

Chapter Twenty Eight

Verb Tense (Introduction & type)

A **tense** is a form of a [verb](#) which shows the time at which action happens. It comes from the Latin word "Tempus", which means "time".

Examples- "Sang" is a form of the verb "sing".



This form shows the action that happened in the past. This is Past Tense.



"Sleeps" is a form of the verb "sleep". This form shows the action that happens in the present. This is the Present Tense.

Tense chart

1.Simple present	1.Simple past	1.Simple future
2.Continuous present	2.Continuous past	2.Future continuous
3.Perfect present	3.Perfect past	3.Future perfect
4.Perfect cont. present	4.Perfect cont. past	4.Future perfect cont.

Important note- Present perfect continuous, Future continuous, Past perfect continuous, and Future perfect continuous, these four tenses are **not** normally used in passive voice. Thus total 20 forms of tense (12 active + 8 passive) are in use.

Sequence of Tenses

The tense of a verb in the subordinate clause changes in accordance with the tense of the verb in the main clause. The basic rules are as follows:

Rule 1- If the verb in the **principal clause is in the present or the future tense**, the verb in the subordinate clause may be in any tense, depending upon the sense to be expressed.

- He says that he is fine.
- He says that he was fine.
- He will say that he is fine.
- He will say that he was fine.

Rule 2- If the tense in the **principal clause is in the past tense**, the tense in the subordinate clause will be in the corresponding past tense.

- He said that he would come.
- He told me that he had been ill.
- We noticed that the fan had stopped.
- I **realized** that I **had made** a mistake.

There are some exceptions to this rule as under.

A past tense in the main clause may be followed by a present tense in the subordinate clause when the subordinate clause expresses some universal truth.

- Copernicus proved that the earth moves around the sun.
- The teacher told us that honesty is the best policy.
- He told me that the Hindus burn their dead.

A subordinate clause expressing place, reason, or the comparison may be in any tense, according to the sense to be expressed.

- He didn't get the job because his English isn't good.
- A fishing village once existed where now lies the city of Mumbai.

The tense

If the subordinate clause is an adjective clause, it may be in any tense as is required by the sense.

- Yesterday I met a man who sells balloons.
- Yesterday I met a man who sold me a balloon.

Rule 3- If the principal clause is in the future tense, we do not use the future tense in subordinate clauses beginning with **when, until, before, after**, etc.

- I will call you when dinner is ready.
(NOT I will call you when dinner will be ready)
- I shall wait until you return. (NOT I shall wait until you will return.)

Rule 4- Expressions such as- *as if, if only, it is time and wish that* are usually followed by past tenses.





- I wish I was a bit taller. / It is time we started working.
- He talks as if he knew everything.

Rule 5- When the subordinate clause is introduced by **than**, it may be in any tense even if the verb in the main clause is in the past tense.

- He **loved** me more than he **loves** his own children.
- He **loved** me more than he **loved** his own children.
- He loved me more than he **will love** his own children.




The tense

Comprehension of first-person, second-person & third-person in Tense

	First-person Singular- I	A person speaking is a First-person.		Second-person singular- You
	First-person Plural- We	A person listening is a Second-person .		Second-person plural- You



Here Sandra is third person that will be addressed as “She”

	Third-person singular- He (for a man) She (for a woman) and It (for an animal and things)			Third-person plural- They
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	First-person	Second-person	Third-person
Subject	I, we	you	he, she, it, they
Object	us	you	him, hers, it, them
Possessive	my, mine, ours	yours	his, hers, its, their, theirs

28-A

Chapter Twenty Eight-A

Simple present tense

This tense states that a constant, unchanging, or repeated action, state, or habit exists in the present. We use this tense to talk about **activities we do as a routine or weekly or some periodically**. In other words, we use this tense for the activities that are done regularly or perhaps takes place every day.

For example, a student says- “I go to school.” Or A clerk says-I go to the office.

This tense is also used in the present time for giving orders or making suggestions in question form or answer form. This is one of the most used verb tenses in English. It describes the general state of affairs in the present and habits.

1. First, we use this tense when something is generally true, permanent and indisputable

- | | |
|---|---|
| <ul style="list-style-type: none">• The sun rises in the east.• People need food.• Plants die without water.• Two and two make four. | <ul style="list-style-type: none">• It snows in winter.• The sky isn't green.• Apples are red, yellow, or green• The data show an increase in sales. |
|---|---|

2. Conditions (not actions) taking place at this moment

- | | |
|--|---|
| <ul style="list-style-type: none">• This is a big ship.• She looks dangerous.• She likes him. | <ul style="list-style-type: none">• He thinks that she is pretty.• They feel tired.• He has a car. |
|--|---|

3. We use it in the first and the zero **conditionals**:
(Refer lesson *Conditionals* given in this book)

- | | |
|---|---|
| <ul style="list-style-type: none">• If it rains, I won't come. | <ul style="list-style-type: none">• If you heat water to 100 degrees, it boils. |
|---|---|

simple present tense

4. We also need to use this tense for a situation that we think is permanent

Where **do** you **live**? / She **works** in a bank.

