

PRESENT PERFECT SIMPLE AND PRESENT PERFECT CONTINUOUS

Form	Use	Example
Present Perfect Simple She has eaten We have eaten She hasn't eaten They haven't eaten Has he eaten? Have you eaten?	1. completed action that took place at an unspecified time in the past, but is still relevant in the present	<i>I have invited Jill to the barbecue. I have just spoken to Phil.</i>
	2. action that began in the past and continues up to the present (usually with <i>for</i> , <i>since</i> and stative verbs)	<i>I have known her since we started school. We have lived here for five years.</i>
	3. unfinished time periods (with words like <i>so far</i> , <i>today</i>)	<i>I haven't visited her today.</i>
	4. repeated actions in the past	<i>They have spoken to Bob several times this week.</i>
	5. used with superlatives and expressions like <i>This is the first / second time ...</i> , <i>This is the best / worst ...</i>	<i>This is the first time I've met John's cousin. This is the best birthday I've ever had.</i>
	6. to give information or to announce a recent event	<i>The mayor has announced some new taxes.</i>
Present Perfect Continuous He has been sleeping We have been sleeping She hasn't been sleeping We haven't been sleeping Has he been sleeping? Have you been sleeping?	1. action that began in the past and continues up to the present (usually with <i>for</i> and <i>since</i>), with an emphasis on duration	<i>I have been watching a film for two hours. She has been living in London since she left school.</i>
	2. a longer action that began in the past and has just finished, but the results are still obvious	<i>He is tired because he has been studying since 10 o'clock.</i>

TIME EXPRESSIONS

Present Perfect Simple: *already, yet, always, ever, never, just, lately, recently, since, for, so far, today, this week / month / year, How long, several times*

Present Perfect Continuous: *all day / morning, lately, recently, since, for, How long*

Notes:

- The time expression *since* can be followed by a specific time or by a subject + verb in the Past Simple.
I haven't seen my friend since last year. *I haven't seen my friend since I moved to Berlin.*
- Pay attention to the difference between *have / has been to* and *have / has gone to*:
has been to = went and came back *She has been to Italy.* (She's back now.)
has gone to = went and is still there *She has gone to Italy.* (She's still in Italy.)

PASSIVE

Present Simple: *They give scholarships to the best students.* → *The best students are given scholarships.*

Present Continuous: *The dog is chasing the cat.* → *The cat is being chased by the dog.*

Present Perfect Simple: *Someone has found my purse.* → *My purse has been found.*

Present Perfect Continuous has no passive form.

UNIT 2

PAST SIMPLE AND PAST CONTINUOUS

Form	Use	Example
Past Simple I worked He worked We didn't work They didn't work Did you work? Did she work?	1. completed action that took place at a specific time in the past 2. sequence of actions that happened in the past, one after another 3. past routine or habits (similar to <i>used to</i>) 4. to describe the main events in a story	We sold our car yesterday. I didn't play tennis last weekend. He got up , handed in his exam and left the room. When I was young, I walked to school every day. It was late at night. We heard the front door opening and then we saw him.
Past Continuous I was working We were working I wasn't working They weren't working Was he working? Were you working?	1. action in progress at a specific time in the past 2. two or more unfinished actions in progress at the same time in the past 3. unfinished action in progress (Past Continuous) interrupted by a shorter action (Past Simple) 4. to give the background information in a story	We were watching TV at nine o'clock last night. I was doing my homework while Dad was watching the news. She was taking a shower when the phone rang . It was a beautiful morning. The sun was shining and the birds were singing .

TIME EXPRESSIONS

Past Simple: *a month / year ago, last week / month, yesterday, in 2010 / January, when, the other day*

Past Continuous: *as, while, at nine o'clock, yesterday*

PAST PERFECT SIMPLE AND PAST PERFECT CONTINUOUS

Form	Use	Example
Past Perfect Simple I had fallen She had fallen He hadn't fallen We hadn't fallen Had he fallen? Had they fallen?	action that took place before another action or a specific time in the past Note: When there are two actions, the more recent action is in the Past Simple.	<i>By the time we got to the party, the dancing had already started.</i> <i>I had never been to Rome before, so I didn't know how to get around.</i> <i>John had returned from his walk before I arrived.</i>
Past Perfect Continuous I had been cooking He had been cooking I hadn't been cooking She hadn't been cooking Had you been cooking? Had he been cooking?	1. action which started in the past and was still in progress when another past action started 2. continuous action that started and finished at a particular time in the past and the result was still evident at that time	<i>We had been waiting in line for half an hour when the ticket office opened.</i> <i>I was tired because I had been running for an hour.</i>

TIME EXPRESSIONS

Past Perfect Simple: *after, already, as soon as, before, by the time*

Past Perfect Continuous: *all night / week, for, since*

PASSIVE

Past Simple: *We **bought** our car last week. → Our car **was bought** last week.*

Past Continuous: *Dad **was making** the salad. → The salad **was being made** by Dad.*

Past Perfect Simple: *By noon, we **had painted** the flat. → By noon, the flat **had been painted**.*

Past Perfect Continuous has no passive form.

used to / would

Form	Use	Example
<i>used to</i> + base form <i>didn't use to</i> + base form <i>Did ... use to</i> + base form?	1. action that happened regularly in the past but no longer happens	<i>My friends and I used to meet every day.</i> <i>I didn't use to go to the gym, but now I do.</i> <i>Did you use to travel abroad?</i>
	2. past habit, state or situation that is no longer true Note: In the negative, we can use <i>never</i> + <i>used to</i> instead of <i>did not use to</i> .	<i>I used to work in an office, but now I work from home.</i> <i>We never used to travel abroad.</i>
<i>would</i> + base form	action that happened regularly in the past (similar to <i>used to</i>) but no longer happens Note: <i>Would</i> with this meaning is not usually used in negative sentences or questions or for a past state or situation.	<i>I would often play tennis when I was young.</i>

Note:

Use is a regular verb. The past form is *used*.

I used a roller to paint my room.