

Present simple

Structure of present simple		
positive	negative	question
I work in a bank. You work in a bank. We work in a bank. They work in a bank.	I don't (do not) work. You don't (do not) work. We don't (do not) work. They don't (do not) work.	Do I work in a bank? Do you work in a bank? Do we work in a bank? Do they work in a bank?
He works in a bank. She works in a bank. The bank opens at 9 o'clock.	He doesn't (does not) work. She doesn't (does not) work. It doesn't (does not) open at 9 o'clock.	Does he work? Does she work? Does it open at 9 o'clock?
Present simple – common mistakes		
Common mistakes	Correct version	Why?
<del>I working in London.</del>	I <b>work</b> in London.	The gerund <i>ing</i> form is not used in the present simple.
<del>He work in London.</del>	He <b>works</b> in London.	The third person <i>he</i> , <i>she</i> , <i>it</i> adds the letter <i>s</i> .
<del>He work in London?</del>	<b>Does</b> he work in London?	Questions - third person: does + subject + infinitive. All other persons: do + subject + infinitive.
<del>Work he in London?</del>	<b>Does</b> he work in London?	
<del>He not work in London.</del>	He <b>doesn't</b> work in London.	Negatives - third person: subject + doesn't + infinitive. All other persons: subject + don't + infinitive.

Present continuous

Structure of present continuous		
positive	negative	question
I'm (I am) reading a book. You're (you are) reading. We're (we are) reading. They're (they are) reading.	I'm (I am) not reading. You're (you are) not reading. We're (we are) not reading. They're (they are) not reading.	Am I reading? Are you reading? Are we reading? Are they reading?
He's (he is) reading a book. She's (she is) reading a book. It's (it is) raining.	He's not / he isn't (he is not) reading. She's not / she isn't (she is not) reading. It's not / it isn't (it is not) raining.	Is he reading? Is she reading? Is it raining?
Present continuous – common mistakes		
Common mistakes	Correct version	Why?
<del>They still waiting for you.</del>	They <b>are</b> still waiting for you.	to form a continuous tense we use <b>be + -ing</b> .
<del>They are still waiting for you?</del>	<b>Are they</b> still waiting for you?	In questions the subject ( <i>they</i> ) and the auxiliary verb ( <i>be</i> ) change places.
<del>Do they still waiting for you?</del>	<b>Are they</b> still waiting for you?	
<del>Where they are waiting for you?</del>	<b>Where are they</b> waiting for you?	
<del>She doesn't watching TV.</del>	She <b>isn't</b> watching TV.	To form the negative we put <i>not</i> after the verb <b>be</b> (am not, is not = isn't, are not = aren't).
<del>I'm believing you.</del>	I <b>believe</b> you.	Some verbs are not used in continuous tenses - these are called stative verbs (e.g. <i>believe, come from, cost, depend, exist, feel, hate, like</i> ).

Past tenses

Past simple

Structure of past simple		
positive	negative	question
I arrived yesterday. You arrived yesterday. He/she/it arrived. We arrived. They arrived.	I didn't (did not) arrive. You didn't (did not) arrive. He/she/it didn't arrive. We didn't arrive. They didn't arrive.	Did I arrive yesterday? Did you arrive? Did he/she/it arrive? Did we arrive? Did they arrive?
Past simple – common mistakes		
Common mistakes	Correct version	Why?
<del>I was work in London.</del>	I <b>worked</b> in London.	In positive sentences, a helping verb such as 'was' or 'did' is not used.
<del>He worked in London?</del>	<b>Did</b> he work in London?	The helping verb 'did' is used in past simple questions.
<del>Worked he in London?</del>	<b>Did</b> he work in London?	The helping verb 'did' is used in past simple questions.
<del>Did he wrote a letter?</del>	<b>Did</b> he write a letter?	The main verb is used in the infinitive form in questions and negatives.
<del>He didn't wrote a letter.</del>	He didn't <b>write</b> a letter.	The main verb is used in the infinitive form in questions and negatives.