- | | |
|---|--|
| <ul style="list-style-type: none"> • They love coffee. • She has three children. • Margaret <u>drives</u> a Volkswagen. • Jerry <u>doesn't teach</u> Maths. | <ul style="list-style-type: none"> • I am married. • I don't like mushrooms. • I <u>live</u> in Boston • He <u>works</u> as a fireman. |
|---|--|

5. The next use is for habits or things that we do regularly.

We often use **adverbs of frequency** in this case

- | | |
|--|--|
| <ul style="list-style-type: none"> • Do you smoke? • I play tennis every Tuesday. • We often go to the cinema. • I don't travel very often. | <ul style="list-style-type: none"> • She gets up at seven o'clock every day. • How often do you study English? • At the weekend, we usually go to the market. |
|--|--|

6. Strangely, we can use this tense to talk about future plans & schedules which regularly repeats itself.

- | | |
|---|--|
| <ul style="list-style-type: none"> • The school begins tomorrow. • Our train leaves at eleven. • When does the class finish? • Winter <u>starts</u> on December 21. | <ul style="list-style-type: none"> • What time does the film start? • The plane doesn't arrive at seven, it arrives at seven-thirty. • My grandmother <u>turns</u> 100 this July. |
|---|--|

7. We need to use this simple tense with **stative verbs** (appear, realize, love, sound) are more commonly used with simple tenses

- | |
|---|
| <ul style="list-style-type: none"> • This soup tastes great. • You look fabulous. • I think she is very pretty. |
|---|

8. We also use it to talk about the future after words like 'when', 'until', 'after', 'before' and 'as soon as' in a future sentence :

- | |
|--|
| <ul style="list-style-type: none"> • I will call you when I have time. (Not: 'will have') • I won't go out until it stops raining. • She'll come as soon as her babysitter arrives. • I'm going to make dinner after I watch the news. • I'll give you the book before you go. |
|--|

simple present tense

9. We use the simple present to talk about what happens in books, plays or films, live events

The hero **dies** at the end of the film.

- A young woman **travels** through Europe, where she **meets** Mr.Kunal and finally **falls** in love.
- In this book, an army **invades** Britain.
- The main character **is** very pretty and **works** in a bookshop.
- “Rakesh kicks the ball to Mahesh, who passes it to Suresh. Suresh scores a goal !”
- “A guy walks into a bar and starts talking to...”
This is how the movie begins

10. Common Time Expressions-

The Simple Present is used with time expressions informing about when or how often things happen. Notice the use of prepositions (on, in, at) with time expressions appearing at the end of the sentence.

Subject	Frequency time expressions	Verb	Place / Manner	Time
I	always	go	there	on Sunday.
You	Frequently /often	travel	abroad	in the Summer.
Dan / He	usually / generally	swims	at pool	at 7 a.m.
Sheila / She	Sometimes/occasionally	stays	in	at the weekend.
We	seldom	study	at the	at night.
You	rarely / hardly ever	work	hard	every day.
My parents / They	never	leave	home	in the evenings

Watch out!

- If the activity does not occur all the time and is only happening now, you need the Present Continuous tense
e.g.- Today, I am cleaning the house (but only today).

simple present tense

Formation-

Here are only two basic forms for the simple present tense; one ends with **-s** and the other doesn't. Here are the rules, using the example verb "sing" :

Subject	Verb Form	Example
I / You	simple form	I sing / You sing
He / She/ It	simple form + S	He sings / She sings / It sings
We / they	simple form	We sing / They sing

-s or -es?

With most verbs, the third person singular form is created simply by adding **-S**. However, with some verbs, you need to add **-es**.

Please refer lesson “Spelling rules for fixing ‘s’ or ‘es’ to the verbs” given in this book.

1. Negative Statements:

Subject	Auxiliary verb + not	Main verb	Rest of sentence
I, you, we, they	do not	work	in the evening.
He, she, it	does not	work	at home.

The 3 Question Types:

Auxiliary verb	Subject	Main verb	Rest of sentence
Do	I, you, we, they	work	in the evening?
Does	He, she, it	work	at home?

Wh question	Aux.verb	Subject	Main verb	Rest of sentence
When	do	I, you, we, they	work	?
Where	does	he, she, it	work	?

Note-Wh question means the question that starts with Wh. (e.g.-who, what, where, etc)

Wh subject	Main verb	Rest of sentence
Who	works	here?
What	happens	at the end of the story?

When asking a question, the verb does **not** conjugate:

Does she **have** a dog? / ~~Does she has a dog?~~

Present continuous tense

1. First, we use it for an ongoing incomplete action happening at the moment of speaking.

- I'm working at the moment.
- Please call back as– we are eating dinner now.
- Julie is sleeping. / You are studying.

<p>The girl is running</p> 	<p>The phone is ringing.</p> 	<p>They are talking.</p> 
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2. We can also use this tense for temporary situations, when we feel something will not continue for a long time. (an ongoing incomplete action being carried out during a limited period of time)

- I am cleaning the house today.
- She's staying with her friend for a week.
- I'm living in London for a few months.
- Michelle is working in London this month.
- Scientists are looking for a cure for AIDS.

Actions which are currently in progress (Not exact at this moment, but in the present)
For example- these days, this month, this year

<p>They are practicing for a contest.</p> 	<p>He is working in office</p> 	<p>They are fighting</p> 
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present continuous tense

3. Longer Actions in Progress- We also use this tense when we are in the middle of doing something time-consuming (i.e. something that takes time to complete). An example of such an activity is:-

writing a book, saving money or studying for an examination.

