AULA 06

VERB TENSES

GERUNDS AND INFINITIVES

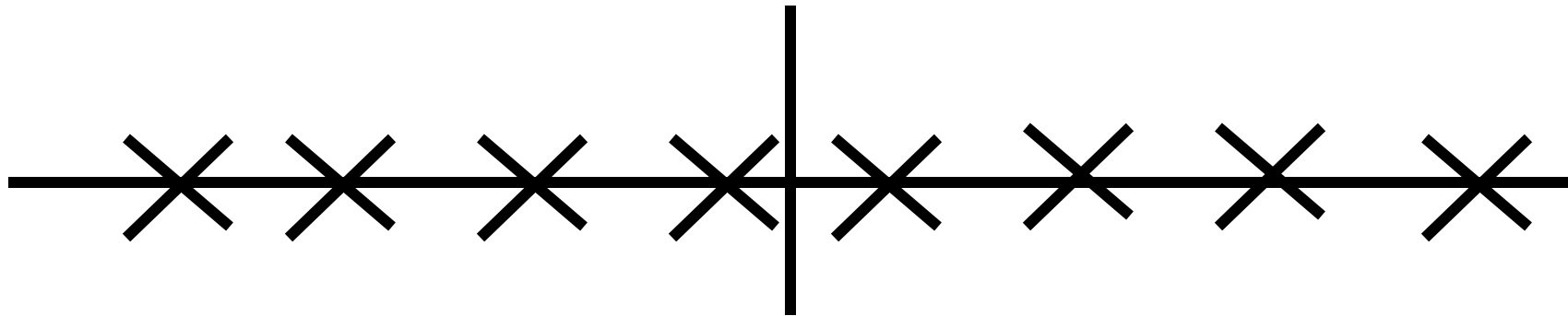## PARALLEL STRUCTURE

<u>Verb Tense Review</u>

The Importance of Time

Verb tense expresses the time of an event or action. Time and how it is expressed in writing is very important to English readers.   The English language has twelve different tenses. In this lesson, we will review the meaning of each verb tense.

The Simple Present Tense

Expresses a habit or often repeated action. Adverbs of frequency such as, *often, seldom, sometimes, never*, etc. are used with this tense.
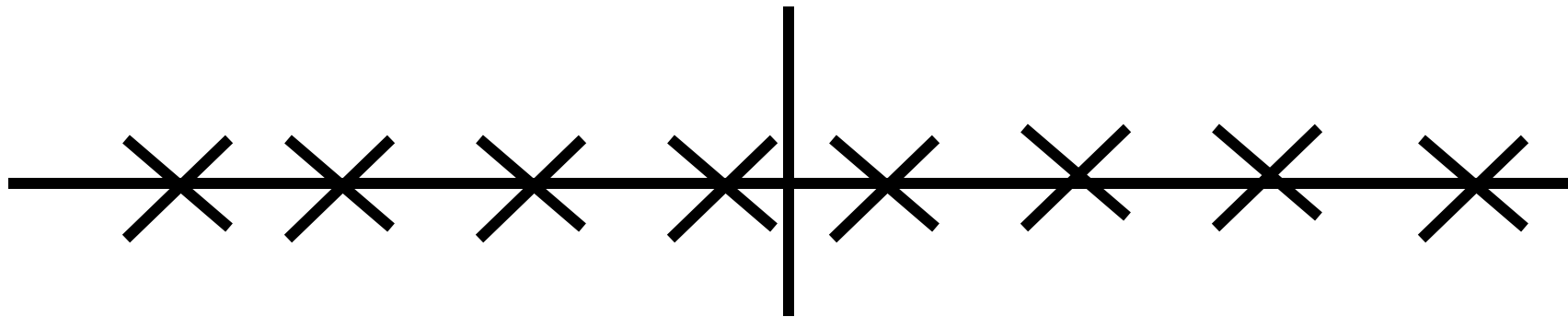
The Simple Present in context:

Expresses a habit or often repeated action.

In a modern office, **computers are** essential tools for daily tasks. Employees **use** software applications to complete their work efficiently. IT support **resolves** issues that **arise** with hardware and software. Many offices **have** a dedicated IT team that **ensures** all systems **operate** smoothly. Security protocols **protect** sensitive data from unauthorized access.

