

KEY GRAMMAR REFERENCE

Quick-Mastery of Essential Tenses for AO3

Demonstrating a range of tenses and complex structures is essential for top AO3 marks. Use this simplified reference guide to ensure you cover past, present, and future time frames across your writing tasks.

1. THE BIG THREE: REFERENCE GUIDE

TENSE	KEY PHRASES	EXAMPLE CONJUGATION
PRESENT	Ahora, a menudo, cada día (Now, often, every day)	Hablo, tengo, soy, hago
PAST (Preterite)	Ayer, la semana pasada (Yesterday, last week)	Hablé, tuve, fui, hice
FUTURE (Simple)	Mañana, el año que viene (Tomorrow, next year)	Hablaré, tendré, seré, haré
FUTURE (Near)	Voy a estudiar, vas a ir (I am going to study, you are going to go)	Voy a + Infinitive

2. IRREGULAR VERBS CHECKLIST

Never lose marks on these high-frequency verbs. Memorize their Preterite (Past) forms:

Ser/Ir (to be/to go): Fui, fuiste, fue...	Hacer (to do/make): Hice, hiciste, hizo...
Ver (to see): Vi, viste, vio...	Tener (to have): Tuve, tuviste, tuvo...

TOP AO3 TIP:

The 90-Word (Q5) requires three time frames for top marks. Always plan to include one successful sentence in the Past, one in the Present, and one in the Future.