**Past Tenses:** **Past Simple, Past Continuous, Past Perfect, Past Perfect Continuous**

*Grammar Reference*

We use the Past Simple:

* for an action which happened at a definite time in the past. The time is stated, already known or implied.

Sheila arrived in Tokyo last week.

* for actions which happened immediately one after the other in the past.

He got out of bed, went to the kitchen and turned on the coffee machine.

* for past habits or states which are now finished. In such cases we can also use the expression *used to.*

I lived/used to live in France five years ago.

* Time expressions we use with the past simple: *yesterday, then, when, How long ago ...?, last night/week/month/year/Tuesday, etc., three days/ weeks, etc. ago, in 1997, etc.*

We use the Past Continuous:

* for an action which was in progress at a stated time in the past. We do not mention when the action started or finished.

I was watching the football game on TV at 8 o’clock last night.

* for an action which was in progress when another action interrupted it. We use the Past Continuous for the action in progress (longer action) and Past Simple for the action which interrupted it (shorter action).

We were playing Scrabble when the lights went out

* for two or more simultaneous actions.

Natalie was flying her kite while her sister was riding her bicycle.

* to describe the atmosphere, setting, etc., and give background information to a story. The sun was shining and the birds were singing that summer morning. Emily was getting ready for work and Joe was making pancakes for the children.
* Time expressions we use with the past continuous: *before, after, already, just, for, since, till/until, when, while, as, all morning\evening, etc.*

We use the Past Perfect:

* for an action which happened before another past action or before a stated time in the past. They had tidied their room by the time their parents arrived. (before another action) She had cooked dinner by six o’clock. (before a stated time)
* for an action which finished in the past and whose result was visible in the past.

Frank had washed the car, so the ground around it was wet

* Note: The past perfect is the past equivalent of the present perfect.

She was upset because she had lost her purse.(The action took place in the past and the result was visible in the past)

She is upset because she has lost her purse. (The action took place in the past but the result is visible in the present.)

We use the Past Perfect Continuous:

* to put emphasis on the duration of an action which started and finished in the past, before another past action or a stated time in the past, usually with *for* or *since*.

She had been working in the fields for five hours before she stopped for lunch.

* for an action which lasted for some time in the past and whose result was visible in the past.

He had been studying all night and *was* exhausted.

* Note: The Past Perfect Continuous is the pastequivalent of the Present Perfect Continuous.

They had been training for weeks and were extremely fit. (The action lasted for some time in the past and the result was visible in the past.)

They have been training for weeks and are extremely fit. (The action started in the past and the result is visible in the present.)

* Time expressions we use with the Past Perfect Continuous: ***for, since, before, until, etc.***

**Constructions: used to\ get used to\ would**

* **Used to + infinitive** (past habitual action)

*He* ***used to work*** *till late at night.*

* **Be\ get used to + gerund\noun** (habitual action)

*She* ***isn’t used to driving*** *on the left.*

* **Would** (past repeated action and routine)

*When I was at my grandparents’ cottage I* ***would*** *wake up early.*

***I.*** *Underline the correct tense.*

* At noon yesterday, the staff 0) *were having/are having* their monthly meeting.
* My father 1) works/used to work as a taxi driver five years ago,
* 2) Did you arrive/Were you arriving at the airport on time?
* Two hundred years ago, people 3) travelled/had travelled abroad by ship.
* The teacher 4) was giving/gave the students a test when the principal 5) came/was coming into the classroom.
* Did your grandfather use to 6) went/go bird watching when he was a young man?
* Nicole 7) is closing/closed the windows, 8) sets/set the alarm and 9) left/was leaving the house.
* 10) I walked/was walking on the beach in Bali this time last week.
* 11) Did Arnold attend/Was Arnold attending the conference yesterday?
* Amy 12) was sitting/sat on the park bench while the children 13) play/were playing.
* Billy 14) had/was having a fantastic time at the party on Saturday night.
* Conrad didn’t use to 15) socialise/socialised much two years ago.
* Mr. Todd 16) was teaching/had been teaching for thirty years when he retired. I phoned Jack because I 17) wanted/had wanted to ask him a question.
* They 18) had walked/had been walking for hours when they stopped for a rest.
* The shop 19) had been selling/had sold the table by the time I got there.
* Joe was happy. He 20) was winning/had won first prize in the competition.