The Simple Present Tense

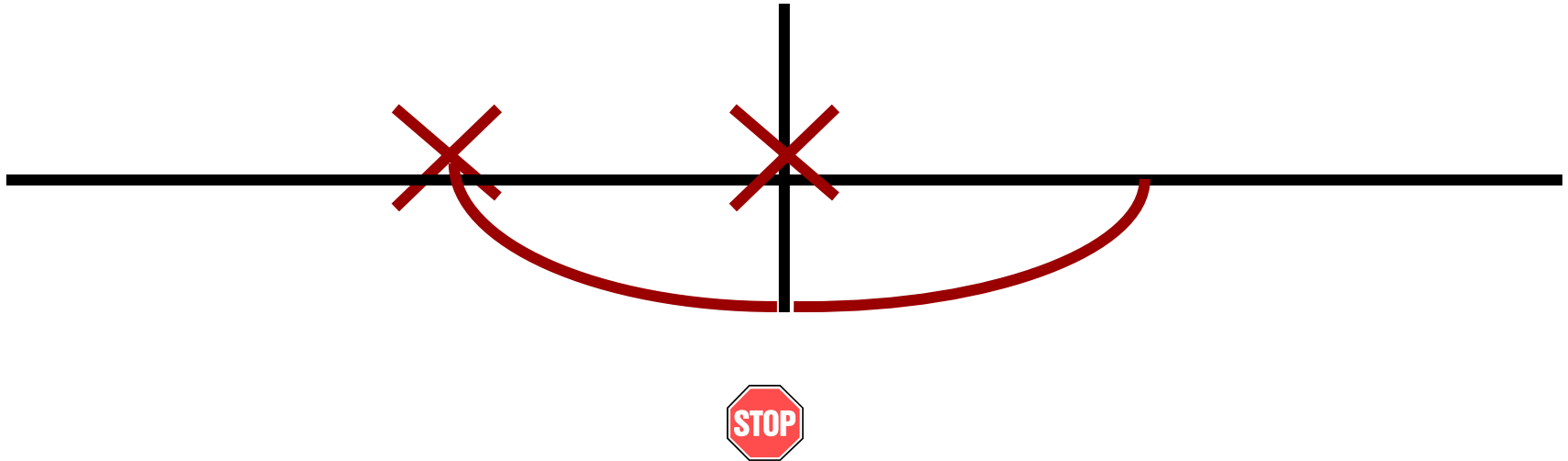**This tense also expresses general truths or facts that are timeless.**

In any office nowadays, workers **use** computers or other mobile devices.

The Present Continuous

This tense is used to describe an action that is occurring right now (at this moment, today, this year, etc.). The action has begun and is still in progress.
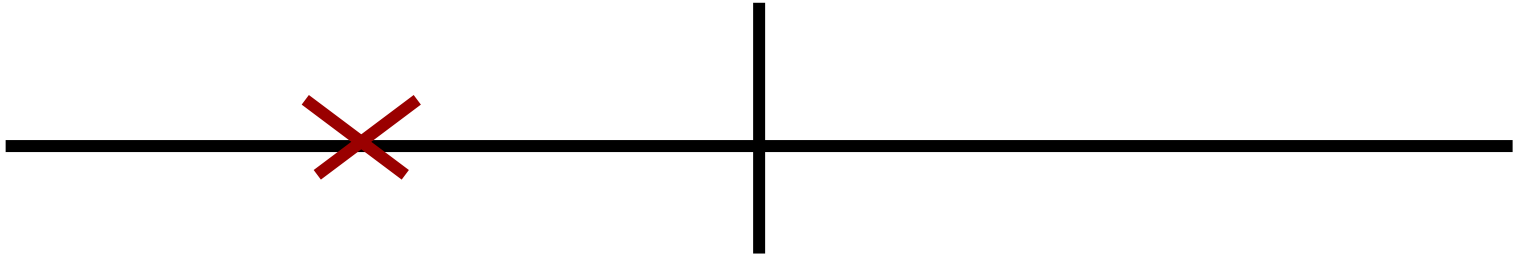
The Present Continuous in context:

Used to describe an action that is occurring right now. The action has begun and is still in progress.

