

ENGLISH

Sumário

Cyber Mind

Present Simple – página 3

Past Simple – página 11

Present Continuous (I am doing) – página 19

Past Continuous (I was doing) – página 26

Present Perfect (I have done) – página 33

Past Perfect (I had done) – página 41



Study this example situation:



Alex is a bus driver, but now he is in bed asleep.

He is not driving a bus. (He is asleep.)

but He drives a bus. (He is a bus driver.)

Drive(s)/work(s)/do(es) etc. is the present simple:

I/we/you/they drive/work/do etc.
he/she/it drives/works/does etc.



- a) We use the present simple to talk about things in general. We use it to say that something happens all the time or repeatedly/ or that something is true in general:
 - Nurses Look after patients in hospitals.
 - I usually go away at weekends.
 - The earth goes round the sun.
 - The cafe opens at 7.30 in the morning.

Remember:

I work ... but He works ... They teach ... but My sister teaches ...



b) We use **do/does** to make questions and negative sentences:



- I come from Canada. Where do you come from?
- I don't go away very often.
- What does this word mean? (not What means this word?)
- Rice doesn't grow in cold climates.

In the following examples, do is also the main verb (do you do I doesn't do etc.):

- 'What do you do?' 'I work in a shop.'
- He's always so lazy. He doesn't do anything to help.



- c) We use the present simple to say how often we do things:
 - I get up at 8 o'clock every morning.
 - How often do you go to the dentist?
 - Julie doesn't drink tea very often.
 - Robert usually **goes** away **two or three** times a **year**.
- d) I promise / I apologise etc.

Sometimes we do things by saying something. For example, when you promise to do something, you can say 'I promise ...'; when you suggest something, you can say 'I suggest ...':

- I promise I won't be late. (not I'm promising)
- 'What do you suggest I do?' 'I suggest that you ... '



Exercises:

1. Complete the sentences using the following verbs:

cause(s) connect(s) drink(s) Live(s) open(s) speak(s) take(s)

- a. Tanya speaks German very well.
- b. I don't often coffee.
- c. The swimming pool at 7.30 every morning.
- d. Bad driving many accidents.
- e. My parents in a very small flat.
- f. The Olympic Games place every four years.
- g. The Panama Canal the Atlantic and Pacific Oceans.



2. Put the verb into the correct form.

a.	Julie doesn't drink	(not / drink) tea	very o	ften.							
b.	What time		(tl	ne bar	nks / clo	se) he	ere?				
c.	I've got a car, but I			(not	/ use) it	much).				
d.	'Where	(Rica	rdo/ co	ome) f	rom? 'Fı	rom C	uba.'				
e.	What	(you /	do)?'	`l'm a	ın electr	ician.	,				
f.	lt	(take)	me	an	hour	to	get	to	work.	How	lor
				(it l	take) y	ou?					
g.	Look at this sentence.	What					(this	word	d / mean)	?	
h.	David isn't very fit. He .				. (not / d	lo) an	y spor	t.			



3. Complete using the following:

Lapologise Linsist Lpromise Lrecommend Lsuggest

- a. Mr. Evans is not in the office today. *I suggest* you try calling him tomorrow.
- b. I won't tell anybody what you said.....
- c. (in a restaurant) You must let me pay for the meal.
- d. ... for what I did. It won't happen again. Electrical Enter I happen again. The new restaurant in Hill Street
- is very good. it.



Answer:

- 1.
- b) drink
- c) opens
- d) causes
- e) live
- f) take
- g) connects
- 2.
- b) do the banks close
- c) don't use
- d) does Ricardo come
- e) do you do

- f) takes ... does it take
- g) does this word mean
- h) doesn't do
- 3.
- b) I promise
- c) I insist
- d) I apologise
- e) I recommend



Study this example:

Wolfgang Amadeus Mozart was an Austrian musician and composer. He **Lived** from 1756 to 1791. He **started** composing at the age of five and wrote more than 600 pieces of music.

He was only 35 years old when he died.



Lived/ started/ wrote/ was/ died are all past simple.



- B) Very often the past simple ends in **-ed** (*regular* verbs):
 - I work in a travel agency now. Before that I worked in a department store.
 - We invited them to our party, but they decided not to come.
 - The police stopped me on my way home last night.
 - Laura passed her exam because she studied very hard.