Past continuous

Structure of past continuous		
positive	negative	question
I was reading a book. He/she was talking. It was raining.	I wasn't (was not) reading. He/she wasn't talking. It wasn't raining.	Was I reading? Was he/she talking? Was it raining?
You were reading a book. We were waiting. They were drinking.	You weren't (were not) reading. We weren't talking. They weren't drinking.	Were you reading? Were we waiting? Were they drinking?
Past continuous – common mistakes		
Common mistakes	Correct version	Why?
<del>I waiting for him almost two hours.</del>	I <b>was waiting</b> for him almost two hours.	To form the past continuous we use <b>was/were + ing</b> .
<del>What did he doing when you saw him?</del>	What <b>was he doing</b> when you saw him?	
<del>We were playing tennis every morning.</del>	We <b>played</b> tennis every morning.	We use the past simple for repeated actions in the past.
<del>They watched TV when I came.</del>	They <b>were watching</b> TV when I came.	We use the past continuous when we want to say what was happening (what was in progress) at a particular time in the past.

# Present perfect tenses

## Present perfect simple

Structure of present perfect simple		
positive	negative	question
I've (I have) seen him. You've done it. We've been there. They've eaten it.	I haven't (have not) seen him. You haven't done it. We haven't been there. They haven't eaten it.	Have I seen him? Have you seen her? Have we finished it? Have they been there?
He's (he has) gone. She's (she has) gone. It's (it has) gone.	He hasn't (has not) gone. She hasn't gone. It hasn't gone.	Has he been here? Has she finished? Has it gone?
Present perfect simple – common mistakes		
Common mistakes	Correct version	Why?
<del>Steven has wrote a new book.</del>	Steven has <b>written</b> a new book.	The past participle of the verb must be used - <i>wrote</i> is past simple, <i>written</i> is the past participle.
<del>Did you have seen him before?</del>	<b>Have you seen</b> him before?	The helping verb 'have' is used in the present perfect- it is inverted with the person ( <i>you have</i> becomes <i>have you</i> ).
<del>I didn't have seen him before.</del>	<b>I haven't</b> seen him before.	The helping verb 'have' is used in the present perfect- to make it negative we simply add <i>not</i> ( <i>n't</i> ).
<del>I am here since last week.</del>	<b>I have been</b> here since last week.	The present perfect is used to show an action which continues to the present (an unfinished action).
<del>I've been knowing him for 5 years.</del>	<b>I've known</b> him for 5 years.	Verbs such as <i>know</i> , <i>want</i> , <i>like</i> , etc. (stative verbs) suggest permanent states, not actions, so are used in the simple form, NOT the -ing form.

## Present perfect continuous

Structure of present perfect continuous		
positive	question	negative
I have (I've) been living here for two years.	Have you been living here for a long time?	I have not (haven't) been waiting for long.
He has (he's) been waiting for you.	What has she been doing?	He has not (hasn't) been working.
Present perfect continuous – common mistakes		
Common mistakes	Correct version	Why?
<del>It has been rain heavily all day.</del>	It <b>has been raining</b> heavily all day.	The structure of the present perfect continuous is <b>have/has been -ing</b> .
<del>I have sat here for two hours.</del>	I have <b>been sitting</b> here for two hours.	Verbs such as <i>sit</i> , <i>wait</i> , <i>speak</i> , etc. (non-stative verbs) suggest continuity and so are mostly used in the continuous (-ing) form.
Which? I have worked here for five years. I have been working here for five years.		When BOTH the simple and continuous form are possible, native speakers often prefer to use the continuous.

# Past perfect tenses

## Past perfect simple

Structure of past perfect simple		
positive	negative	question
I'd (I had) seen him. You'd done it. We'd been there. They'd eaten it.	I hadn't (had not) seen him. You hadn't done it. We hadn't been there. They hadn't eaten it.	Had I seen him? Had you seen her? Had we finished it? Had they been there?
He'd (he had) gone. She'd (she had) gone. It'd (it had) gone.	He hadn't (had not) gone. She hadn't gone. It hadn't gone.	Had he been here? Had she finished? Had it gone?
Past perfect simple – common mistakes		
Common mistakes	Correct version	Why?
<del>I didn't been to London.</del>	<b>I hadn't</b> been to London.	The helping verb <i>had</i> (negative - <i>hadn't</i> ) is used in the past perfect.
<del>When I saw him, I noticed that he had a haircut.</del>	When I saw him I noticed that he <b>had had</b> a haircut.	The action (haircut) which happened before another past action must be put into the past perfect to make the time order clear to the listener.
<del>He told me has been to London.</del>	He told me he <b>had</b> been to London.	His original words were: "I have been to London." However, in reported speech we move the tense back - the present perfect ( <i>have been</i> ) becomes past perfect ( <i>had been</i> ).