Currently, the IT staff **are working** on a new cybersecurity protocol. They **are analyzing** potential threats and **are developing** strategies to mitigate risks. The team **is collaborating** with external experts to create the most effective security measures.

The Simple Past

We use the simple past to indicate exactly when an action or event took place in the past.
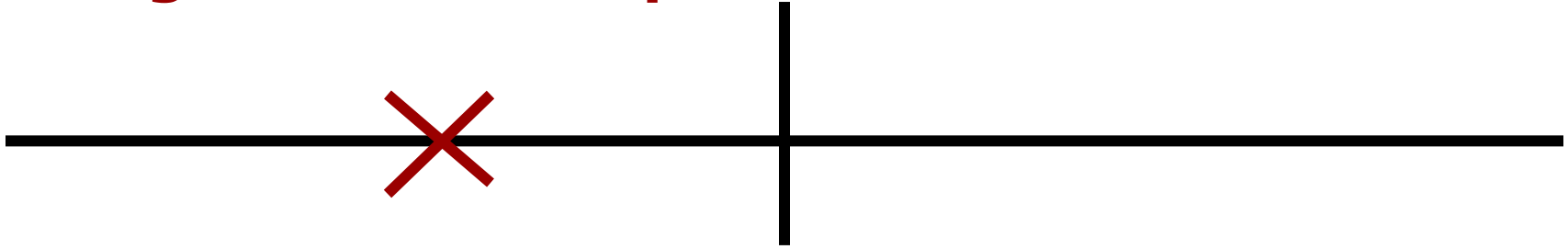
Last year, the company **implemented** a new project management system. Before that, employees **used** outdated software that **caused** several delays. The IT department **trained** staff on the new system and **addressed** initial problems that **came up**. The transition **was** challenging, but the new system **improved** productivity significantly.

The Simple Past

The simple past is used to describe actions and/or events that are now completed and no longer true in the present.
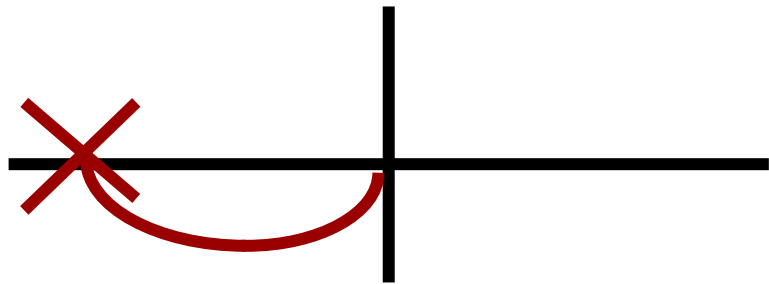
A few months after the implementation, managers **noticed** fewer errors in project timelines. Teams **met** their deadlines more consistently, and communication between departments **improved**. The company even **completed** two major projects ahead of schedule.
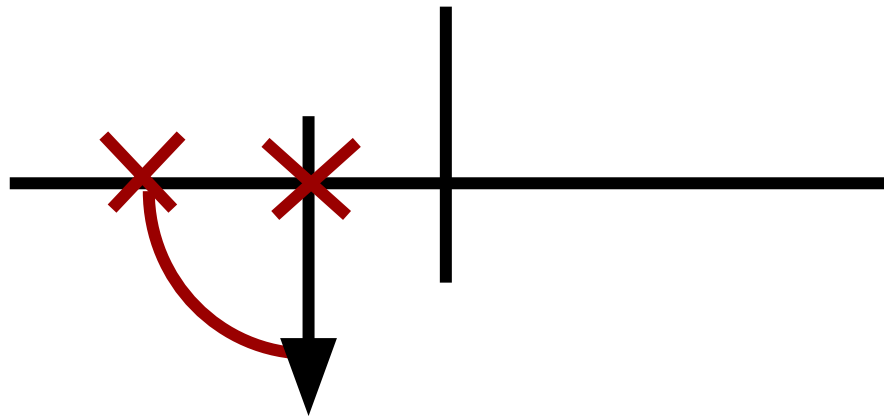
The Past Continuous

The past continuous is used to talk about an activity that <u>was in progress</u> at a specific point of time in the past.

