

# TENSE REVIEW - PRESENT TENSES

## PRESENT SIMPLE FORM

Statement:

I **play** tennis. She **plays** tennis.

Questions:

Do you **play** tennis? Does she **play** tennis?

Negative:

I **don't play** tennis. She **doesn't play** tennis.

## PRESENT SIMPLE USE

1. Facts or generalizations  
People need food.
2. Permanent situations  
Where do you live?
3. Habits or everyday actions  
I don't travel often.
4. Short actions that are happening now (and are almost over by the time you've finished speaking)  
\*often used for sports commentary  
He takes the ball and he scores!
5. Timetables (future use)  
School begins at 9 tomorrow.
6. Time clauses (after words, such as *when, until, after, before* or *as soon as*)  
I won't go out until it stops raining.
7. Conditional use in the first and zero conditionals  
If it rains, we won't come.

## PRESENT CONTINUOUS FORM

Statement:

He **is sleeping**.

Question:

**Is he sleeping?**

Negative:

He **isn't sleeping**.

## PRESENT CONTINUOUS USE

1. Actions happening at the moment of speaking  
I'm working at the moment.
2. Temporary situations  
I'm reading a really great book.
3. Temporary or new habits  
She's swimming every morning. (She didn't use to do this)
4. Irregular or annoying habits (often used with *always, forever* or *constantly*)  
She's constantly late.
5. Definite future arrangements (future use)  
I'm meeting my father tomorrow.

\*we can't use this tense with stative verbs!

# TENSE REVIEW - PAST TENSES

## PAST SIMPLE FORM

Statement:

He **cooked** dinner.

Question:

**Did** he **cook** dinner?

Negative:

He **didn't** **cook** dinner.

## PAST SIMPLE USE

1. Finished actions in the past  
I went to the cinema yesterday. (time word)  
Leonardo da Vinci painted the Mona Lisa.  
(general knowledge tells us the period is ended)  
I've hurt my leg. I fell off a ladder.  
(details or news, introduced by other tenses)
2. Stories or lists of events  
He went to a café. People were chatting and music was playing. He sat down and ordered a coffee.
3. Unreal or imaginary things in the present or future  
If I won the lottery, I'd buy a house.

## PAST CONTINUOUS FORM

Statement:

They **were watching** a movie.

Question:

**Were** they **watching** a movie.

Negative:

They **weren't** **watching** a movie.

## PAST CONTINUOUS USE

1. An action in the past which overlaps another action or a time.  
I was walking to the station when I met John.
2. Background information  
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.
3. Temporary habits. We often use *always*, *constantly* or *forever* here.  
He was always leaving the tap running.
4. To emphasize that something lasted a long time  
I was working in the garden all day.

\*we can't use this tense with stative verbs!

# TENSE REVIEW - FUTURE TENSES

## FUTURE SIMPLE FORM

Statement:

I **will meet** him later.

Question:

**Will you meet** him later?

Negative:

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

## FUTURE SIMPLE USE

1. Predictions about the future (personal opinion)  
The sun will rise at 7am.
2. Decisions at the moment of speaking  
A: I'm cold. B: I'll close the window.
3. Promises / requests / refusals / offers  
I'll help you with your homework.

## GOING TO FUTURE FORM

Statement:

It's **going to rain**.

Question:

**Is it going to rain?**

Negative:

It **isn't going to rain**.

## GOING TO FUTURE USE

1. Future intentions and plans  
It's hot, I'm going to open the window.
2. Predictions about the future (based on evidence)  
The sky is getting darker. It's going to rain.

## FUTURE CONTINUOUS FORM

Statement:

At 10am tomorrow, you **will be sleeping**.

Question:

**Will you be sleeping** at 10am tomorrow?

Negative:

At 10am tomorrow, you **won't be sleeping**.

## FUTURE CONTINUOUS USE

1. Overlapping actions: Actions, where one action overlaps another, shorter action or a time. The action in the *Future Continuous* usually starts before and might continue after the second action or time.  
I'll be waiting when you arrive.
2. Future expectations: We can use the *Future Continuous* to talk about something that will happen if everything happens as we expect.  
The Government will be making a statement later.

# TENSE REVIEW - PERFECT TENSES

## PRESENT PERFECT FORM

Statement:

You **have seen** that movie many times.

Question:

**Have** you **seen** that movie many times?

Negative:

You **haven't seen** that movie many times.

## PRESENT PERFECT USE

1. Unfinished actions

I've known Karen since 2014.

2. Life experience

I have been to Tokyo.

3. When using an unfinished time word

I haven't seen her this month.

4. Result in the present (result is from the action being finished)

I've lost my keys (so I can't get into my house).

5. Recent events

I've just seen Lucy.

## PAST PERFECT FORM

Statement:

The film **had started** before we arrived.

Question:

**Had** the film **started** before we arrived?

Negative:

The film **hadn't started** before we arrived.

## PRESENT PERFECT CONTINUOUS FORM

Statement:

You **have been waiting** here for two hours.

Question:

**Have** you **been waiting** here for two hours?

Negative:

You **haven't been waiting** here for two hours.