- They are working hard to earn money.
- I am training to become a professional footballer.
- Mike is studying hard to become a doctor.
- Elizabeth is currently writing a children's book titled "I am the World".

4. We can use the present continuous (progressive) for habits but they have to be temporary or new habits (for normal habits that continue for a long time, we use the **present simple**).

- He's eating a lot these days.
- You're smoking too much.
- They're working late every night.

5. Irritation or anger

Another use of this tense is for annoying habits, we want to show happening too often and we don't like it. In this case we usually use an adverb like 'always', 'forever' or 'constantly'. (complaining about actions regularly repeated)

- You're always losing your keys!
- She's constantly missing the train.
- Johnny is always asking stupid questions!
- My boss is constantly criticizing me!
- They're forever being late.
- She is continually complaining about everything!

He **is** always **making** a mess!



She **is** always **Causing** trouble.



This guy **is** smoking



present continuous tense

6. The next use is for definite future arrangements (Planned Future Actions).
In this case we have already made a plan and we are pretty sure that the event will happen in the future.

- I'm meeting my father tomorrow.
- We're going to the beach at the weekend.
- I am watching a movie on TV this evening.
- He **is starting** a new job in the morning.
- I'm leaving at three.
- They're coming to the party at the weekend.
- Susan is meeting new investors next week.

Tomorrow he **is returning** home.



She is traveling to Paris this afternoon.



She **is meeting** her friends tonight.



7. Finally we use this tense to talk about a situation that is slowly changing.
- I'm getting better at playing the piano. / The weather is improving.
 - Our country is getting richer

Formation - This tense is formed using two components: the verb **BE** (in the present tense), and the **-ING** form of a verb.

Here are the rules, using the example verb “sing”:

Subject	BE	-ING form
I	am	singing
You / We / They	are	singing
He /She/ It	is	singing

present continuous tense

How to make the -ING form

With many verbs, you can simply add -ING to the end of the verb.

However, with some verbs, you need to change the ending a little.

Refer lesson “Spelling rules for making present participle” given in this book.

1. Forming a negative

Negative in the present continuous is formed by adding *not* or *n't* after the verb BE:

Positive sentence	Negative sentence
I am eating.	I am not eating.
You / we / they are working.	You / we / they are not working.
He / she / it is driving.	He / she / it is not driving.

The 3 Question Types: 1. Yes/No Questions:

Auxiliary	Subject	Main verb	Rest of sentence
Am	I	working	on a new project this month?
Is	Donna /he /she /it	staying	with us this weekend?
Are	my brothers / we / you / they	playing	chess tonight.

2. Wh Questions:

Question	Auxiliary	Subject	Main Verb	Rest of sentence
What	Am	I	working	on this month?
Where	is	Donna \ he \ she \ it	staying	this weekend?
When	Are	my brothers \ we \ you \ they	playing	chess.

3. Wh Subject-Questions:

Wh Subject	Verb	Rest of the Sentence.
Who	Is playing	chess tonight?
What	is happening	here?

Present perfect tense

Unfinished action / situation
How long e.g.- I have known Mr.Vishal for 20 years. (means I met him 20 years ago and still know him) We have lived here since 2004. (means we came to live here in 2004 and still live)
Finished action / situation (often with never & ever)
1. Life experience – e.g. She has never seen movies. 2. Unfinished time word- e.g.- She has had lunch today. We have never seen Robert this week. 3. Present result – e.g.- I have lost my pen. He has missed the bus, so he will be late. Allen has already done this home-work.

Present Perfect tense is a tricky grammar topic as it can be regarded as both a present and past tense. This tense is used for an action that happened or completed in the recent past. (Means not happened a very long time before now) Specific time such as one month ago, two weeks ago, etc is normally not used in this tense. Means this tense is used for showing the actions that happened or completed recently but when (exact time) is not specified.

e.g., Ramesh **has worked** in the same company for 20 years.

How do we use this Tense? PERFECT means "complete, finished". Present Perfect is a form of the verb that shows action was complete before the present. It does not mean the action is "perfect" (100%). It means the action is finished.

For example- Mona has already danced.

present perfect tense

1.Actions that happened at an unspecified time before the present.

- She **has bought** a hat.
- She **has grown** so much.
- He **has never done** it before.

He **has learned** how to ride a horse.



She **has become** such a good secretary.



He **has fixed** the light.



2.Actions that ended recently

- He **has just seen** the news.
- He **has already caught** the ball.
- He has finished his work. (so he can now rest)
- I have already eaten dinner. (so I'm not hungry)
- He has had a car accident. (that's why he is in the hospital)

She **has broken** the vase



He **has lost** his bag.



She **has brought** some food for us.



present perfect tense

3.States that started in the past, and are still going on

- Mary has worked as a teacher for over 25 years.
- Patrick has achieved a lot in his life.
- He **has** always **liked** him.
- I've **known** Simon since 1998.
- Roma **lived** in New York for five years.

Note: this is a broader use of this tense. It is usually used with states, not actions.

<p>She has been sick since Saturday.</p> 	<p>They have lived here for a long time.</p> 	<p>He has had this motorbike for 5 years.</p> 
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'Since' and 'For'- We use 'since' with a *fixed time in the past*.
(2004, April 23rd, last year, two hours ago).

The fixed time can be another action, indicated with the **past simple** (since I was at school / since I arrived):

- I've known Sam **since** 1992.
- I've liked chocolate **since** I was a child.
- She's been here **since** 2 pm.