It is also used with the simple past to show that one action was in progress when another action occurred.
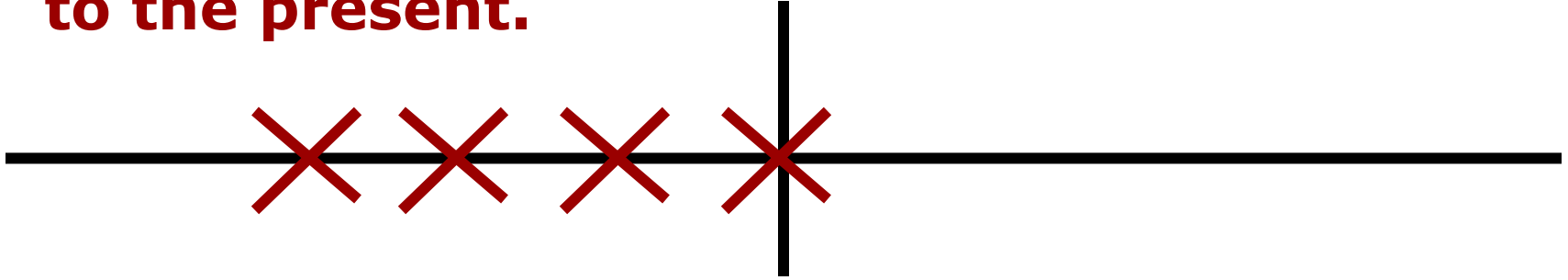
The Past Continuous in context:

(1) **The past continuous is used to talk about an activity that <u>was in progress</u> at a specific point of time in the past.**

(2) **It is also used with the simple past to show that <u>one action was in progress when another action occurred.</u>**

Yesterday afternoon, the IT team **was updating** the security software while employees **were working** remotely. At the same time, technicians **were testing** the backup systems to prevent data loss. Everyone **was focusing** on their tasks when the network suddenly crashed.

The Present Perfect

The present perfect is used to talk about an event that began in the past and continues up to the present.

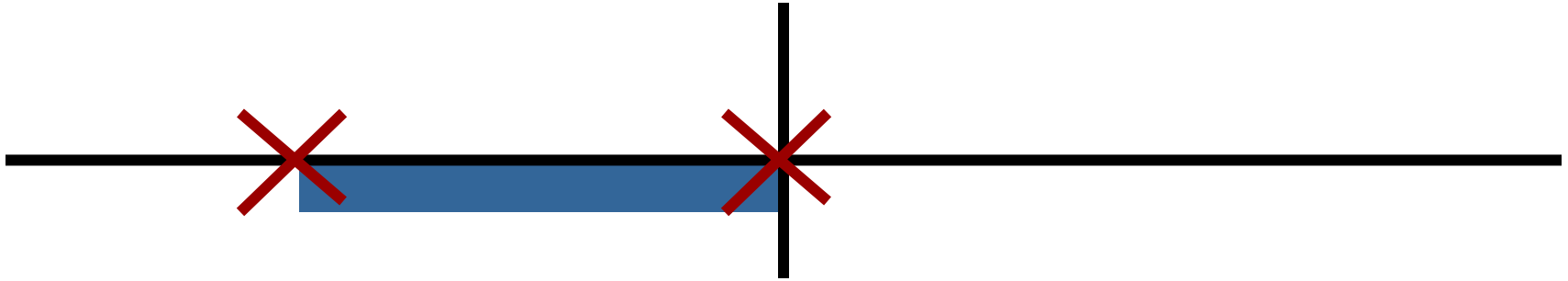Employees **have become** more efficient because they can access files from anywhere. The company **has also increased** security measures to protect sensitive information. So far, **there have been** no major data breaches, and the system **has performed** reliably under pressure.

Present Perfect Continuous

This tense is used to describe the duration of an action that began in the past and continues into the present.

The Past Continuous in context:

This tense is used to describe the duration of an action that began in the past and continues into the present.