***II. Put the verbs in brackets into the correct past tense.***

*e.g. I was running when I \_\_slipped\_\_ (slip)* *on the ice.*

* The children 1) \_\_\_\_\_\_\_\_\_\_ (be) sad because they 2) \_\_\_\_\_\_\_\_\_\_ (lose) their dog.
* We 3) \_\_\_\_\_\_\_\_\_\_ (not/have) a problem getting a table at The Tropicana because we 4) \_\_\_\_\_\_\_\_\_\_ (already/book) one in advance.
* Mary 5) \_\_\_\_\_\_\_\_\_\_ (wash) the dishes when a glass broke and 6) \_\_\_\_\_\_\_\_\_\_ (cut) her finger.
* He 7) \_\_\_\_\_\_\_\_\_\_ (not/be) in a hurry that Monday morning because he had taken the day off.
* They8) \_\_\_\_\_\_\_\_\_\_ (realise) that they 9) \_\_\_\_\_\_\_\_\_\_ (lose) their way and 10) \_\_\_\_\_\_\_\_\_\_ (start) to panic.
* They 11) \_\_\_\_\_\_\_\_\_\_ (make) sandwiches for the picnic when I 12) \_\_\_\_\_\_\_\_\_\_ (phone) to tell them that we were going to be late.
* When our guests 13) \_\_\_\_\_\_\_\_\_\_ (arrive), we 14) \_\_\_\_\_\_\_\_\_\_ (serve) the refreshments.
* One fine morning, a man 15) \_\_\_\_\_\_\_\_\_\_ (fish) in a river. The sun 16) \_\_\_\_\_\_\_\_\_\_ (shine) and the man 17) \_\_\_\_\_\_\_\_\_\_ (sit) on the river bank. Everything was very quiet and peaceful. The man 18) \_\_\_\_\_\_\_\_\_\_ (wait) patiently for several hours when suddenly he felt something pulling on the fishing line. He 19) \_\_\_\_\_\_\_\_\_\_ (stand up) quickly and 20) \_\_\_\_\_\_\_\_\_\_ (begin) to take in the line.

***III. Are the underlined parts of these sentences right (R) or wrong (W)? Correct the ones that are wrong.***

1. Do you know about Sue? She’s given up her job. *\_\_RIGHT\_\_*
2. The Chinese have invented printing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. How many plays has Shakespeare written? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Have you read any of Shakespeare’s plays? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Aristotle has been a Greek philosopher. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Oh! I’ve cut my finger. It’s bleeding. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. My grandparents have got married in London. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Where have you been born? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Mary isn’t at home. She’s gone shopping. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Albert Einstein has been the scientist who has developed the theory of relativity. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. I’ve lost my key. I can’t find it anywhere. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Have you seen the news on TV last night? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. I’ve bought a new car last week. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Where have you been yesterday evening? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. Jenny has left school in 1991. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. I’m looking for Mike. Have you seen him? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
17. I’m very hungry. I haven’t eaten anything today. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
18. Diane hasn’t been at work yesterday. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
19. When has this book been published?
20. George hasn’t been very well last week. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
21. Molly lives in Dublin. She has lived there all her life. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Future Tenses:** Future Simple, Be going to, Future Continuous, Future Perfect, Future Perfect Continuous

*Grammar Reference*

We use the Future Simple (will + bare infinitive) for:

* Decisions made at the moment of speaking.

*It’s cold in here, I’ll close the window.*

* Predictions about the future, based on what we think, believe or image, using the verbs *think, believe, expect.*

*She will probably call him later.*

* Promises, threats, warnings, requests

*Will you help me?*

* Actions, events, situations which will definitely happen in the future and which can’t control.

