

Present Tenses

Present Simple

affirmative	I/you/we/they work . He/she/ it works .
Negative	I/you/we/they do not/don't work . He/she/ it does not/doesn't work .
Interrogative	Do I/you/we/they work ? Does he/she/ it work ?

We use the present simple for:

- **Daily routines/repeated actions** (especially with adverbs of frequency: often, usually, always, sometimes, rarely, seldom, never. *Mike usually **drives** to work.*
- **Habits.** *She always **leaves** the office early on Mondays.*
- **Permanent states.** *She **lives** in Katerini.*
- **Timetables/schedules.** (future meaning) *The train **leaves** at 8:00 o'clock.*
- **General truths and laws of nature.** *Water **boils** at 100 C.*
- **Reviews/sport commentaries/ narrations.** *That actor **plays** the role of a fire fighter in his latest film.*

Present continuous

affirmative	I'm/you're/we're/they're working . He's/she's/ it's working .
Negative	I am not working . you/we/they are not/aren't working . He/she/ it is not/isn't working .
Interrogative	Am I not working? Are /you/we/they working ? Is he/she/ it working ?

We use the present continuous for:

- **Actions happening now, at the moment of speaking.** *I **am writing** a letter of application at the moment*
- **Fixed arrangements in the near future.** *We **are getting** a pay rise next month.*
- **Temporary situations.** *She's **working** as a sales assistant for the summer holiday.*
- **Frequently repeated actions with always, constantly, continually to express annoyance or criticism.** *Ben **is always looking** for jobs on the internet, but he never applies for anything.*

Present perfect: Form: Have/has + past participle

affirmative	I/you/we/they have worked . He/she/ It has worked .
Negative	I/you/we/they have not/haven't worked . He/she/ it has not/hasn't worked .
Interrogative	Have I/you/we/they worked ? Has he/she/ it worked ?

We use the Present perfect:

- For action which started in the past and continue up in the present especially with stative verbs. *Frank **has been** a secretary for seventeen years.*
- To talk about a past action which has a visible result in the present. *Lana **has bought** a new suit for work. She looks very smart.*
- For actions which happened at an unstated time in the past. *They **have written** the report. (When? It's not important.)*
- For recently completed actions. *They've **just finished** their meeting. (The action is complete. The meeting is now over.)*
- For personal experiences/changes. *It's the first time **he has attended** an interview.*
- With today, this morning/afternoon/week, so far, etc. when these periods of time are not finished at the time of speaking. *She **has applied** for two jobs this week. (The week is not over yet. She may apply for another job)*
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Present perfect continuous: Form: Have/has + been + verb-ing.

affirmative	I/you/we/they have been working. He/she/ It has been working.
Negative	I/you/we/they have not/haven't been working. He/she/ it has not/hasn't been working.
Interrogative	Have I/you/we/they been working? Has he/she/ it been working?

We use the Present perfect continuous:

- To place emphasis on the duration of an action which started in the past and continues up to the present. *He's **been working** for the same company for years.*
- For an action that started in the past and lasted for some time. It may still be continuing, or have finished but it has left a visible result in the present. *Beth is annoyed. She's **been waiting** to see her boss since this morning.*
- To express anger, irritation, annoyance or criticism. *Who's **been moving** things around on my desk? (annoyance)*

Time expressions with the Present perfect: already, yet, just, ever, never for, since, recently so far.

Time expressions with the Present perfect continuous: since, how long (to place emphasis on duration)

Past tenses

SIMPLE PAST (verb+ed or irregular form)

Affirmative I worked Negative I did not (didn't) work Question / Short answers: Did I work? Yes, I did. No, I didn't

USE: to talk about

- **finished actions at a definite time in the past. The time is stated, known or implied.** He left at 7 o'clock yesterday.
 - **actions that happened immediately one after the other in the past.** *She **came** into the room and turned on the light.*
 - **actions of people who are no longer alive.** *Stevenson **wrote** many books about his island.*
 - **habits or states in the past.** *They **went** out a lot when they were younger*
- **NOTE • Used to + verb** can replace the Simple Past for habits or repeated actions in the past that are no longer happening. *When I was younger, I **went** to school by bike. or When I was younger, I **used to go** to school by bike.*
- We use **would/used to** for repeated actions or routines in the past. **We don't use would with stative verbs.** *She **used to have** long hair. (NOT: She would have long hair.)*

TIME EXPRESSIONS: yesterday, *a week ago, a long time ago, when I was ..., last year / week / month, in 1990, When ...?*

PAST CONTINUOUS (was / were – ing)

Affirmative I was working You were writing **Negative** I was not (wasn't) working You were not (weren't) writing

Question / Short answers Was I working? Yes, I was / No, I wasn't Were you writing? Yes, you were / No, you weren't

USE: to talk about • **an action that was in progress around a particular time in the past.** At the time of the eruption some children were playing.

