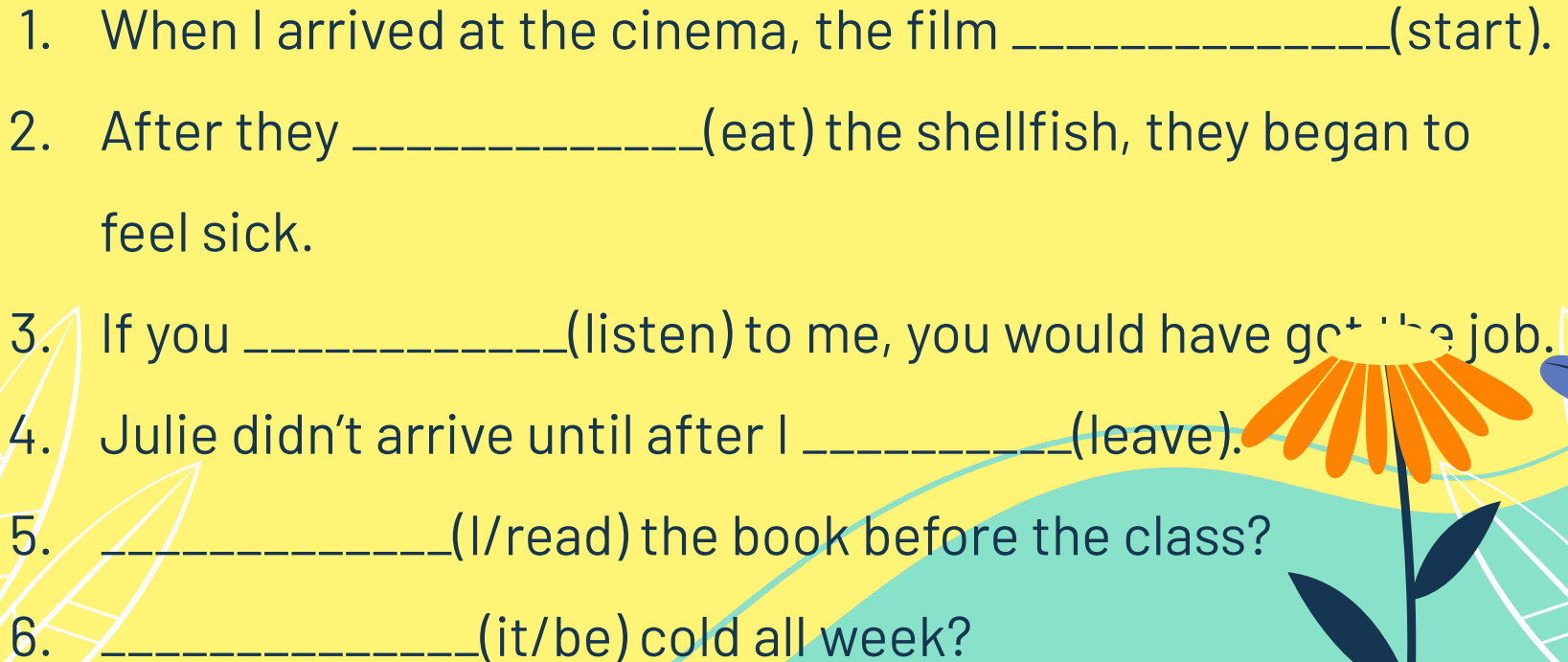


## Negative sentences

Person + hadn't + verb in 3rd form

It **hadn't rained**.

# Put the verbs in the correct form

1. When I arrived at the cinema, the film \_\_\_\_\_(start).
  2. After they \_\_\_\_\_(eat) the shellfish, they began to feel sick.
  3. If you \_\_\_\_\_(listen) to me, you would have got the job.
  4. Julie didn't arrive until after I \_\_\_\_\_(leave).
  5. \_\_\_\_\_(I/read) the book before the class?
  6. \_\_\_\_\_(it/be) cold all week?
- 

# Past Perfect Continuous rules



## Positive sentences

person + had + been + verb  
(-ing)

She **had been sleeping**.



## Questions

had + person + been + verb  
(-ing)

**Had** she **been sleeping**?



## Negative sentences

Person + hadn't + been +  
verb (-ing)

She **hadn't been sleeping**.

# Put the verbs in the correct form

1. I \_\_\_\_\_(work) all day, so I didn't want to go out.
2. She \_\_\_\_\_(not/work) but she was tired anyway.
3. \_\_\_\_\_(it/rain) when you left the restaurant?
4. We \_\_\_\_\_(eat) all day, so we felt a bit ill.
5. He was in trouble with the teacher because he \_\_\_\_\_  
(not/go) to classes.
6. There was water everywhere. What  
\_\_\_\_\_ (the children/do)



## Test yourself!

1. We had already eaten when John \_\_\_\_\_(come) home.
2. I opened my handbag to find that I \_\_\_\_\_(forget) my wallet.
3. When we \_\_\_\_\_(arrive) at the station, the train had already left.
4. We got home to find that someone \_\_\_\_\_(break) into our the house.
5. They \_\_\_\_\_(study) all day so when we \_\_\_\_\_(meet) them they were exhausted.
6. The bos \_\_\_\_\_(talk) to clients on Skype for hours so she \_\_\_\_\_(want) to take a break.
7. I \_\_\_\_\_(drink) coffee all morning. By lunchtime, I \_\_\_\_\_(feel) really strange!
8. I opened the fridge to find that someone \_\_\_\_\_(eat) all my chocolate.





