



## **Business English Co-Teach Series 2**

### **Module 12**



Infosys®

Building  
Tomorrow's Enterprise

# General Guideline

© 2011 Infosys Limited, Bangalore, India. All rights reserved.

Infosys believes the information in this document is accurate as of its publication date; such information is subject to change without notice. Infosys acknowledges the proprietary rights of other companies to the trademarks, product names and such other intellectual property rights mentioned in this document. Except as expressly permitted, neither this presentation nor any part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, printing, photocopying, recording or otherwise, without the prior permission of Infosys Limited and/or any named intellectual property rights holders under this presentation.



# Introduction to Tenses

## I-Mar-2013

# Tenses

## Tense Definition

- Tense (noun): a form of a verb used to indicate the time, and sometimes the continuation or completeness, of an action in relation to the time of speaking. (From Latin tempus = time).
- Tense is a method that we use in English to refer to time - past, present and future. Many languages use tenses to talk about time.
- In English, verbs change their forms depending upon the time of action. The change in the form of the verb according to the time denotes the tense.
- Verb+ Time = Tense.

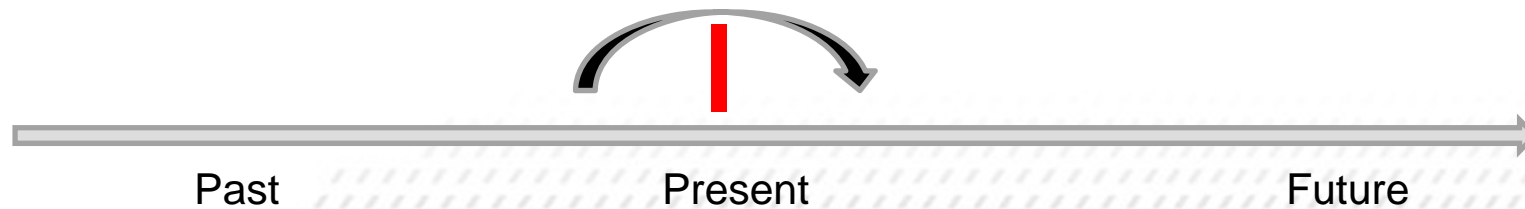
## Usage

- **Simple Present** : When the action is repeated or a daily event. (habit, hobby, or general truths)

E.g. I brush my teeth everyday.

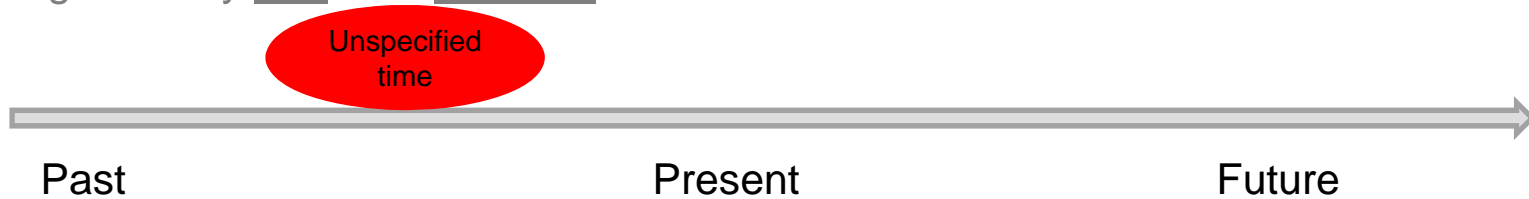


- **Present Continuous**: When the action is in progress (it is on as we speak).  
E.g. I am **talki**ng to you.

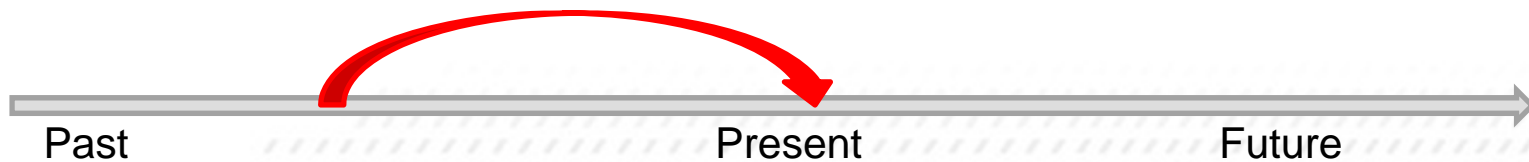


- **Present Perfect**: When the action happened at an indeterminate time earlier. It also indicates completed activities.