*Our youngest child will be two months old in May.*

We use be going to + infinitive:

* For plans, intentions or ambitions for the future.

*She’s going to be a pilot when she graduates.*

* Actions we have already decided to do in the near future.

*Guy is going to work on a summer camp during the holidays.*

* Predictions based on what we can see or what we know.

*Those clouds look very dark, it’s going to rain tonight.*

* **The Future Simple** and **be going to** are used with the following **time expressions:** **tomorrow, the day after tomorrow, tonight, soon, next week/month/year, in a week/month/year, etc.**

We use the Future Continuous (wiil be + verb-ing):

* For actions which will be in a progress at a stated future time.

*This time next week I’ll be lying in the sun.*

* For actions which will definitely happen in the future as the result of a routine or arrangement.

*I will be going up to London at the weekend.*

* When we ask politely about someone’s plans for the near future.

*Will you be needing that needle for much longer.*

We use the Future Perfect (will have + Past participle):

* For an action which will be finished before a stated future time.

*She will have delivered all the newspapers by 8 o’clock.*

* Time expressions: *by, by then, until\till, etc*

We use the Future Perfect Continuous (will have been+ verb-ing):

* To emphasise the duration of an action up to a certain time in the future.

*By the end of next month, she will have been teaching for twenty years.*

Time clauses with future references

* We use the present simple or present perfect, but NOT future forms with words and expressions such as *while, before, after, until\til, as long as, as soon as, by the time, if, unless, suppose\supposing, in case, etc.*
* We use the present simple for future actions when we refer to programmes, timetables, etc. *The bus arrives in Liverpool at 7.30.*
* We use the present continuous for actions we have decided and arranged to do in the near future. *I’m flying to Lisbon tomorrow morning.*

***I. Put the verbs in brackets into the correct* future *tense, present simple or present continuous.***

1. A: Your house is very small.

B: I know. I **\_\_*am*** going to move\_\_ (move) to a bigger house next year.

1. A: I have got a new job!

B: Wonderful! I \_\_\_\_\_\_\_\_\_\_ (call) Mum and tell her the good news.

1. A: How old is your daughter?

B: She\_\_\_\_\_\_\_\_\_\_ (be) fourteen next week.

1. A: I must phone Julia.

B: Well, don’t phone her now. She \_\_\_\_\_\_\_\_\_\_ (sleep).

1. A: Have you been living here long?

B: Yes. By next month, I \_\_\_\_\_\_\_\_\_\_ (live) here for ten years.

1. A: Are you having a party next weekend?

B: Yes. I hope I \_\_\_\_\_\_\_\_\_\_ (finish) decorating the house by then.

1. A: What are your plans for tonight?

B: Well, I \_\_\_\_\_\_\_\_\_\_ (meet) Steve at eight o’clock.

1. A: I must buy some bread.

B: You’d better hurry. The shops \_\_\_\_\_\_\_\_\_\_ (close) in half an hour.

1. A: Shall I call you at ten o’clock tomorrow?

B: No. I \_\_\_\_\_\_\_\_\_\_ (leave) for work by then.

1. A: Are you coming to the disco on Friday night?

B: I can’t. I \_\_\_\_\_\_\_\_\_\_ (study) for my exam then.

1. A: Are you excited about going to California?

B: Yes! This time tomorrow I \_\_\_\_\_\_\_\_\_\_ (fly) across the Atlantic.

1. It’s seven o'clock. John \_\_\_\_\_\_\_\_\_\_ (leave) the office by now.
2. There’s somebody at the door. That \_\_\_\_\_\_\_\_\_\_ (be) the postman.
3. A: I’ve left my jacket at home.

B: I \_\_\_\_\_\_\_\_\_\_ (go) back and get it for you.

1. I have booked a taxi to the airport. It \_\_\_\_\_\_\_\_\_\_ (come) at eight o’clock in the morning.
2. A: Are you nervous about the interview?