# Past tenses

1. By the time we \_\_\_\_\_(get) to the theatre, the play \_\_\_\_\_(already, start)
2. Last night I \_\_\_\_\_(dream) about going to the Moon.
3. When Ginny \_\_\_\_\_(see) me yesterday, I \_\_\_\_\_(cross) the street.
4. My dad \_\_\_\_\_(paint) the room for two hours before my brother \_\_\_\_\_(come) to help him.
5. As Claire \_\_\_\_\_(dust) the furniture, she \_\_\_\_\_(break) her mum's vase.
6. My sister \_\_\_\_\_(never, be) to the circus before.
7. Pam and I \_\_\_\_\_(study) for the history exam when the lights \_\_\_\_\_(go) off.
8. You \_\_\_\_\_(not/sleep) when I \_\_\_\_\_(return) last night.
9. When \_\_\_\_\_(they/visit) you last time?
10. Yesterday at this time, Karen \_\_\_\_\_(write) a letter to her mum.
11. When we \_\_\_\_\_(go) out for a walk 1st Sunday, the sun \_\_\_\_\_(shine) and it \_\_\_\_\_(be) quite warm.



Future tenses

## We use it when we talk about:

### Future facts and things that are less certain.

- The sun will rise at 7am.
- I think the Conservatives will win the next election.

### Promises / requests / refusals / offers.

- I'll help you with your homework.
- Will you give me a hand?
- I won't go!

### We use the simple future with 'will' in the first conditional, and in other sentences that have a conditional feeling.

- If it doesn't rain, we'll go to the park.
- Let's arrive early. That will give us time to relax.



Future  
Simple

## More examples

We've run out of milk so I'm **going to** buy some on my way to work.

The sky is getting darker and darker. It's **going to** rain.

**Will** you **come** to the party?

It **won't be** very cold next week.

I **am going to cook** tonight.

I **will write** a letter to my best friend.

I **won't stay** at this hotel.

# Future Simple rules



## Positive sentences

person + will + verb  
(infinitive)

I **will meet** him later.



## Questions

Will + person + verb  
(infinitive)

**Will I meet** him later?



## Negative sentences

Person + will not + verb  
(infinitive)

I **won't meet** him later.

# Put the verbs in the correct form

1. I \_\_\_\_\_(be) there by 4 o'clock I promise.
2. The meeting \_\_\_\_\_(take) place at 6pm.
3. I'm afraid I \_\_\_\_\_(not/be) able to come tomorrow.
4. If it rains, we \_\_\_\_\_(not/go) to the beach.
5. When \_\_\_\_\_(you/get) back?
6. \_\_\_\_\_(they/come) tomorrow?
7. \_\_\_\_\_(David/ be) at home this evening?
8. In my opinion, she \_\_\_\_\_(not/pass) the exam.

## We use it when we talk about:

### An action in the future that overlaps another, shorter action or a time.

- I'll be waiting when you arrive.
- At eight o'clock, I'll be eating dinner.

### Something that will happen if everything happens as we expect.

- The Government will be making a statement later.
- When will you be leaving? (This is more polite than 'when will you leave?' because it's definitely not a request for you to leave.)

Future

Continuous



## More examples

I **will be writing** articles on different topics.

Robert **will be reading** various kinds of books.

They **will be playing** football in that field.

What **will** you **be doing** at 10pm tonight?

What **will** you **be doing** when I arrive?

She **will** not **be sleeping** when you telephone her.

They **won't be watching** TV at 9pm tonight.



# Future Continuous rules



## Positive sentences

person + will + be + verb  
(-ing)

**I will be sleeping.**



## Questions

Will + person + be + verb  
(-ing)

**Will I be cooking?**



## Negative sentences

Person + will not + be +  
verb (-ing)

**I won't be cooking.**

# Put the verbs in the correct form

1. At 3 o'clock tomorrow, you \_\_\_\_\_(lie) on the beach.
2. At 10 o'clock tomorrow she \_\_\_\_\_(sleep).
3. When she arrives, I \_\_\_\_\_(not/wait).
4. When they arrive, David \_\_\_\_\_(not/cook).
5. When the boss comes, \_\_\_\_\_(John/use) the computer?
6. When she comes in, \_\_\_\_\_(you/talk) on the phone?
7. At 8pm, where \_\_\_\_\_(I/wait)?