We use 'for' with a **period of time** (2 hours, three years, six months):

- I've known Julie **for** ten years.
- I've been hungry **for** hours.
- She's had a cold **for** a week.

present perfect tense

4.Finished Actions

(1) Life experience

(we don't say when the experience happened, just sometime in the past)

- I **have been** to Tokyo. / She **has lived** in Germany.
- They **have visited** Paris three times.
- We **have never seen** that film.
- **Have you ever read** 'War and Peace'?

(2) A finished action with a result in the present (focus on the result)

- I've **lost** my keys (so I can't get into my house).
- **She's hurt** her leg (so she can't play tennis today).
- **They've missed** the bus (so they will be late).
- I've **cooked dinner** (so you should come and eat).

(3) With an unfinished time word (this month, this week, today, in the last year)

- I **haven't seen** her this month.
- **She's drunk** three cups of coffee today.
- This week they've been shopping four times.

Positive Sentences

Who?	Form of verb	Examples
I / You / We / They	have + past participle	I have written a book.
He /She /It	has + past participle	He has written a book.

Negative Sentences

I / You / We/ They	Have + not + past participle	I have not written a book.
He / She / It	has + not + past participle	He have not written a book.

Question Sentences

Have	I / You / We /They	past participle	Have I written a book?
Has	He / She / It		Has he written a book?

Note- The participle can be made by adding -ED to the end if it is a regular verb but when it is an irregular verb, you must remember it. A List of irregular verbs is given this book. Also, refer lesson **Spelling rules for fixing 'ed' to verbs** given in this book

Chapter 28-D

Present perfect continuous tense

Here PERFECT here means "complete, finished". The Present Perfect continuous (progressive) is a form of the verb that shows the action started in the past and continued up until the present. It does not mean the action is "perfect" (100%). It means the action is **finished**.

Here are the different usages of this tense:

- An action that started in the past, and continued up until the present
- To show something was happening lately

She **has been reading** for the last 2 hours.



He **has been sitting** under the desk for the last hour.



He **has been talking** on his mobile..



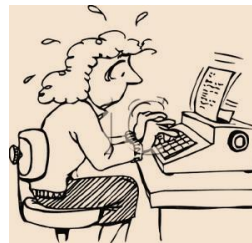
Lately, she **has been playing** really well.



She **has been working** a lot recently.



He **has been having** difficulty in writing.



Recently, she **has been getting** into too much trouble.



I have been feeling better lately.



present perfect continuous tense

We use this tense **to say how long for unfinished actions which started in the past and continue to the present.**

We often use this with **for** and **since**. Remember we can't use this tense with non-continuous verbs (stative verbs). For more information refer lesson “non-continuous verbs” given in this book)

- I have been living in Delhi for two years.
- She has been working here since 2004.
- We have been waiting for the bus for hours.

Examples of Typical Time Expressions

An action that started in the past, and continued to the present

- She **has been reading** for the last 2 hours.
- He **has been sitting** under the desk for the last hour.
- He **has been talking** on his mobile since he got here.
- He **has been working** in our hotel since 2005.

Formation

Positive Sentences

Who?	Form of verb	Examples
I /You/We/They	Have + been + verb + ing	I have been waiting for an hour.
He/She/It	Has + been + verb + ing	He has been waiting for an hour

Negative Sentences

I /You /We/They	Have + not + been + verb + ing	I have not been waiting for an hour.
He/She/It	has+ not + been + verb +ing	He has not been waiting for an hour.

Question Sentences

Have	I /You/we/ they	Been + verb + ing	Have I been waiting for an hour?
Has	He/she/ it		Has he been waiting for an hour?




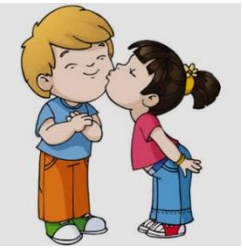


28E

Chapter Twenty Eight E

Simple past tense

The Simple Past Tense is for Talking about recently finished actions, facts, and habits in the past (recent past). We use it whenever we want to talk about Actions that happened in the past **bears no connection with the present. The point of time in the past in which the action occurred is well defined.**

e.g.-I **visited** my uncle in Paris last summer.

		
He broke his leg last week.	Last year he had only two candles on the cake.	He was very dirty 30 minutes ago.
		
She asked for a kiss.	He played and he lost	They worked hard.

1. Finished events in the past with no connection to the present :

- Leonardo **ainted** the Mona Lisa.
- John **cut** his finger last week.
- I **went** to college 3 years ago. / He **ate** the dinner 1 hour ago.
- I **slept** well last night. / I **lived** in New York for 10 years

Simple past tense

2. With a finished time word (yesterday, last week, at 2 o'clock, in 2003):

- I **went** to the cinema yesterday.
- We **visited** Japan in 2007.

3. For stories/series of action in past :

- He **went** to a café, **sat** down and **lit** a cigarette.
- Yesterday I **went** to the library, **met** a friend for lunch, and **played** tennis.
- He entered a room, lit a cigarette, and smiled at the guests.

4. Details of news:

- I've hurt my leg. I **fell** off a ladder when I was painting my bedroom.
- I've been on holiday. I **went** to Spain and Portugal.