## Past perfect continuous

Structure of past perfect continuous		
positive	question	negative
I had (I'd) been waiting. You had (you'd) been cooking. He/she/it had been eating. We had (we'd) been waiting. They had (they'd) been playing.	Had I been waiting? Had you been working? Had he/she/it been waiting? Had we been eating? Had they been talking?	I hadn't (had not) been waiting. You hadn't been waiting He/she/it hadn't been waiting. We hadn't been working. They hadn't been working.
Past perfect continuous – common mistakes		
Common mistakes	Correct version	Why?
<del>I had working hard, so I felt very tired.</del>	<b>I had been working</b> hard, so I felt very tired.	The form of the past perfect continuous is <b>had + been + verb-ing</b> .
<del>I had been worked hard, so I felt very tired.</del>		
<del>I had been hearing the song many times before.</del>	I had <b>heard</b> the song many times before.	Some verbs are not normally used in the continuous form, e.g. stative verbs such as <i>know</i> , <i>like</i> , <i>understand</i> , <i>believe</i> , <i>hear</i> , etc.

Future tenses

Future simple

Structure of future simple		
statement	negative	question
I will (I'll) be there tomorrow. You will (you'll) be there. He/she/it will (he'll) be there. We will (we'll) be there. They will (they'll) be there.	I won't (will not) be there. You won't be there. He/she/it won't be there. We won't be there. They won't be there.	Will I be there tomorrow? Will you be there? Will he/she/it be there? Will we be there? Will they be there?
Future simple – common mistakes		
Common mistakes	Correct version	Why?
- The phone's ringing. - <del>OK, I'm going to answer it.</del>	Ok - <b>I'll</b> answer it.	If the action is decided at the moment of speaking, we use 'will' / 'will not'.
<del>I'm sure he is going to help you.</del>	I'm sure he <b>will help</b> you.	When we say what we think or expect, we use 'will'.
<del>I won't probably be there.</del>	<b>I probably won't</b> be there. <b>I 'll probably</b> be there.	The adverbs 'definitely' and 'probably' comes before 'won't' but after 'will'.
<del>I promise I'm going to help.</del>	I promise <b>I'll</b> help.	After 'promise' we usually use 'will', not the 'going to' future.
<del>I'll call you when I'll come to my office.</del>	I'll call you <b>when I come</b> to my office.	When we refer to the future in adverbial clauses, we normally use the present simple (after 'when', 'as soon as' and 'until').
<del>If you will give me your address, I'll send you a postcard.</del>	<b>If you give</b> me your address, I'll send you a postcard.	When we refer to the future in conditional clauses, we normally use the present simple.
<del>I can't see you next week. I will return to Paris.</del>	I can't see you next week. <b>I am returning/ am going to return</b> to Paris.	To show that the decision was made in the past, we use the present continuous or the 'going to' future.

Future continuous

Structure of future continuous		
I will (I'll) be waiting there at five o'clock. You will (I'll) be waiting. He/she/it will (he'll) be waiting. We will (we'll) be waiting. They will (they'll) be waiting.	I will not (won't) be waiting. You will not be waiting. He/she/it will not be waiting. We will not be waiting. They will not be waiting.	Will I be waiting there? Will you be waiting? Will he/she/it be waiting? Will we be waiting? Will they be waiting?

Present tenses used for the future

Present tenses used for the future		
We use <b>the present simple</b> when we talk about timetables and programmes.	<i>The train leaves at 12.00.</i> <i>What time does the film begin?</i>	
We use <b>the present continuous</b> when we talk about things we have already arranged to do.	<i>I'm going to the cinema this evening.</i> <i>I'm not working tomorrow.</i>	

'Going to' future tense

Structure of 'going to' future		
positive	negative	question
I'm (I am) going to take my holidays in August.	I'm (I am) not going to take a holiday this year.	Are you going to take a holiday?
He's (he is) going to watch TV this evening.	He isn't (is not) going to watch TV this evening.	Is he going to watch TV this evening?

