

A Verb conveys an action, an occurrence, or a state of being.

Rita dances at the studio and performs every Saturday. (**Action**)

He became a professional golfer. (**Occurrence**.)

He is a cricketer. (**State of being. The "be" verbs.**)

PRESENT

Simple Present

1) Habitual action/Routines.

He goes for a walk every morning.

2) General/Universal truth/Facts.

Honey is sweet.

3) Express a planned series of actions in the future/part of a fixed timetable or fixed programme, calendar, official programme, etc.

The President arrives at 9 a.m tomorrow.

Present Continuous

1) Express an action in progress at the time of speaking.[Actions happening now, at the time of speaking]

The child is playing with the cat.

2) Express a temporary action that may not be actually taking place at the time of speaking.(Temporary activities)

I am reading "Alice in Wonderland".

3) Express one's immediate plans/has already been arranged to take place in the near future.(fixed arrangement)

I am leaving for Pune tonight.

I am having lunch with my parents on Monday.

Present Perfect

1) To express recent past action whose time is not given and not definite.

He has done the job.

2) To denote an action beginning at some time in the past and continuing up to the present moment.(often with 'since' or 'for') [Ongoing]

Ruskin Bond has written a number of books.

Present Perfect Continuous

1) To show an action which began at some time in the past and is still continuing in the present.

They have been reading since 4 O'clock.

2) To talk about action that started in the past and stopped recently. There is usually a result now.

I'm tired [now] because I've been running.

PAST

Simple Past

1) To express an action completed in the past.(Completed actions in the past)

He left the college last year.

2) Past habit.

I played/used to play the guitar in my college days.

3) With adverbs of past time.

She met him yesterday.

Past Continuous

1) To denote an action going on at some time in the past.

I was reading a book.

2) To express a continuous action interrupted by another action with the Simple Past tense.(Mixed Tenses: Past continuous to Simple past)

I was returning home when a snake bit me.

3) It is also used with 'always', 'continually', etc., for persistent habits in the past.

He was always crying.

Past Perfect

1) It shows an action completed before a certain moment in the past.

I met my friend in Delhi in 1986, I had seen him last five years before.

2) If two actions happened in the past it may be necessary/important to show which action happened earlier than the other. (Mixed Tenses: Past perfect to Simple past)

After he had taken his supper, he went to the theatre.

IMP: If there's only a single event, we don't use the past perfect, even if it happened a long time ago.

Britishers had ruled India for 200 years. (Incorrect) | Britishers ruled India for 200 years. (Simple past tense- Correct)

3) With Adverbs:

We often use the adverbs already, still, just, ever, never with the past perfect.

already (= 'before the specified time'),

She called his office but he had already left.

still (= as previously),

It still had not rained at the beginning of June.

just (= 'a very short time before the specified time'),

I went to visit her when she had just moved to London.

ever (= 'at any time before the specified time')

It was the most beautiful painting I had ever seen.

never (= 'at no time before the specified time') with the past perfect.

I had never met anyone from Manila before I met Twinkle

Past Perfect Continuous

1) The past perfect continuous is used for an action that began before a certain point in the past and continued up to that time.

The program that was terminated had been working well since 1950.

FUTURE

Simple Future

1) To express action in the future. i.e, action that has still to take place./Or We decide to do something at the time of speaking.

I will meet you tomorrow.

2) Future Habit.

His daughter will run this firm exactly as he is doing it now.

Going to: plans and intentions

Present continuous: fixed arrangements.

Will: instant decisions, offers, promises.

Going to Vs Present continuous.

I am going to see the doctor sometime next week(plan)

I am seeing the doctor tomorrow afternoon(arrangement)

We are going to get married this year(plan)

We are getting married on March 21st(arrangement)

Future Continuous

1) To express an action which will occur in the usual course of events.

He will be staying here till Sunday.

2) To express future without intention.

She won't be staying long.

Future Perfect

To indicate the completion of an action by a certain future time.

We will have built the tunnel by June next year.

I will have submitted the assignment by tomorrow. (Future perfect)

I will submit the assignment tomorrow. (Simple future)

Future Perfect Continuous

It shows an action going on over a period of time that will end in the future.

When he gets his degree, Ravi will have been studying in Cambridge for four years.