E.g. Nobody has ever climbed that mountain.



- **Present Perfect Continuous** : Action that has started before and is going on.  
E.g. We have been talking on this for 5 minutes.



## Examples

### Simple Present

- He never **forgets** his wallet.
- Delhi **is** in India.
- He **has** a clear vision of his future
- The flight **leaves** tonight at 9 p.m.
- He **sings** for a living.

### Present Continuous

- I **am singing** a song by the Beatles.
- They **are learning** French now.
- **Aren't you training** at Infosys?
- **Isn't he coming** with us tonight?
- I **am listening** to you.

### Present Perfect

- I **have seen** the play twenty times.
- **Have you read** the book 'Twilight' yet?
- She **has visited** the palace twice.
- The people **have gathered** to meet the president
- People **have travelled** to the Moon.

### Present Perfect Continuous

- I **have been practicing** for the game since Monday.
- **You've been talking** to her for 5 minutes.
- He **has been watching** too much television lately.
- Sunita **has been feeling** a little depressed.

# RECAP

- **Simple Present:** When the action is repeated or is a daily event.  
E.g. I **sleep** everyday.
- **Present Continuous:** When the action is in progress.  
E.g. I **am sleeping**.
- **Present Perfect:** When the action has taken place at an unspecified time before now i.e. present  
E.g. I **have slept**.
- **Present Perfect Continuous:** The action has started in the past and still is in progress.  
E.g. I **have been sleeping** since yesterday.



## Fill in the blanks with the right tense

- He \_\_\_\_\_ his team every morning. (meeting)
- The Sun \_\_\_\_\_ in the west. (set)
- The train to Delhi \_\_\_\_\_ tomorrow night. (leave)
- There \_\_\_\_\_ the pretty woman! (go)
- Write the tense in present continuous:
- The team lead \_\_\_\_\_ to the group. (talk)
- I \_\_\_\_\_ Steve jobs biography. (read)
- The team from Germany \_\_\_\_\_ tomorrow(arrive)
- They \_\_\_\_\_ the deal for a new project. (negotiate)

## Fill in the blanks with the right tense

Write the tense in **present perfect**:

- He \_\_\_\_\_ just left the office.
- I \_\_\_\_\_ worn glasses all my life.
- Rahul and Nikhil \_\_\_\_\_ already finished the testing.
- We \_\_\_\_\_ known the family for many years.

Write the tense in **present perfect continuous**:

- Param \_\_\_\_\_ nonstop for the last one hour. (talk)
- They \_\_\_\_\_ the report for so long. (prepare)