5. As part of the **second conditional**:

(please refer lesson “conditionals” given in this book)

- If I **won** the lottery, I would buy a house in Chelsea.
- If she **knew** his number, she would call him.

Formation

With most verbs, the simple past is created simply by adding -ED. However, with some verbs, you need to add -D or change the ending a little. Please refer lesson “Spelling rules for fixing ‘ed’ to the verb” given in this book.

Negative statements

Subject	Auxiliary verb + not	Main verb	Rest of sentence
I, you, we, they	did not / didn't	work	yesterday.

1. Yes/No Questions:

Did	you	work	yesterday?
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2. Wh Questions:

When/Where	did	you	work	?
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3. Wh-Subject Questions:

Who	worked	here?
What	made	all that noise?

Past continuous tense

This tense describes on-going actions that continued for a specific stretch of time in the past, ended at some point in the past and the doer was in the middle of that action. This tense is used quite often, especially when telling stories.

e.g., **While I was walking** down the street yesterday, I suddenly met my boss.

1. We use this tense to talk about actions or situations that lasted for some time in the past, and whose duration time is unknown or unimportant.
 - I **was watching** TV yesterday in the evening.
 - She **was sleeping** on the couch. / The dog **was barking**.
2. Background information, to give atmosphere to a story:
 - It was a beautiful day. The birds **were singing**, the sun **was shining** and in the cafes people **were laughing** and **chatting**.
3. An annoying and repeated action in the past, usually with 'always':
 - He **was always leaving** the tap running.
(In the same way as the Present Continuous)
4. For two actions which happened at the same time in the past: We usually use “**when**” or “**while**” to link the two sentences.
 - I was singing **when/while** she was cooking
 - I **was watching** TV and Minaxi was reading a book.
 - When Suresh **was painting** windows, Kamini was working in the kitchen.
 - **I was talking** with Mahesh when the telephone rang.
 - When Suresh **was painting** windows, it started raining.
5. Irritation-Remember that you can also express irritation over somebody or something in the past. E.g.- She was always coming late for dinner!
6. If we want to ask a polite question, we can use the Past Continuous.
 - I **was wondering** if you could open the window.
 - I **was thinking** you might help me with this problem.

Despite these sentences have a Past Continuous form, they refer present moment.

Their meaning is similar to the "could you" sentences, but they are more polite.

past continuous tense

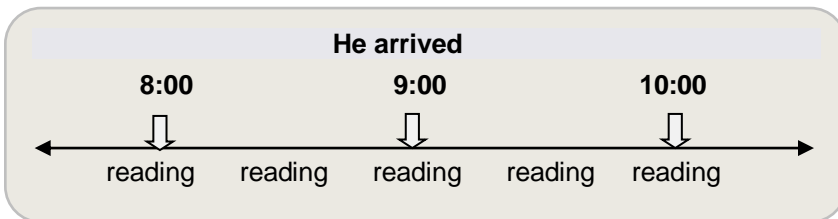
When to use the past continuous

The past continuous is usually used when one action began before another and finished after it.

Consider this sentence- I was reading when he arrived.

In other words, I started reading (maybe at 8 o'clock), then he arrived (maybe at 9 o'clock), then I finished reading (maybe at 10 o'clock).

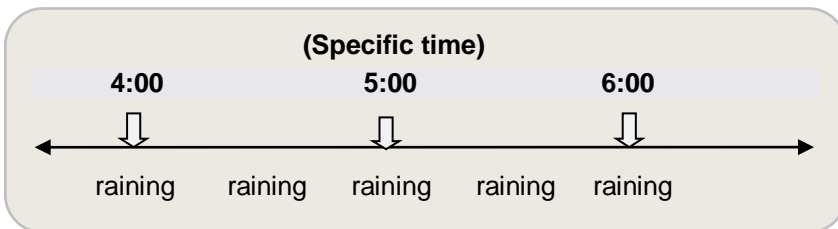
Here is a diagram :



We can also use the tense when we talk about an action that had already started and was still continuing at a particular time:

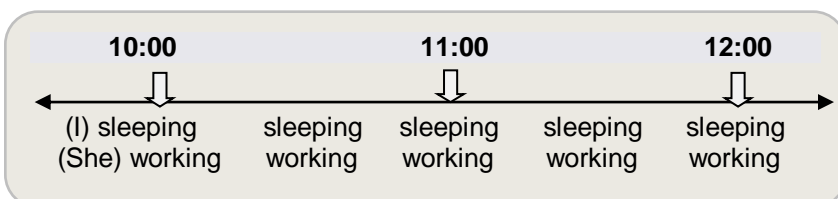
At five o'clock, it was raining.

In other words, it started raining (maybe at 4 o'clock) and finished raining later (maybe at 6 o'clock). Here is a diagram :



Finally, we can use this tense to describe TWO actions that were BOTH continuing at the same time in the past. In this case, we use the past continuous for both actions: e.g. While I was sleeping, she was working.