But many verbs are *irregular*. The past simple does *not* end in **-ed**. For example:

write -> wrote

Mozart wrote more than 600 pieces of music.

see -> saw

We saw Tanya in town a few days ago. go -> went

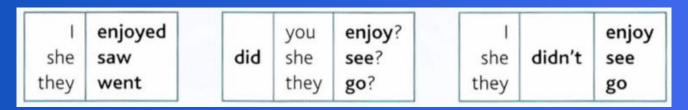
I went to the cinema three times last week.

shut -> shut

It was cold, so I shut the window.



C) In questions and negatives we use did/didn't+ infinitive (enjoy/see/go etc.):



But many verbs are *irregular*. The past simple does *not* end in **-ed**. For example:

- a: Did you go out last night?
 - b: Yes, I went to the cinema, but I didn't enjoy the film much.
- 'When did Mr. Thomas die?' 'About ten years ago.'
- They didn't invite us to the party, so we didn't go.
- 'Did you have time to do the shopping?' 'No, I didn't.'

In the following examples, do is the main verb in the sentence (did ... do I didn't do):

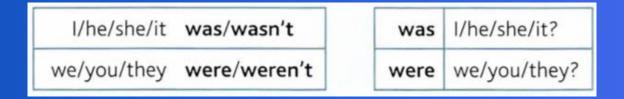
What did you do at the weekend? (not What did you at the weekend?)

I didn't do anything. (not I didn't anything)





D) The past of **be (am/is/are) is was/were**:



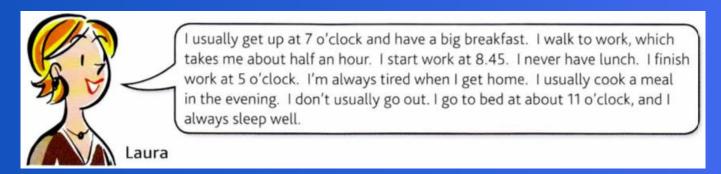
Note that we do not use **did** in negatives and questions with **was/were**:

- I was angry because they were late.
- Was the weather good when you were on holiday?
- They weren't able to come because they were so busy.
- Did you go out last night or were you too tired?



Exercises:

1. Read what Laura says about a typical working day:



a. She got up at 7 o'clock.	g at 5 o'clock.
b. She a big breakfast.	h tired when home.
c. She	i a meal yesterday evening.
d. Itto get to work.	j Out yesterday evening
e at 8.45.	kat 11 o'clock.
f lunch.	I well last night.



Exercises:

2. Complete the sentences using the following verbs in the correct form:



Exercises:

3. Complete the sentences. Put the verb into the correct form, positive or negative.

a. It was warm, so I <u>took</u>	off my coat. (take)	b. The film wasn't very g	ood. I <i>didn't enjoy</i>
it much. (enjoy)			
c. I knew Sarah was busy, so I .		her. (disturb)	d. We were very
tired, so we	the party early.	(leave)[see] e. The bed was	very uncomfortable.
I	well. (sleep)		
f. The window was open and a bi	rd	in to the room. (fly)
g. The hotel wasn't very expensiv	e. It	much to stay there. (cost)
h. I was in a hurry, so I	time	to phone you. (have)	
i. It was hard carrying the bags. T	They	very	heavy. (be)



Answers:

- 1.
- b) She had [see]c) She walked to work
- d) It took her (about) half an hour
- e) She started work
- f) She didn't have (any) lunch. / ... eat (any) lunch.
- g) She finished work
- h) She was tired when she got home.
- i) She cooked
- j) She didn't go
- k) She went to bed
- I) She slept

- c) Sold
- d) fell ... hurt
- e) threw ... caught
- f) spent ... bought ... cost [I]
- 3.
- b) didn't disturb
- c) left
- d) didn't sleep
- e) flew
- f) didn't cost
- g) didn't have
- e) Were





A) Study this example situation:

Sarah is in her car. She is on her way to work.

She is driving to work.

This means: she is driving now, at the time of speaking.

The action is not finished.