- **an action that was in progress when another action interrupted it.** As they were walking in the ruins, a rock fell off.
- **for two or more actions happening at the same time in the past.** I was digging in the garden while my mum was making lunch.
- **to describe the setting of a story.** Jason was sitting at his desk. Suddenly, ...

TIME EXPRESSIONS: when, while, as, all day / morning / week, etc.

- **REMEMBER** Some verbs are not used in continuous forms. *He **was seeming** / **seemed** happy when I met him.*

PAST SIMPLE vs PAST CONTINUOUS

Past Simple	Past continuous
Actions which happened at a stated time in the past. <i>The earthquake happened at 4:30pm.</i>	Actions in progress at a defined time in the past. <i>He was watching TV at 8 in the evening.</i>
Actions which happened one after the other in the	Two or more actions which were happening at the

past. They **paid** the bill and **left** the café.

same time in the past. Peter **was sleeping** while Ann **was watching** TV.

PAST PERFECT SIMPLE (had + past participle)

Affirmative I had worked **Negative** I had not worked **Question / Short answers** Had you worked? Yes, I had / No he hadn't

USE: to talk about • an action that happened before another action or before a certain time in the past (the second action is in the Simple Past). *After he had finished his homework, he realised how tired he was.*

• an action that finished in the past and the result was visible then. *She was very happy because she had met an old friend of hers.*

TIME EXPRESSIONS: *by, by the time, before, after, for, since, already, just, never, till / until, etc.*

PAST PERFECT CONTINUOUS (had been + verb-ing)

Affirmative I had been working **Negative** I hadn't been working **Question** Had I been working?

USE: to talk about • an action which lasted for some time in the past and whose results were visible in the past. *They had been walking around the town all day and they were tired.*

- To put emphasis on the **duration** of an action which started and finished in the past, before **another action** or **stated time in the past**. *I had been looking for my camera for half an hour, when I remembered I had loaned it to a friend*

TIME EXPRESSIONS: *before, after, for, since, how long, till / until, etc.*

Future tenses

SIMPLE FUTURE (will + verb)

Affirmative: I will (I'll) work **Negative:** I will not (won't) work **Question:** Will I work?

USE: to talk about

- things you decide to do at the time of speaking: --- *"We are going out". "Great! I'll come with you".*
- things that are certain to (will definitely) happen and we cannot control: *It'll be winter soon/ He'll be 20 next April.*
- promises, offers, threats, warnings, hopes: *I will buy you a present. / I will help you with the housework.*
- predictions (with: think, believe, expect, be sure, probably, perhaps, etc.): *I'm sure she will be very successful one day.*

Time Expressions: tomorrow, next week / month / year, in a week / month, the day after tomorrow, soon, tonight, etc.

BE GOING TO + VERB FORM

Affirmative: I am going to work	Negative: I am not going to work	Question: Am I going to work?
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USE: to talk about

- future plans and intentions: *She's going to book a ticket tomorrow*
- predictions based on what we see / know, especially when there is evidence something is going to happen: *Look at those clouds! It's going to rain. / Look out! You're going to fall.*

➤ The **PRESENT CONTINUOUS** is often used for fixed arrangements in the near future.
We're having a party on Saturday evening. Would you like to come? (everything is arranged)
I'm seeing the doctor next week. (we have an appointment)

➤ The **SIMPLE PRESENT** is also used with future meaning for timetables or programmes.
His flight arrives at 6:00 tomorrow morning. / Christmas Day falls on a Sunday this year.

!!! REMEMBER

- ✓ Time words such as *before, after, when(όταν), till / until, as soon as, once, by the time, etc.* are not followed by Simple Future. Instead, we use Simple Present or Present Perfect Simple: *He will call you as soon as he comes home. / They will watch TV after they have finished lunch.*
- ✓ Use shall with I or we to make suggestions or ask for information: *Shall we go out tonight? / Where shall I park?*

FUTURE CONTINUOUS (will +be+ verb-ing)

Affirmative: I will be working	Negative: I will not be working	Question: Will I be working?
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USE: for actions which will be in progress at a stated future time. This time on Friday *I'll be driving* my new car.

- When we ask politely about someone's plans for the near future. *Will you be using your lap top today?*

FUTURE PERFECT (will +have+past participle of the main verb)

Affirmative: I will have worked	Negative: I will not have worked	Question: Will I have worked?
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USE: for actions that will have finished before a stated time in the future. *She will have moved house by the end of the week.*

FUTURE PERFECT CONTINUOUS (will + have been+ verb-ing)

Affirmative: I will have been working	Negative: I won't have been working	Question: Will I have been working?
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USE: to emphasize the duration of an action up to a certain time in the future. *By the time he retires, he **will have been teaching** for twenty years.*