Tech companies **have been investing** heavily in AI hardware to enhance user experiences. For instance, OpenAI's recent acquisition of Io, a hardware venture co-founded by Jony Ive, indicates that they **have been working** on integrating advanced design with AI capabilities. Similarly, Google's Android team **has been developing** new features to encourage users to switch from iPhones. These initiatives demonstrate how leading firms **have been focusing** on creating more immersive and efficient digital ecosystems.

The Past Perfect

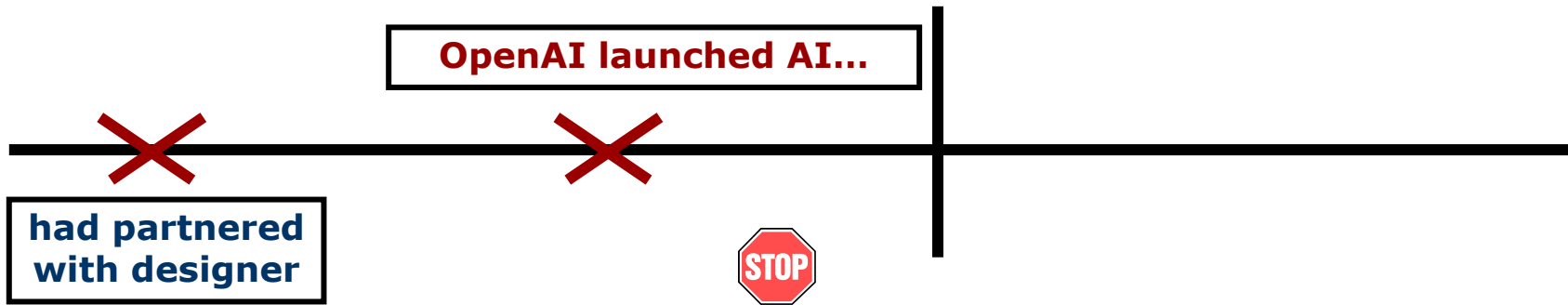**This tense describes completed events that took place in the past before another past event.**

had fixed all bugs

the company launched the software

By the time the company launched the new software, the developers had already fixed all critical bugs.

STOP

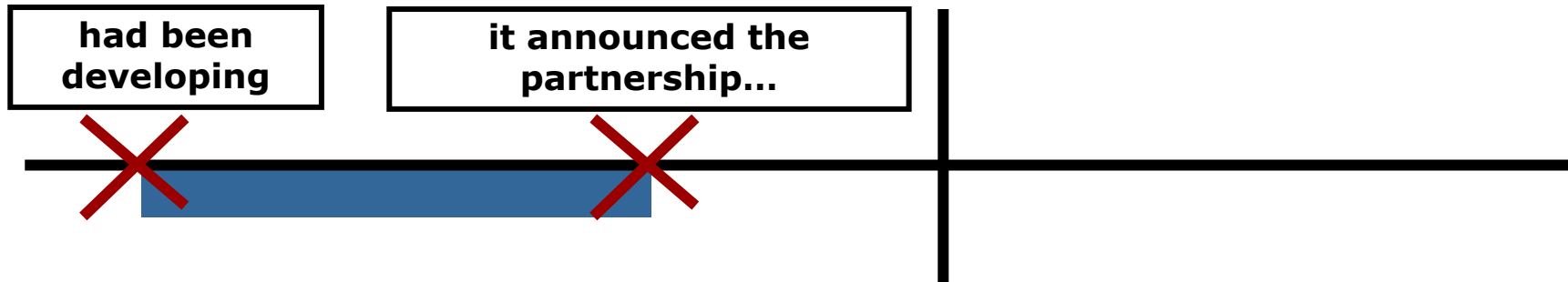# The Past Perfect in context:

Before OpenAI **launched** its ambitious AI hardware initiative, it **had already partnered** with renowned designer Jony Ive to co-found the hardware startup Io. **By the time** the acquisition **was finalized**, **Ive's team had developed** innovative design concepts aimed at redefining personal computing devices.

OpenAI launched AI...

had partnered with designer

STOP

Past Perfect Continuous

This tense is used to emphasize the duration of an action that was completed before another action or event in the past.