Am/is/are+ -ing is the *present continuous*:

```
l am (= l'm) driving
he/she/it is (= he's etc.) working
we/you/they are (= we're etc.) doing etc.
```

Present Continuous (I am doing)



- **B) I am=doing** something = I'm in the middle of doing it; I've started doing it and I haven't finished:
 - Please don't make so much noise. I'm trying to work. (not I try)
 - 'Where's Mark?' 'He's having a shower.' (not He has a shower)
 - Let's go out now. It isn't raining any more. (not It doesn't rain)
 - (at a party) Hi, Jane. Are you enjoying the party? (not Do you enjoy)
 - What's all that noise? What's going on? (=What's happening?)

Sometimes the action is not happening at the time of speaking. For example:

Steve is talking to a friend on the phone. He says:

Present Continuous (I am doing)



- C) You can use the present continuous with today / this week / this year etc. (periods around now):
 - a: You're working hard today. (not You work hard today)
 - b: Yes, I have a lot to do. The company I work for isn't doing so well this year.
- **D)** We use the present continuous when we talk about changes happening around now, especially with these verbs:

get change become increase rise fall grow improve begin start

Is your English getting better? (not Does your English get better) The population of the world is increasing very fast. (not increases) At first I didn't like my job, but I'm beginning to enjoy it now. (not I begin)

Present Continuous (I am doing)

Exercises:

1. The sentences on the right follow those on the left. Which sentence goes with which?

- 1 Please don't make so much noise.
- 2 I need to eat something soon.
- 3 I don't have anywhere to live right now.
- 4 We need to leave soon.
- 5 They don't need their car any more.
- 6 Things are not so good at work.
- 7 It isn't true what they said.
- 8 We're going to get wet.

a It's getting late	a	lt's	getting	late
---------------------	---	------	---------	------

- b They're lying.
- c It's starting to rain.
- d They're trying to sell it.
- e I'm getting hungry.
- f I'm trying to work.
- g I'm looking for an apartment.
- h The company is losing money.

_	^
1	-

2					
		-	 .,.	4	

2						
3			 	 		

1	1			
- 57			 	

5		
_	111111111111111111111111111111111111111	

.....

Present Continuous (I am doing)

2. Complete the conversations.

A)	a: I saw Brian a few days ago.
	b: Oh, did you? What's he doing these days? (what / he / do)
	a: He's at university.
	b: ? (what / he / study)
	a: Psychology.
	b: it? (he / enjoy)
	a: Yes, he says it's a very good course.
В)	a: Hi, Nicola. How? (your new job / go).
	b: Not bad. It wasn't so good at first, but better now. (it/ get)
	a: What about Daniel? Is he ok?
	b: Yes, but his work right now. (he / not / enjoy)
	He's been in the same job for a long time and to get bored with it. (he/ begin)

Present Continuous (I am doing)

- 3. Put the verb into the correct form, positive (I'm doing etc.) or negative (I'm not doing etc.).
- a. Please don't make so much noise I'm trying (I / try) to work. b. Let's go out now It isn't raining (it / rain) any more. c. You can turn off the radio.(I/ listen) to it. d. Kate phoned me last night. She's on holiday in France................ (she / have) a great time and doesn't want to come back. f. Andrew has just started evening classes.....(he / learn) Japanese. g. Paul and Sally have had an argument.....(they I speak) to each other. h. (I / get) tired. I need a rest. i. Tim.....(work) today. He's taken the day off. j.(I I look) for Sophie. Do you know where she is?

Present Continuous (I am doing)



Answers:

- 1.
- b) e
- c) g
- d) a
- e) d
- f) h
- g) b
- h) c

2.

- A) What's / What is he studyingIs he enjoying
- B) 's / is your new job going it's getting / it is getting he isn't enjoying / he's not enjoying he's beginning / he is beginning

b) I'm not listening / I am not listening (Spc) She's having / She is having (Spc) I'm not eating / I am not eating (He's learning / He is learning (Spc) They aren't speaking / They're not speaking / They are not speaking (Spc) I'm getting / I am getting (Spc) isn't working / 's not working / is not working (Spc) I'm looking / I am looking (Spc)





A) Study this example situation:

Yesterday Karen and Jim played tennis. They started at 10 o'clock and finished at 11.30.