In other words, I started sleeping and she started working (maybe at 10 o'clock), and we both finished our actions later (maybe at 12 o'clock). Here is a diagram:



past continuous tense

Formation

This tense is formed using two components: the verb BE (in the past tense), and the -ING form of a verb. Here are the rules, using the example verb "sing":

Subject	BE	- ING Form
I / He / She / It	was	singing
You / We / They	were	singing

Here's the **positive** form:

- I was sleeping / You were working
- he was coming / She was reading 'War and Peace'
- It was raining / We were shopping
- They were watching a film

Next, here's the **negative**- it's very easy, just add 'not':

- I was not (wasn't) sleeping
- You were not (weren't) working
- He was not (wasn't) coming
- She was not (wasn't) reading 'War and Peace'
- It was not (wasn't) raining
- We were not (weren't) shopping
- They were not (weren't) watching a film

Statement	Yes/no question	WH- question
I am eating.	Am I eating?	What am I eating?
You are crying.	Are you crying?	Why are you crying?
He is going.	Is he going?	Where is he going?
She is arriving.	Is she arriving?	When is she arriving?
It is sleeping.	Is it sleeping?	Why is it sleeping?
We are leaving.	Are we leaving?	When are we leaving?
They are fighting.	Are they fighting?	Why are they fighting?

Past Perfect Tense

Past perfect tense states that an action was completed in the past (usually, a long time ago) before another action in the past.

Examples-

- By the time Dona **had saved** enough money, she bought a new car.
- Lisa had danced before she came.

Here are the different usages of this tense :

1. An action that happened before another action in the past

- When we arrived, the film **had started**.
(means - first the film started, then later we arrived)
- He **had seen** the ball before he hit it.
- They **had practiced** before they did it.
- She was surprised because she **had** never **noticed** it before.
- I had finished my homework before I went playing football.

2. An action that happened before a specific time in the past

- They **had** already **scored** before the 9 o'clock break.
- He **had finished** building his house before 1999.
- She **had** never **played** basketball before 2002.

3. A state that started in the past, and continued up to other action in the past

Note: this is a broader use of this tense. It is usually used with states, not actions. Past Perfect is often used together with Simple Past.

e.g.- Roma **has sold** her apartment before she **moved** to New York.

- When he graduated, he **had been** in London for six years.
(=he arrived in London six years before he graduated and lived there continuously until he graduated, or even longer)
- She **had wanted** a cat but received a fish.
- The report **had been** ready before you spilled the coffee!
- He **had been** healthy until he started overeating.
- He **had owned** a car for 5 years before he switched to a bicycle.

past perfect tense

4. To explain or give a reason for something in the past.

- I'd **eaten** dinner so I wasn't hungry.
- It **had snowed** in the night, so the bus didn't arrive.

5. As part of the **third conditional**.

(Please refer lesson "conditionals" given in his book)

- If I **had known** you were ill, I would have visited you.
- If we had gone by taxi, we wouldn't have been late.
- If Mary had studied harder, she would have passed the exam.
- This use is the so-called **hypothetical past**: we are talking about things that **never happened**.
- I wish I **had fixed** my umbrella. (but I didn't)
- If only I **had known** the answer to that question. (but I didn't)

6. Reported speech- Use the Past Perfect with sentences in reported speech.

- Mary said she had already seen this film.
- He asked if I had read *Harry Potter*.

7. Dissatisfaction with the Past

We often use the Past Perfect to show our dissatisfaction with the past. Such sentences typically start with "I wish ..." or "If only ...".

- I wish I had taken more food. I am hungry now.
- If only I had taken more food. I am hungry now.

The Past Perfect is also used with expressions such as "as if" and "as though":

- John looked as if he had done something terrible.
- She looked as though she hadn't slept all night.

past perfect tense

Using the Past Perfect

The past perfect is used to show you which of two events happened first. Imagine that two things happened in the past:

We went to see the movie. We discussed on the movie in class.

- The above sentences do not show a sequence of happening. Means neither of the above two sentences, tell us which event happened first?

Did we go to see the movie after the discussion or before discussion?

Past perfect tense clears this confusion. Now look the below given sentence written in the past perfect tense

We went to see the movie. We **had** discussed on the movie in class.

- Here, the word “had” tells us that the event of discussion took place **first**. First, we discussed the movie, and **then I** went to see it. This can be very useful when you are telling a story or relating a sequence of events. At any point in your story, you can jump **back** to a previous event, and your reader will not be confused because the past perfect will make it clear that the event happened previously.
- Here is another example:

Simple Past

I wanted to live in a foreign country, so I applied for a job in Japan. Shilpa **lived** in Japan, so I called her to find out more about the culture and lifestyle there. (Shilpa was probably still living in Japan when I called her)

Past Perfect

I wanted to live in a foreign country, so I applied for a job in Japan. Shilpa **had lived** in Japan, so I called her to find out more about the culture and lifestyle there.

(Shilpa no longer lived in Japan- she returned from there before I applied for the job.)

past perfect tense

Formation

Positive Sentences

Who?	Form of verb	Examples
I / you	had + past participle	I / you had lost the bag.
He/ She/ It		He/ She/ It had lost the bag.
We / they		We / they had lost the bag.

Negative Sentences

I / you	had + not + past participle	I / you had not lost the bag.
He/ She/ It		He/ She/ It had not lost the bag.
We / they		We / they had not lost the bag.

Question Sentences

Had	I / you	past participle	Had I / you lost the bag?
	he/ she/ it		Had he /she / it lost the bag?
	we / they		Had we /they lost the bag?

Past perfect continuous tense

This tense is used to express a continued or ongoing action that started in past and continued until sometime in past. There will be a time reference, such as “since 1995”, “for one hour” etc from which the action had started.

Such time reference or sense of reference is the identity of this tense. Without such time reference, it is not past perfect continuous tense and may be past continuous tense.