'going to' for future – common mistakes		
Common mistakes	Correct version	Why?
<del>You know that I'll buy a new car, don't you?</del>	You know that I <b>am going to buy</b> a new car, don't you?	We use <b>going to</b> for a future action that has been decided before the time of speaking.
<del>Look! You will drop your books.</del>	Look! You <b>are going to drop</b> your books.	We use <b>going to</b> if we see (and are sure) that the action will happen.

Future perfect simple

Structure of future perfect (simple)		
positive	negative	question
The film will have started by the time we get there.	The film will not (won't) have started by the time we get there.	Will the film have started by the time we get there?
Future perfect simple – common mistakes		
Common mistakes	Correct version	Why?
The film will already has started by the time we get home.	The film will already <b>have</b> started by the time we get home.	The form of the future perfect is <b>will + have + past participle</b> .
Will have you finished it by the time I come back?	Will <b>you have</b> finished it by the time I come back?	See word order and the form of the question above.

Future perfect continuous

Structure of future perfect continuous		
positive	negative	question
Next year I'll (I will) have been working in the company for 10 years.	I won't (will not) have been working in the company for 10 years.	Will you have been working in the company for 10 years?
Future perfect continuous – common mistakes		
Common mistakes	Correct version	Why?
<del>I will have working in the company for five years next month.</del>	<b>I will have been working</b> in the company for five years next month.	The form of the future perfect continuous is <b>will + have + been + past participle</b> .
<del>I will haven't been working in the company for five years next month.</del>	<b>I will not (won't) have been working</b> in the company for five years next month.	The form of the negative is <b>will not + have + been + past participle</b> .
<del>Will have you been working in the company for five years next month?</del>	<b>Will you have been working</b> in the company for five years next month?	The form of the question is <b>will + subject + have + been + past participle</b> .
<del>I'll have been working in three different positions at the company by the end of the year.</del>	I'll <b>have worked</b> in three different positions at the company by the end of the year.	We use the simple form when we talk about an amount or number.

## Passive tenses

### Passive forms

Structure of passive forms		
The office is cleaned two times a week.	The office isn't (is not) cleaned two times a week.	Is the office cleaned two times a week?
The office was cleaned on Friday.	The office wasn't (was not) cleaned on Friday.	Was the office cleaned on Friday?
The office is being cleaned at the moment.	The office isn't (is not) being cleaned at the moment.	Is the office being cleaned at the moment?
The office has already been cleaned.	The office hasn't (has not) been cleaned yet.	Has the office been cleaned?
The office will be cleaned next week.	The office won't (will not) be cleaned next week.	Will the office be cleaned next week?
The office can be cleaned.	The office cannot be cleaned.	Can the office be cleaned?
When we want to include the agent (who), we use the prepositional phrase with <b>by</b> : The play <i>An Ideal Husband</i> was written <b>by</b> Oscar Wilde.		
Passive forms – common mistakes		
Common mistakes	Correct version	Why?
<del>This problem will solved next week.</del>	This problem will <b>be</b> solved next week.	To make a passive form we use <b>be + past participle</b> .
<del>This problem will be solve next week.</del>	This problem will be <b>solved</b> next week.	
<del>My car is repairing at the moment.</del>	My car <b>is being repaired</b> at the moment.	To make a passive form of a continuous tense we use <b>be + being + past participle</b> .
<del>She has already be invited.</del>	She has already <b>been</b> invited.	To make a passive form of the perfect tense we use <b>have/has/had + been + past participle</b> .

### Past passive forms

Structures of past tense passive forms		
past simple passive	<i>I was told about it yesterday.</i>	
present perfect passive	<i>He's (he has) been fired from the company.</i>	
past perfect passive	<i>I'd (I had) been given the money by a friend.</i>	
past continuous passive	<i>The room was being decorated.</i>	
Past passive forms – common mistakes		
Common mistakes	Correct version	Why?
<del>This problem solved last week.</del>	This problem <b>was</b> solved last week.	To make a past passive form we use <b>was/were + past participle of the verb.</b>
<del>This problem was solve last week.</del>	This problem was <b>solved</b> last week.	
<del>My car was repairing at that time.</del>	My car <b>was being repaired</b> at that time.	To make a past passive form of a continuous tense we use <b>was/were + being + past participle of the verb.</b>
<del>She has already be invited.</del>	She has already <b>been</b> invited.	To make a passive form of the perfect tense we use <b>have/has/had + been + past participle of the verb.</b>