So, at 10.30 they were playing tennis.

They were playing = they were in the middle of playing.

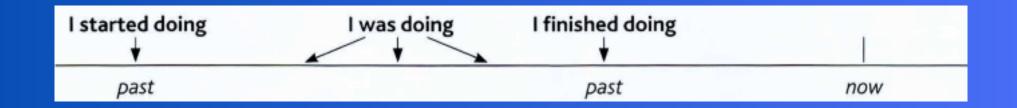
They had not finished playing.

Was/were -ing is the past continuous:

I/he/she/it was were playing doing working etc.



B) I was doing something = I was in the middle of doing something at a certain time. The action or situation had already started before this time, but had not finished:



- This time last year I was living in Brazil.
- What were you doing at 10 o'clock last night?
- I waved to Helen, but she wasn't looking.



C) Compare the past continuous (**I was doing**) and past simple (**I did**):

Past continuous (in the middle of an action)

- I was walking home when I met Dan. (in the middle of walking home)
- Kate was watching TV when we arrived.

Past simple (complete action)

- I walked home after the party last night. (= <u>all</u> the way, completely)
- Kate watched television a lot when she was ill last year.

D) We often use the past simple and the past continuous together to say that something happened in the middle of something else:

- Matt phoned while we were having dinner.
- It was raining when I got up.
- I saw you in the park yesterday. You were sitting on the grass and reading a book.
- I hurt my back while I was working in the garden.



Exercises:

- 1. What were you doing at these times? Write sentences as in the examples. The past continuous is not always necessary (see the second example).
- a) (at 8 o'clock yesterday evening) I was having dinner .
- b) (at 5 o'clock last Monday) I was on a bus on my way home .: (at 10.15 yesterday
- morning).....
- d) (at 4.30 this morning)
- e) (at 7.45 yesterday evening)
- f) (half an hour ago)



Exercises:

- 2. Use your own ideas to complete the sentences. Use the past continuous.
- a) Matt phoned while we were having dinner
- b) The doorbell rang while I
- c) The car began to make a strange noise when we
- d) Jessica fell asleep while she
- e) The television was on, but nobody.....

Past Continuous (I was doing)

3. Put the verb into the correct form, past continuous or past simple.





Answers:

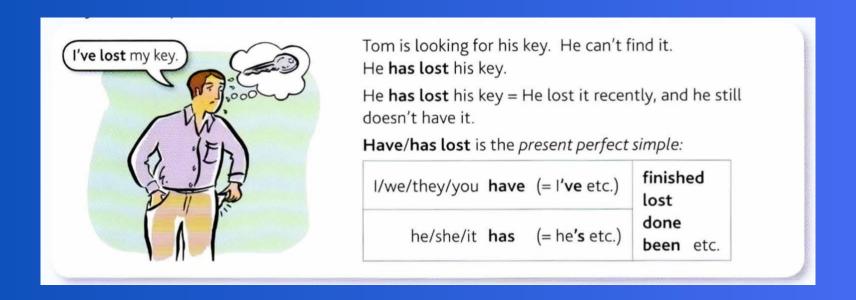
- 1.
- c) I was working.
- d) I was in bed asleep.
- e) I was getting ready to go out.
- f) I was watching TV at home. [1]
- 2
- b) was having a shower
- c) were driving home
- d) was reading the paper
- e) was watching it

- 3.1 didn't see..... was looking
- 3.2 met...were going...was going....had....were waiting / waited
- 3.3 was cycling...stepped... was going... managed.... didn't hit





A) Study this example situation:



The present perfect simple is **have/has+** past participle. The past participle often ends in **-ed** (finish**ed**/decid**ed** etc.), but many important verbs are irregular (**Lost/done/written etc**.).



- B) When we say that 'something has happened', this is usually new information:
- Ow! I've cut my finger.
- The road is closed. There's been (there has been) an accident.
- (from the news) Police **have arrested** two men in connection with the robbery.

When we use the present perfect, there is a connection with now. The action in the past has a result now:

- 'Where's your key?' 'I don't know. I've lost it.' (= I don't have it now)
- He told me his name, but I've forgotten it. (= I can't remember it now)
- 'Is Sally here?' 'No, she's gone out.' (=she is out now)
- I can't find my bag. Have you seen it? (= Do you know where it is now?)



