

● Present perfect simple

Form

have/has + past participle

statement

negative

question

I/you/we/they **have ('ve) learnt** ... I/you/we/they **have not (haven't) learnt** ... **Have** I/you/we/they **learnt** ...

Use

Example

Situations that started in the past and are still true

Mrs Jenkins **has been** the head teacher for three years.

Completed actions at a time in the past which is not mentioned

I've **already read** that book.

Completed actions where the important thing is the result now

They've **all done** their homework.

● Helpful hints

The present perfect simple is often used with the following words and phrases:

- for She's taught German here **for** over five years.
- since Mr Gray has taught French here **since** 2006.
- just We've **just** done this exercise.
- already We've **already** done this exercise.
- yet We haven't checked the answers **yet**.
- ever Have you **ever** had guitar lessons?
- never I've **never** understood why they give us so much homework!
- it's the first time **It's the first time** we've watched a video in class.

Watch out!

- We don't use the present perfect simple when we want to say **when** something happened in the past. We use the past simple.
✓ I **did** my homework **last night**.
- We don't use the past simple when we want to show that something happened **before now** or is **still important now**. We use the present perfect simple.
✓ I've **finished**! Can I go home now?
- Some verbs have irregular past participle forms. See page 182.

● Present perfect continuous

Form

have/has + been + -ing

statement

negative

question

I/you/we/they **have ('ve) been studying** ...I/you/we/they **have not (haven't) been studying** ...**Have** I/you/we/they **been studying** ...?He/she/it **has ('s) been studying** ... He/she/it **has not (hasn't) been studying** ... **Has** he/she/it **been studying** ...

Use

Example

Actions continuing up to now or just before now

We've **been doing** grammar exercises for over an hour.
Can we have a break now?They're having a break now because they've **been working** so hard.

● Helpful hints

The present perfect continuous is often used with the following words:

- for I've been learning English **for** over three years.
- since He's been learning Chinese **since** 2004.
- just I've **just** been reading the school newspaper.

Watch out!

- The present perfect simple often emphasises the result of an action:
✓ She's **written** an article for the school newspaper. (= She's finished it.)
- The present perfect continuous often emphasises the action, and the time spent on the action, rather than the result:
✓ She's **been writing** an article for the school newspaper. (= She's started, but she hasn't finished it yet.)

● Past perfect simple

Form

had + past participle

statement

I/you/he/she/it/we/they **had ('d)**
written ...

negative

I/you/he/she/it/we/they **had not (hadn't)**
written ...

question

Had I/you/he/she/it/we/they
written ...?

Use

Example

Actions and states
before a moment in
the past**I'd finished** my homework
a few minutes before the
lesson started.
Mrs Cross **had been** a
teacher for twenty years
before she became a head
teacher.Finished actions and
states where the
important thing is the
result at a moment in
the pastWe were happy because
we'd all done our
homework.

● Helpful hints

The past perfect simple is often used with the following words and phrases:

- by *I'd finished my homework **by** eight o'clock.*
- by the time ***By the time** I got to class, the lesson had started.*
- before *The teacher had checked the answers **before** the lesson.*
- after *I left **after** I'd finished the test.*
- just *Simon had **just** finished the test when the bell rang.*
- when *I left **when** I'd finished the test.*

Watch out!

- Whether we use the past simple or the past perfect simple can change the meaning of a sentence.
✓ The lesson **started** when I arrived. (= I arrived and then the lesson started.)
✓ The lesson **had started** when I arrived. (= The lesson started and then I arrived.)
- Some verbs have irregular past participle forms. See page 182.

● Past perfect continuous

Form

had + been + -ing

statement

I/you/he/she/it/we/they **had ('d)**
been writing ...

negative

I/you/he/she/it/we/they **had not (hadn't)**
been writing ...

question

Had I/you/he/she/it/we/they
been writing ...?

Use

Example

Actions continuing
up to, or stopping
just before, a
moment in the past**We'd been doing** grammar
exercises for over an hour, so
we were really bored!
They had a break because
they'd been working so hard.

● Helpful hints

The past perfect continuous is often used with the following words and phrases:

- for *Tony had been studying **for** hours, so he had a headache.*
- since *She'd been hoping to win the competition **since** the summer.*
- before *We'd been talking about the Internet **before** the lesson started.*
- all day/night/etc *I'd been studying **all day**.*

Watch out!

- The past perfect simple often emphasises the result of an action:
✓ **She'd written** an article for the school newspaper. (= She'd finished it.)
- The past perfect continuous often emphasises the action, and the time spent on the action, rather than the result:
✓ **She'd been writing** an article for the newspaper. (= She'd started, but she hadn't finished it.)

Topic vocabulary

see page 185 for definitions

| | | |
|-------------------|-----------------------|----------------------|
| achieve (v) | guess (v, n) | report (n) |
| brain (n) | hesitate (v) | revise (v) |
| clever (adj) | instruction (n) | search (v, n) |
| concentrate (v) | make progress (v phr) | skill (n) |
| consider (v) | make sure (v phr) | smart (adj) |
| course (n) | mark (v, n) | subject (n) |
| degree (n) | mental (adj) | take an exam (v phr) |
| experience (v, n) | pass (v) | talented (adj) |
| expert (n, adj) | qualification (n) | term (n) |
| fail (v) | remind (v) | wonder (v) |

Phrasal verbs

| | |
|-------------------|---|
| cross out | draw a line through sth written |
| look up | try to find information in a book, etc |
| point out | tell sb important information |
| read out | say sth out loud which you are reading |
| rip up | tear into pieces |
| rub out | remove with a rubber |
| turn over | turn sth so the other side is towards you |
| write down | write information on a piece of paper |

Prepositional phrases

by heart
for instance
in conclusion
in fact
in favour (of)
in general

Word formation

| | | | |
|----------------|-----------------------------------|-----------------|-------------------------|
| begin | began, begun, beginner, beginning | instruct | instruction, instructor |
| brave | bravery | memory | memorise, memorial |
| correct | correction, incorrect | refer | reference |
| divide | division | silent | silence, silently |
| educate | education | simple | simplify, simplicity |

Word patterns

| | | | |
|------------|------------------|-------|---------------------|
| adjectives | capable of | | help (sb) with |
| | talented at | | know about |
| verbs | cheat at/in | | learn about |
| | confuse sth with | | succeed in |
| | continue with | nouns | an opinion about/of |
| | cope with | | a question about |