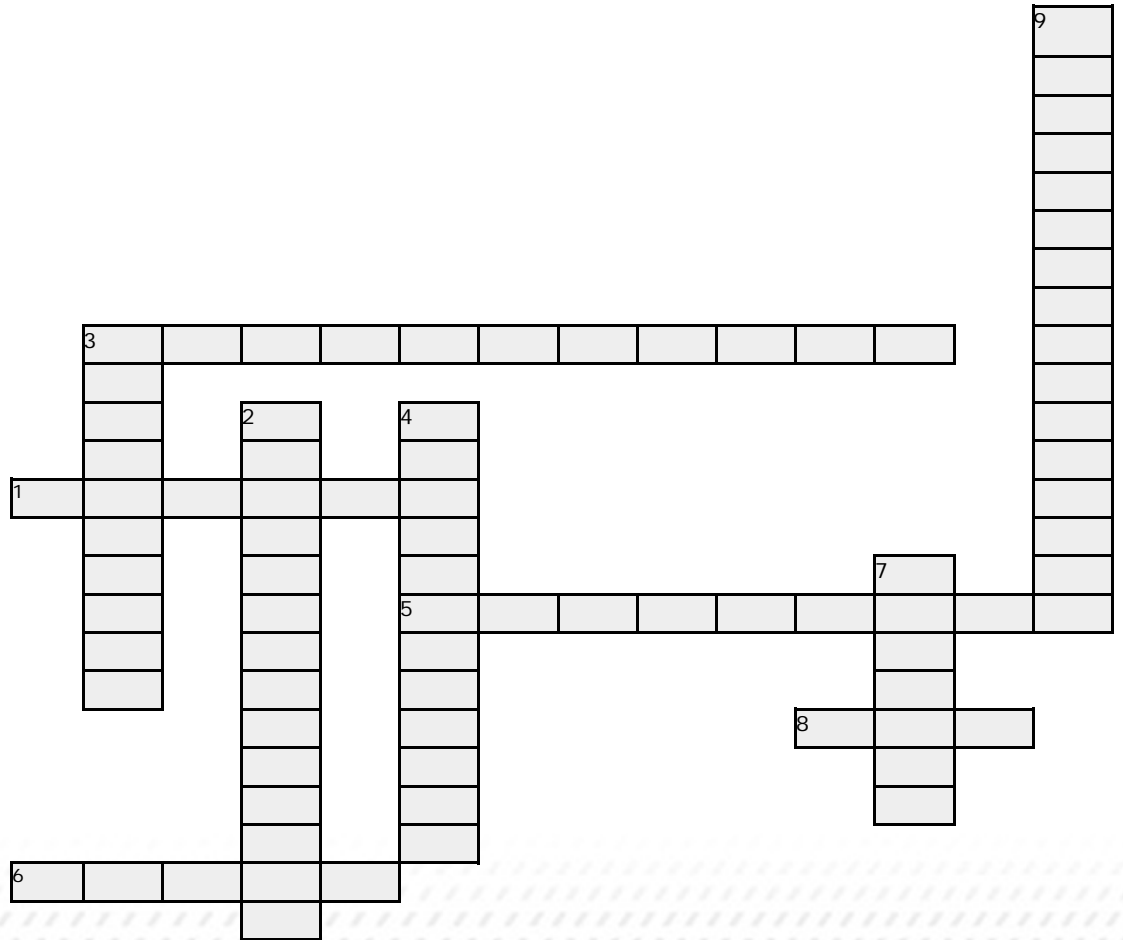
Note there is a gap between each word.

**Across:**

1. Your train \_\_\_\_\_ (leave) at 15.25 from platform 10.
3. It's spring and the days \_\_\_\_\_ (get) longer.
5. My wife and I \_\_\_\_\_ (go) to the beach in the summer
6. Leap year \_\_\_\_\_ (come) every four years.
8. Many birds of Europe \_\_\_\_\_ (fly) south to Africa every winter.

**Down:**

2. Astronauts \_\_\_\_\_ to the Moon.(travel)
3. I \_\_\_\_\_ some colleagues after work for dinner.(meet)
4. Sunny \_\_\_\_\_ Japanese, but she can't write.(master)
7. Every twelve months, the Earth \_\_\_\_\_ the Sun. (Circle)
9. Mary \_\_\_\_\_ a little depressed.(feel)



Use the words in the list below to complete the sentence

playing  
are  
running  
am  
has  
going  
has  
has  
goes  
loved  
is  
reading  
are  
wrote  
dying.  
been  
is  
ride

- The enemy \_\_\_\_\_ attacked their country twice.
- Alice \_\_\_\_\_ practicing her German for the upcoming exam.
- Tom's whole family \_\_\_\_\_ to the mall every week.
- Rickey \_\_\_\_\_ a novel last summer.
- We \_\_\_\_\_ tennis at the moment.
- He \_\_\_\_\_ to \_\_\_\_\_ his pony tomorrow.
- Jane \_\_\_\_\_ coke since she was a little girl.
- Look! The kids' \_\_\_\_\_ to the playground.
- I \_\_\_\_\_ the book Twilight by Stephenie Meyer.
- Unfortunately, the patient \_\_\_\_\_.



# THANK YOU

.....  
[www.infosys.com](http://www.infosys.com)

The contents of this document are proprietary and confidential to Infosys Limited and may not be disclosed in whole or in part at any time, to any third party without the prior written consent of Infosys Limited.

© 2011 Infosys Limited. All rights reserved. Copyright in the whole and any part of this document belongs to Infosys Limited. This work may not be used, sold, transferred, adapted, abridged, copied or reproduced in whole or in part, in any manner or form, or in any media, without the prior written consent of Infosys Limited.