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| **TENSE** | **EXAMPLES** | **USE** | **SIGNAL WORDS** |
| [**Simple Present**](https://www.ego4u.com/en/cram-up/grammar/simple-present) | **A:** He speaks. **N:** He does not speak. **Q:** Does he speak? | Action in the present taking place **regularly, never or several times**  Facts  Actions taking place one after another  Action set by a timetable or schedule | always, every …, never, normally, often, seldom, sometimes, usually if sentences type I (*If I****talk****, …*) |
| [**Present Progressive**](https://www.ego4u.com/en/cram-up/grammar/present-progressive) | **A:** He is speaking. **N:** He is not speaking. **Q:** Is he speaking? | **Action taking place in the moment of speaking**  Action taking place only for a limited period  Action arranged for the future | at the moment, just, just now, Listen!, Look!, now, right now |
| [**Simple Past**](https://www.ego4u.com/en/cram-up/grammar/simple-past) | **A:** He spoke. **N:** He did not speak. **Q:** Did he speak? | Action in the past taking place **once, never or several times**  Actions taking place one after another  Action taking place in the middle of another action | yesterday, 2 minutes ago, in 1990, the other day, last Friday if sentence type II (*If I****talked****, …*) |
| [**Past Progressive**](https://www.ego4u.com/en/cram-up/grammar/past-progressive) | **A:** He was speaking. **N:** He was not speaking. **Q:** Was he speaking? | Action **going on** at a certain time in the past  Actions taking place at the same time  Action in the past that is interrupted by another action | while, as long as |
| [**Present Perfect Simple**](https://www.ego4u.com/en/cram-up/grammar/present-perfect-simple) | **A:** He has spoken. **N:** He has not spoken. **Q:** Has he spoken? | Putting emphasis on the **result**  Action that is still going on  Action that stopped recently  Finished action that has an influence on the present  Action that has taken place once, never or several times before the moment of speaking | already, ever, just, never, not yet, so far, till now, up to now |
| [**Present Perfect Progressive**](https://www.ego4u.com/en/cram-up/grammar/present-perfect-progressive) | **A:** He has been speaking. **N:** He has not been speaking. **Q:** Has he been speaking? | Putting emphasis on the **course or duration** (not the result)  Action that recently stopped or is still going on  Finished action that influenced the present | all day, for 4 years, since 1993, how long?, the whole week |
| [**Past Perfect Simple**](https://www.ego4u.com/en/cram-up/grammar/past-perfect-simple) | **A:** He had spoken. **N:** He had not spoken. **Q:** Had he spoken? | Action taking place before a certain time in the past  Sometimes interchangeable with past perfect progressive  Putting emphasis only on the **fact** (not the duration) | already, just, never, not yet, once, until that day if sentence type III (*If I****had talked****, …*) |
| [**Past Perfect Progressive**](https://www.ego4u.com/en/cram-up/grammar/past-perfect-progressive) | **A:** He had been speaking. **N:** He had not been speaking. **Q:** Had he been speaking? | Action taking place before a certain time in the past  Sometimes interchangeable with past perfect simple  Putting emphasis on the **duration or course** of an action | for, since, the whole day, all day |
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