## Test yourself!

1. I \_\_\_\_\_(help) you as soon as I finish this project.
2. You should recognise her easily. She \_\_\_\_\_(wear) a red skirt.
3. At 11pm I \_\_\_\_\_(sleep).
4. I suppose the weather \_\_\_\_\_(be) good.
5. She \_\_\_\_\_(send) Bruno the letter when she has time.
6. Tomorrow at this time, I \_\_\_\_\_(attend) the conference.
7. They work hard. They \_\_\_\_\_(get) good marks at the end of the school.



## We use it to:

Say 'how long' for an action that starts before and continues up to another action or time in the future.

- When we get married, I'll have known Robert for four years.
- At 4 o'clock, I'll have been in this office for 24 hours.

Talk about an action that will finish before a certain time in the future, but we don't know exactly when.

- By 10 o'clock, I will have finished my homework. (= I will finish my homework some time before 10, but we don't know exactly when.)
- By the time I'm sixty, I will have retired. (= I will retire sometime before I'm sixty. Maybe when I'm fifty-nine, maybe when I'm fifty-two.)

Future

Perfect

Simple



## More examples

Margaret **will have married** Jerome by then.

The storm **will have raged** by the time we arrive.

**Will you have married** Jerome by then?

**Will Mom have cooked** our favorite meal?

**Will the plant have grown** by then?

I **will not have eaten** by then.

Henry **will not have ran** by ten o'clock.

Jenny **will not have saved** enough money yet.

# Future Perfect Simple rules



## Positive sentences

person + will + have + verb  
in 3rd form

I **will have finished** this  
book.



## Questions

Will + person + have + verb in  
3rd form

**Will I have finished** this  
book?



## Negative sentences

Person + will not + have +  
verb in 3rd form

I **won't have finished** this  
book.

# Put the verbs in the correct form

1. I \_\_\_\_\_(leave) by six.
2. \_\_\_\_\_(you/finish) the report by Monday?
3. She \_\_\_\_\_(not/finish) work by seven.
4. When \_\_\_\_\_(you/complete) the work?
5. They \_\_\_\_\_(arrive) by dinner time.
6. \_\_\_\_\_(she/get) home by lunch?
7. He \_\_\_\_\_(not/complete) the project by July.
8. \_\_\_\_\_(you/do) everything by seven?



## We use it to:

Say 'how long' for an action that continues up to another point in the future.

- In April, she will have been teaching for twelve years.
- By the time you arrive, I'll have been cooking for hours!

To talk about something that finishes just before another time or action (in this case, in the future).

- When I see you, I'll have been studying, so I'll be tired.

Future

Perfect

Continuous





## More examples

In November, I **will have been working** at my company for three years.

At five o'clock, I **will have been waiting** for thirty minutes.

When I turn thirty, I **will have been playing** piano for twenty-one years.

By our 40th anniversary, this plant **will have been growing** for 35 years.

**Will he have been sleeping** for four hours by midnight?

# Future Perfect Continuous rules



## Positive sentences

person + will + have + been +  
verb (-ing)

**I will have been working.**



## Questions

Will + person + have + been +  
verb (-ing)

**Will I have been working?**



## Negative sentences

Person + will not + have +  
been + verb (-ing)

**I won't have been working.**

# Put the verbs in the correct form

1. I \_\_\_\_\_(work) all weekend so I won't be energetic on Sunday night.
  2. How long \_\_\_\_\_(you / wait) when you finally get your exam results?
  3. Julie \_\_\_\_\_(not / eat) much, so we'll need to make sure she has a good meal when she arrives.
  4. \_\_\_\_\_(she / wait) long by the time we get there?
- 
1. \_\_\_\_\_(he / play) computer games for ten hours when he finally stops?

# Future tenses

1. Look at Jason! He \_\_\_\_\_(sneeze)!
2. Dad \_\_\_\_\_(wait) for you at the station when you arrive.
3. By the end of this year I \_\_\_\_\_(visit) Brazil.
4. What \_\_\_\_\_(you/do) tomorrow at 3 p.m.?
5. Sue and Jack \_\_\_\_\_(finish) their project by tomorrow afternoon.
6. By the end of the course we \_\_\_\_\_(learn) to communicate in Spanish.
7. Mark thinks we \_\_\_\_\_ (not/win) the match with the Winston High School.
8. Look at Jessica. She \_\_\_\_\_(jump) from the wall.
9. Dave \_\_\_\_\_(not/play) chess with me next Saturday.
10. At this time next week, Sandra \_\_\_\_\_(take) her driving test.
11. Pamela looks sad. She \_\_\_\_\_(cry).
12. We \_\_\_\_\_(have) a picnic next weekend. Would you like to come?
13. The baby \_\_\_\_\_(sleep) when you call Mrs. Stevenson.



# THANKS!

Do you have any questions?

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Grammar rules taken from: <https://www.perfect-english-grammar.com/>