- C) Note the difference between **gone** (to) and **been** (to):
 - James is on holiday. He has gone to Italy. (= he is there now or on his way there)
 - Jane is back home now. She has been to Italy. (= she has now come back)
- D) You can use the present perfect with **just**, **already** and **yet**.
- Just = a short time ago: 'Are you hungry?' 'No, I've just had lunch.'
 - Hello. Have you just arrived?

We use already to say that something happened sooner than expected:

- 'Don't forget to pay your electricity bill.' 'I've already paid it.'
- 'What time is Mark leaving?' 'He's already left.'

Yet = until now. Yet shows that the speaker is expecting something to happen. Use yet only in questions and negative sentences:

- Has it stopped raining yet?
- I've written the email, but I haven't sent it yet.



- E) You can also use the past simple (did, went, had etc.) in the examples on this page. So you can say:
 - 'Is Sally here?' 'No, she went out.' or 'No, she's gone out.' 'Are you hungry?' 'No, I just had lunch.' or 'No, I've just had lunch.'



Exercises:

1. Read the situations and write sentences. Use the following verbs in the present perfect:

arrive	break	fall	go up	grow	improve	lose			
a) Tom is	looking fo	or his ke	y. He can't	find it.		Tom <i>has lost his key</i> .			
b) Lisa c	an't walk a	and her l		Lisa .					
c) Last w	eek the b	us fare v	was £1.80.	Now it is £	2.	The bus fare			
d) Maria'	s English	wasn't v	ery good. I	Now it is be	etter.	Her English			
e) Dan d	idn't have	a beard	before. No	w he has	a beard.	Dan			
f) This morning I was expecting a letter. Now I have it.						The letter			
g) The temperature was 20 degrees. Now it is only 12.						The	•		



Present Perfect (I have done)

2. Put in been or gone.

a) James is on holiday. He's __gone__ to Italy.
b) Hello! I've just to the shops. I've bought lots of things.
c) Alice isn't here at the moment. She's to the shop to get a newspaper.
d) Tom has out. He'll be back in about an hour.
e) 'Are you going to the bank?' 'No, I've already to the bank.'



3. Complete B's sentences. Make sentences from the words in brackets.

I've just had lunch. Would you like something to eat? No, thanks. (I / just / have / lunch) Do you know where Julia is? (I / just / see / her) What time is David leaving? (he / already / leave) What's in the newspaper today? I don't know. (I / not / read / it yet) Is Sue coming to the cinema with us? 5 No. (she / already / see / the film) Are your friends here yet? Yes, 6 (they / just / arrive) What does Tim think about your plan? (we / not / tell / him yet)



Answers:

1.

- b) Lisa has broken her leg.
- c) The bus fare has gone up.
- d) Her English has improved.
- e) Dan has grown a beard.
- f) The letter has arrived.
- g) The temperature has fallen.

2.

- b) been
- c) gone
- d) gone
- e) been

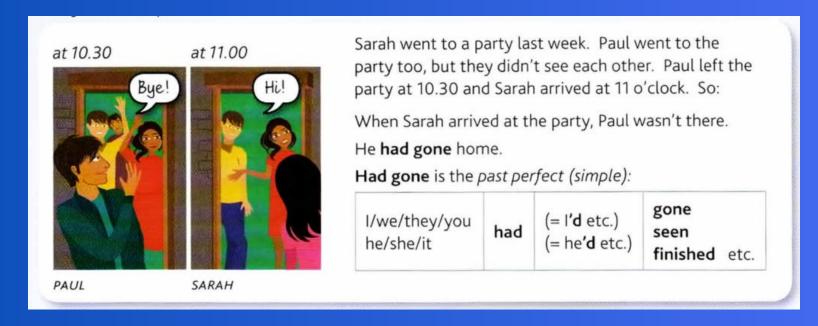
3.

- b) Yes, I've just seen her. / Yes, I have just seen her. or Yes, I just saw her.
- c) He's already left. / He has already left. or He already left.
- d) I haven't read it yet. or I didn't read it yet.
- e) No, she's already seen the film. / No, she has already seen... o No, she already saw....
- f) Yes, they've just arrived. / Yes, they have just arrived. or Yes, they just arrived.
- g) We haven't told him yet. or We didn't tell him yet.