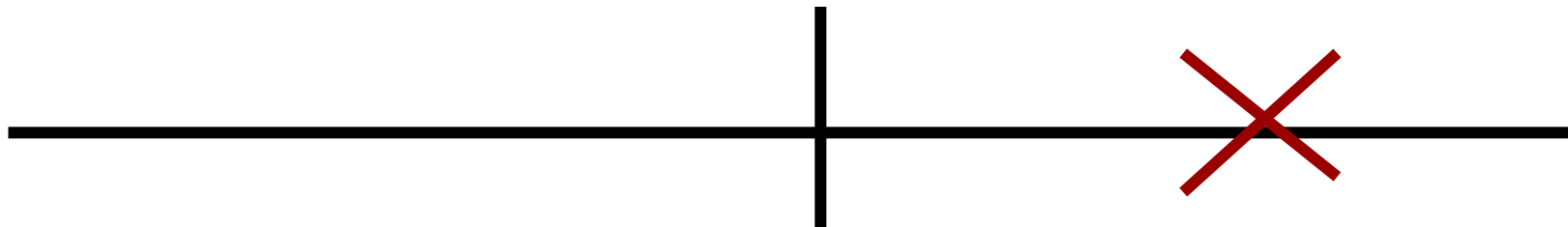| had been developing | it announced the partnership... |

OpenAI had been developing its AI hardware strategy for months before **it announced** the partnership with Jony Ive. The team **had been researching** user-centered design and AI integration long before the public even heard rumors. By the time the deal was revealed, they **had been preparing** prototypes and concepts to revolutionize personal tech.

The Future

Will and *be* + *going* + *to* are often used to describe future actions.

Tech companies will continue to compete in the race for AI dominance. OpenAI **is going to release** new products designed with Jony Ive's team, aiming to reshape how we interact with devices. Meanwhile, Google **will introduce** advanced features in Android to attract more users, and several startups **are going to launch** AI-driven tools that challenge the current market leaders.

GERUNDS AND INFINITIVES

MEANING AND USE

Gerunds are the -ing form of a verb, and infinitives are the to + base form. These words can be confusing; they combine the meaning of a verb with the grammar of a noun.

The manager asked me to update the software. I enjoy updating the software.

So, how is *to update* like a noun? Imagine the first sentence said: *The manager asked me a favor.* You can see how *a favor* and *to update* have the same grammatical role. Similarly, you could replace *updating* with the noun *an update*.

Using gerunds and infinitives correctly with verbs can be difficult because some verbs go with only the infinitive or only the gerund, and others can go with either one.

I **enjoy** **debugging** programs. *(enjoy + -ing form only)*

The technician **wants** **to** **install** the update. *(want + infinitive form only)*

Developers **like** **coding** late at night.

Developers **like** **to** **code** late at night. *(like + either -ing or infinitive form)*

Another difficulty is that sometimes choosing the infinitive or the gerund will change the meaning of the sentence.

Alex **stopped saving** the file.

(Alex was saving the file, and then he stopped.)

Alex **stopped to save** the file.

(Alex was doing something else, but he paused in order to save the file.)

SOME OF THE MOST COMMON VERBS

Followed by a gerund (-ing form)

admit, advise, consider, discuss, dislike, dread, enjoy, finish, mind, practise, recommend, suggest

Followed by an infinitive

agree, appear, choose, decide, expect, fail, hope, learn, need, refuse, seem, wait, want

Followed by either, usually with no change in meaning

begin, continue, hate, like, love, prefer, start

Followed by either, with a change in meaning

forget, regret, remember, stop, try

PARALLEL STRUCTURE

WHAT IS PARALLEL STRUCTURE?

➔ Using the same grammatical structure for two or more clauses in a sentence:

"In our coding guidelines, we emphasize **writing** clear comments, **to follow** naming conventions, and **maintain** consistent indentation."

What do you notice about the **verbs**?

writing = gerund form
to follow = infinitive form
maintain = base form

! **MIXED VERB FORMS**

STOP

→ To achieve parallel structure, **change the verbs to the same form.**

→ Since this example begins with 'emphasise', which is typically followed by a noun or gerund, we will choose the -ing form:

"In our coding guidelines, we emphasize **writing** clear comments, **following** naming conventions, and **maintaining** consistent indentation."

Benefits of Parallel Structure:
- more professional
- more effective
- easier to read and follow