For example, “He had been working in this company since 2001.

It means, he had started a job in this company in 2001 and later left it.

“Since” or “for” is used before the “time reference” in sentence.

We use 'since' with a *fixed* time in the past such as- (2004, April 23rd, last year, two hours ago).

We use 'for' with a **period of time** (2 hours, three years, six months):

➤ This tense is often used together with Simple Past.

Here are the different usages of this tense:

1.Duration of a Past Action-The main use of this tense is to express actions or situations that were in progress before some other actions or situations. An action that started in the past, and continued up until another time or action in the past (The verbs are in **bold**)

- The boys **had been quarreling** for half an hour when we arrived home.
- I **had been dating** Angelina for 3 years before we got married
- He **had been fighting** with that machine for a long time until the mechanic arrived.
- He **had been drawing** for some hours before he got it right.
- They danced so nicely because they **had been practicing**.
- He fell asleep because he **had been working** all night.

We usually use 'for' or 'since' in the same way as we do with the present perfect continuous)

past perfect continuous tense

2. Use **this tense to show cause of an action or situation in the past.**

- John was in detention because he **had been misbehaving**.
- The road was wet because it **had been raining**.
- I had to go on a diet because I **had been eating** too much sugar.
- Jessica got sun-burnt because she **had been lying** in the sun for long.
- The pavement was wet, it **had been raining**.

3. **Third Conditional- this tense is also used in third conditional sentences.** (Please refer lesson “conditionals” given in his book)

e.g.- If it **hadn't been raining**, we would have gone to the park.

4. **Reported Speech**

This tense also appears in Reported speech.

She said she knew Charlie **had been lying** to her.

Formation

Positive Sentences

Who?	Form of verb	Examples
I / You / He/ She/ It / We / They	had + been + verb + ing	I had been standing all day.

Negative Sentences

I / You / He/ She/ It / We / They	had + not + been+ verb+ ing	I had not been standing all day
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Question Sentences

Had	I / You / He/ She/ It / We /They	been + verb + ing	Had I been standing all day?
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Simple future tenses

This tense is used for an action which will take place in the future.

Here are the different usages of this tense:

1. "Will" to express a Voluntary Action

- I **will send** you the information when I get it.
- I **will translate** the email, so Mr. Smith can read it.
- I **will not do** your homework for you.
- I **will not do** all the housework myself !

2. "Will" to express a Promise, requests / refusal / willingness:

- I **will call** you when I arrive.
- I promise I **will not tell** him about the surprise party.
- Don't worry, I'll **be** careful.
- I **will not tell** anyone your secret.
- Will you give me a hand? I will give up smoking !

3. "Be going to" to express a Plan

"Be going to" expresses that something is in planning. It expresses the intention of the speaker to do something in the future.

- He **is going to spend** his vacation in Hawaii.
- She **is not going to spend** her vacation in Hawaii.
- A: When **are we going to meet** each other tonight?
B: We **are going to meet** at 6 PM.
- I'm **going to be** an actor when I grow up.
- Michelle **is going to begin** medical school next year.
- They **are going to drive** all the way to Alaska.
- Whom **are you going to invite** to the party?
- I am going to ensure that we have fun on this trip.

simple future tenses

4. "Will" or "Be Going to" to express a Prediction

"will" and "be going to" can express the idea of a general prediction about the future. Predictions are guesses about what might happen in the future.

Examples:

- The year 2222 **will be** a very interesting year.
- The year 2222 **is going to be** a very interesting year.
- John Smith **will be** the next President.
- John Smith **is going to be** the next President.
- The movie "Zenith" **will win** several Academy Awards.
- The movie "Zenith" **is going to win** several Academy Awards.

'**Shall**' is used mainly in the forms 'shall I ?' and 'shall we ?' in British English. These forms are used when you want to get someone's opinion especially for offers and suggestions:

- Shall I open the window? (=do you want me to open the window).
- Where shall we go tonight? (=what's your opinion?).

You can also use **shall** to express the future in Future Simple. It is more formal than will and usually appears in formal speeches, agreements, or guarantees.

Examples

- The guarantee shall be provided on the following conditions: (...)
- We shall never surrender!

Contracted forms (short forms)

WILL = 'LL- She'll dance = she will dance

WILL + NOT = WON'T - She won't dance = she will not dance

Remember- you should never use "**will**" to say what somebody has already arranged or decided to do in the future:

Correct: Mike **is moving** to New Jersey next month.

Incorrect: Mike **will move** to New Jersey next month.

- I'm **going to visit** my friend tonight. (not "I will visit my friend tonight.")
- Paul isn't free on Thursday. He is **working** in his aunt's shop.

simple future tenses

Formation

Positive Sentences

Who?	Form of verb	Examples
I / You	will + verb	I /You will send the letter tomorrow.
He / She / It		He/ She/ It will send the letter tomorrow.
We / They		We / They will send the letter tomorrow.

Negative Sentences

I / You	will + not + verb	I / You will not send the letter tomorrow.
He / She /It	was + not + verb	He / She / It will not send the letter tomorrow.
We / They	have + not + verb	We/They will not send the letter tomorrow

Question Sentences

Will	I / You	verb	Will I / you send the letter tomorrow?
Will	He / she/ it		Will he / she / it send the letter tomorrow?
Will	We / They		Will we / they send the letter tomorrow?