B: Yes. This time tomorrow, I \_\_\_\_\_\_\_\_\_\_ (talk) to the managing director.

1. A: Have you finished your essay yet?

B: No, but I’m sure I \_\_\_\_\_\_\_\_\_\_ (finish) it on time.

1. A: I have decided what to wear for the party.

B: Really? What \_\_\_\_\_\_\_\_\_\_ (you/wear), then?

1. A: Why do you need hot soapy water?

B: Because I \_\_\_\_\_\_\_\_\_\_ (wash) the car.

1. A: Did you post those letters?

B: No, I forgot. I \_\_\_\_\_\_\_\_\_\_ (post) them this afternoon.

1. A: Did you book a table at the restaurant?

B: Yes, but I don't expect it \_\_\_\_\_\_\_\_\_\_ (be) busy.

***II. Fill in the future simple, the present simple or the present perfect.***

* My car is being repaired and I don’t know when it 0)\_\_will be\_\_ (be) ready*.* I doubt whether I 1) \_\_\_\_\_\_\_\_\_\_ (be able to) collect it before the weekend.
* I wonder if John 2) \_\_\_\_\_\_\_\_\_\_ (give) me a lift to the party on Saturday. I’ll ask him when he 3) \_\_\_\_\_\_\_\_\_\_ (come) home.
* I was calling to ask if you’d like to go out after we 4) \_\_\_\_\_\_\_\_\_\_ (finish) work tomorrow or if you 5) \_\_\_\_\_\_\_\_\_\_ (want) to watch a video instead.
* Call me back as soon as you 6) \_\_\_\_\_\_\_\_\_\_ (get) in. I’ll wait until I 7) \_\_\_\_\_\_\_\_\_\_ (hear) from you.
* I will leave the hotel early in case there 8) \_\_\_\_\_\_\_\_\_\_ (be) a lot of traffic. I don’t know how long the journey 9) \_\_\_\_\_\_\_\_\_\_ (take) or what time the plane 10) \_\_\_\_\_\_\_\_ (land), but I 11) \_\_\_\_\_\_\_\_\_ (call) you as soon as I 12) \_\_\_\_\_\_\_\_\_ (arrive) at the airport. Then, I will wait until you 13) \_\_\_\_\_\_\_\_\_\_ (come) to collect me.
* Paula is drinking tea as she is waiting for Charles. She wonders if he 14) \_\_\_\_\_\_\_\_\_\_ (be) late as usual. She will wait until the clock 15) \_\_\_\_\_\_\_\_\_\_ (strike) five and then she will call him in case he 16) \_\_\_\_\_\_\_\_\_\_ (forget).
* If I 17) \_\_\_\_\_\_\_\_\_\_ (be) re-elected, I 18) \_\_\_\_\_\_\_\_\_\_ (give) my word that the first problems I 19) \_\_\_\_\_\_\_\_\_\_ (tackle) \_\_\_\_\_\_\_\_\_\_ (be) those of the environment and education. I 20) \_\_\_\_\_\_\_\_\_\_ (hope) to continue for at least as many more.

***III. Underline the correct tense.***

Next Saturday, Daisy 0) is flying/flies to Paris for a business meeting. Her secretary 1) will have already booked\has already booked the flight. The plane 2) will leave/leaves at nine o’clock in the morning and one of her business clients 3) will have met/will be meeting her at the airport when the plane 4) **will land\ lands**. She doesn’t know how long the meeting 5) ***will last\lasts***, but she will have returnedhome by Thursday evening.

Florence 6) ***is going to become/will be becoming*** a doctor when she finishes medical school. She thinks she 7) ***will probably work/will have probably worked*** in a hospital for most of her career. This time next month, she 8) ***will have revised/will be revising*** hard for her exams. By the time she gets her degree she 9) ***will have been studying/will have studied*** medicine for five years. Florence hopes she 10) ***will have passed/will pass*** all the exams with excellent grades.