A) Study this example situation:



The past perfect simple is had+ past participle (gone/ seen/ finished etc).

Sometimes we talk about something that happened in the past:

Sarah arrived at the party.



This is the starting point of the story. Then, if we want to talk about things that happened before this time, we use the past perfect (had ...):

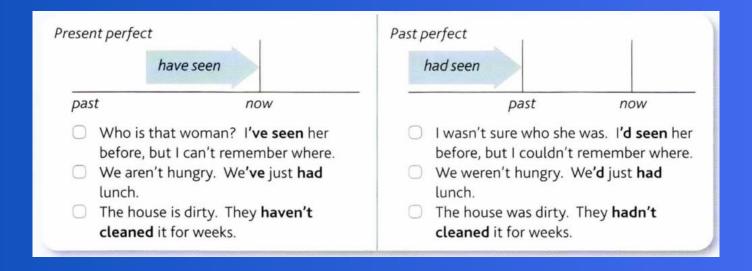
When Sarah arrived at the party, Paul had already gone home.

Some more examples:

- When we got home last night, we found that somebody had broken into the flat.
- Karen didn't want to go to the cinema with us because she'd already seen the movie.
- At first I thought I'd done the right thing, but I soon realized that I'd made a big mistake. The man sitting next to me on the plane was very nervous. He hadn't flown before.
 - or ... He had never flown before.



B) Compare the present perfect (have seen etc.) and the past perfect (had seen etc.):



C) Compare the past simple (Left, was etc.) and the past perfect (had left, had been etc.):

- A: Was Tom there when you arrived?
 B: Yes, but he left soon afterwards.
- Kate wasn't at home when I phoned.
 She was at her mother's house.

- A: Was Tom there when you arrived?
 - в: No, he had already left.
- Kate had just got home when I phoned.
 She had been at her mother's house.



Exercises:

- 1. Read the situations and write sentences from the words in brackets.
- a) You went to Sue's house, but she wasn't there.

(she / go / out) She had gone out.

b) You went back to your hometown after many years. It wasn't the same as before.

(it / change / a lot) _____.

c) I invited Rachel to the party, but she couldn't come.

(she / arrange / to do something else ______.

d) You went to the cinema last night. You got to the cinema late.

(the film I already I start ______.

e) It was nice to see Daniel again after such a long time.

(I / not / see / him for five years)

f) I offered Sue something to eat, but she wasn't hungry.

(she I just I have I breakfast)

Past Perfect (I had done)

2. For each situation, write a sentence ending with ne	ever before	e. Use the verb in	brackets.		
a) The man sitting next to you on the plane was very r (fly) He'd never flown before.	nervous. It wa	as his first flight.			
b) Somebody sang a song. I didn't know it.					
(hear) I	before.				
c) Sam played tennis yesterday. He wasn't very good		e it was his first ga	ıme.		
(play) He					
d) Last year we went to Mexico. It was our first time th	nere.				
(be there) We	•[SEP]				
3. Put the verb into the correct form, past perfect (I ha	d done) or p	oast simple (I did)			
a) 'Was Paul at the party when you arrived?'	'No, he	had gone	(go) home.'sipb) I felt v	very tired when I	got home, so
(go) straight to bed.					
c) The house was very quiet when I got home. Everyb	oody	(9	go) to bed.		
d) Sorry I'm late. The car	(break) o	down on my way h	nere.		
e) We were driving along the road when we	(see) a	car which	(break) down, so	we	(stop)
help.					



Answers:

- 1. c) had gone
- b) It had changed a lot. d) broke
- e) I hadn't seen him for five years.
- f) She'd just had breakfast. I She had just had ...

- 2.
- b) I'd never heard it before. / [see] had never heard ... [see] He'd never played (tennis) before. / [see] He had never played ... [see] We'd never been there before. / [see] We had never been ... [see]



Parabéns! Você chegou ao fim do material.

A CyberMind agradece a confiança e esperamos que todo o conhecimento adquirido seja aplicado em sua vida profissional. Sucessos!