## PRESENT PERFECT CONTINUOUS USE

1. Unfinished actions (emphasis on the time passed)

I've been living in London for two years.

2. Temporary habits or situations

I've been going to the gym a lot recently.

3. Recent action with a present result (result is from the action)

I'm so tired, I've been studying.

## PAST PERFECT USE

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

I'd eaten dinner so I wasn't hungry.

2. Actions that started in the past and continued up to another point in the past

When he graduated, he had been in London for six years.

3. Unreal or imaginary things in the past

If I had known you were ill, I would have visited you.

# TENSE REVIEW - PERFECT TENSES

## FUTURE PERFECT FORM

Statement:

By 6pm tonight, I **will have finished** this book.

Question:

**Will you have finished** this book by 6pm tonight?

Negative:

I **won't have finished** this book by 6pm tonight.

## FUTURE PERFECT USE

1. We use the *Future Perfect* 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.

NOTE: We can also use the *Future Perfect Continuous* here. If we use *when*, we usually need the *Present Simple*. Sometimes we could also use the *Present Perfect* in the same situation.

I've lived here for 11 months and three weeks.

(This is correct, but the time is not an easy number.)

On Tuesday, I will have lived here for one year.

(A much easier number.)

2. We use the *Future Perfect* with a future time word, (and often with *by*) to 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 CONTINUOUS FORM

Statement:

In April, she **will have been teaching** for 12 years.

Question:

**Will she have been teaching** for 12 years in April?

Negative:

In April, she **won't have been teaching** for 12 years.

## FUTURE PERFECT CONTINUOUS USE

1. We can use the *Future Perfect Continuous* to say *how long* for an action that continues up to another point in the future. The second point can be a time or another action.

By the time you arrive, I'll have been cooking for hours!

2. We can use the *Future Perfect Continuous* 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.

# TENSE REVIEW - PASSIVE

## ACTIVE VS PASSIVE

An active sentence like *I drank two cups of coffee* has the subject first (the person or thing that does the verb), followed by the verb, and finally the object (the person or thing that the action happens to).

But, we don't always need to make sentences this way. We might want to put the object first, or perhaps we don't want to say who did something. In this case, we can use the passive, which puts the object first:

Two cups of coffee were drunk (we can add *by me* if we want, but it isn't necessary).

## HOW TO MAKE THE PASSIVE IN ENGLISH

We make the passive by putting the verb **to be** into whatever tense we need and then adding the **past participle**. For regular verbs, we make the past participle by adding *ed* to the infinitive. So *play* becomes *played*.

## VERBS WITH TWO OBJECTS

Some verbs that have two objects can make two different active sentences, and so two different passive sentences too. You can choose either of the two objects to be the subject of the passive sentence.

Active:

He gave me the book. / He gave the book to me.

Passive:

I was given the book. / The book was given to me.

Other verbs like this are: ask, offer, teach, tell, lend, promise, sell, throw.

## PASSIVE VOICE IN TENSES

Present Simple:

I **do** my homework. (active)

My homework **is done**. (passive)

Present Continuous:

I **am doing** my homework. (active)

My homework **is being done**. (passive)

Past Simple:

I **did** my homework. (active)

My homework **was done**. (passive)

Past Continuous:

I **was doing** my homework. (active)

My homework **was being done**. (passive)

Present Perfect:

I **have done** my homework. (active)

My homework **has been done**. (passive)

Past Perfect:

I **had done** my homework. (active)

My homework **had been done**. (passive)

Future Simple:

I **will do** my homework. (active)

My homework **will be done**. (passive)

Future Perfect:

I **will have done** my homework. (active)

My homework **will have been done**. (passive)

## EXERCISES:

<https://www.perfect-english-grammar.com/grammar-exercises.html>

[https://www.englisch-hilfen.de/en/exercises\\_list/zeitformen.htm#going\\_to\\_future](https://www.englisch-hilfen.de/en/exercises_list/zeitformen.htm#going_to_future)

## PAST

**PAST SIMPLE**  
(2<sup>nd</sup> form / -ed ending)

I studied English.

**PAST CONTINUOUS**  
(was / were + present participle)

I was studying English.

**PAST PERFECT**  
(had + past participle)

I had studied English.

**PAST PERFECT CONTINUOUS**  
(had been + present participle)

I had been studying English.

## PRESENT

**PRESENT SIMPLE**  
(1st form, -(e)s ending with 3rd person sing.)

I study English.

**PRESENT CONTINUOUS**  
(am / is / are + present participle)

I am studying English.

**PRESENT PERFECT**  
(have / has + past participle)

I have studied English.

**PRESENT PERFECT CONTINUOUS**  
(have / has been + present participle)

I have been studying English.

## FUTURE

**FUTURE SIMPLE**  
(will + 1<sup>st</sup> form)

I will study English.

**FUTURE CONTINUOUS**  
(will be + present participle)

I will be studying English.

**FUTURE PERFECT**  
(will have + past participle)

I will have studied English.

**FUTURE PERFECT CONTINUOUS**  
(will have been + present participle)

I will have been studying English.