Future continuous tenses

Future Continuous (progressive) tense describes an ongoing action the in future. **This tense** is a form of the verb that shows the action will be in progress at some time in the future.

- Lisa will be dancing tomorrow at 8 o'clock.
- Tomorrow at 8 o'clock James **will be cleaning** the house.
- James **will be cleaning** the house all morning.

1. Interrupted Action in the Future

Use the Future Continuous to indicate that a longer action in the future will be interrupted by a shorter action in the future. Remember this can be a real interruption or just an interruption in time. Future Continuous is often used together with **Simple Present**.

- I **will be watching** TV when she *arrives* tonight.
- I **will be waiting** for you when your bus *arrives*.
- I **am going to be staying** at the Madison Hotel, if anything *happens* and you *need* to contact me.
- He **will be studying** at the library tonight when she *arrives*.

Notice in the examples above that the interruptions (*marked in italics*) are in Simple Present rather than Simple Future. This is because the interruptions are in time clauses, and you cannot use future tenses in time clauses.

2. Specific Time as an Interruption in the Future

In USE 1, described above, the Future Continuous is interrupted by a short action in the future. In addition to using short actions as interruptions, you can also use a specific time as an interruption.

- Tonight at 6 PM, I will still be **eating** dinner.
- At midnight tonight, we **will still be driving** through the desert.

Remember- In the Simple Future, a specific time is used to show the time an action will begin or end.

future continuous tense

3. Parallel Actions in the Future- When you use the Future Continuous with two actions in the same sentence, it expresses the idea that both actions will be happening at the same time. The actions are parallel.

- Tonight, they **will be eating** dinner, and **discussing** their plans.
- While Rajesh is reading, Mayank will be watching television.

Notice "*IS READING*" because of the time clause containing "*WHILE*."

4. Atmosphere in the Future -

In English, we often use a series of Parallel Actions to describe the atmosphere at a specific point in the future.

➤ When I arrive at the party, everybody **is going to be celebrating**. Some **will be dancing**. Others **are going to be talking**. A few people **will be eating** pizza, and several people **are going to be drinking** beer.

5. A complete action in the future that will happen in the normal course of events.

- The Government will be making a statement later.
- Will you be taking your car to the meeting?
(=I'm asking very indirectly and politely - perhaps I want to get a lift).

6. To make a guess about the present.

- My mother will be working now
(= I think she is working now, but I am not completely certain).

Formation-

Positive/ Negative Sentences

Who?	Form of verb	Examples
I / You / He / She / It We / They	will + be/not be + verb + ing	I will be cleaning the house. I will not be cleaning the house

Question Sentences

Will	I / You / He / She / It We / They	be + verb + ing	Will I be cleaning the house?
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Chapter-28K.

Future perfect tenses

The future perfect tense is only used in a few situations, but it's still good to know it. It is used to express an action which will start and complete in future.

As example- Rima will have reached tomorrow.

Here's how to make it.

1. It expresses the idea that something will occur before another action in the future. It can also show that something will happen before a specific time in future.

Example- By six pm tonight:

- I will have finished this book / You will have studied the English tenses
- She will have cooked dinner / He will have arrived
- We will have met Julie / It will have stopped raining
- They will have left Japan

2. Duration Before Something in the Future

We use the Future Perfect to show that something will continue up until another action in the future. Examples:

- I **will have been** in London for six months by the time I leave.
- By Monday, Susan **is going to have had** my book for a week.

ACTIVE / PASSIVE Examples:

- They **will have completed** the project before the deadline. *ACTIVE*
- The project **will have been completed** before the deadline. *PASSIVE*
- They **are going to have completed** the project before deadline. *ACTIVE*
- The project **is going to have been completed** before dead line. *PASSIVE*

Formation- Positive/Negative Sentences

Who?	Form of verb	Examples
I / You / He / She / It / We / They	will + have / have not + past participle	By next week, I will have paid the rent. By next week, I will not have paid the rent.

Question Sentences

Will	I / You / He / She / It / We / They	have + past participle	By next week, will I they have paid the rent ?
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Future perfect continuous tenses

This tense project ourselves forward in time and to look back. It indicates a continuous action that will be completed at some point in the future. There will be a time reference from which the action will start, which is the identity of this tense. Without such time reference it may be future continuous tense.

Example- Suppose today is 1st January, 2016 and in my company some one asks me- From how many years do you work in this company?

What will be my answer?

I can say “2 years and 9 months” but for it I shall need to first count duration and it will look complicated too. So I will prefer to say-

✍ “In April 2016, I will have been working here for three years.
(= I started in April 2013 and still work).

“Since” or “for” is used before the “time reference” in sentence.

We use 'since' with a exact time and 'for' with a **period of time**

- **I will have been waiting** here for three hours by six o'clock.
- By 2001 **I will have been living** in London for sixteen years.
- Next year **I will have been working** here for four years.

Formation- Positive Sentences

Who?	Form of verb	Examples
I / You / He/ She/ It / We/ They	will + have + been + verb + ing	I will have been teaching for ten years by 2015.

Negative sentence

I / You / He/ She/ It / We/ They	will+ not + have + been + verb + ing	I will not have been teaching for ten years by 2015.
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Question Sentences

Will	I / you /he/ she/ it /We / they	have + been + verb + ing	Will I have been teaching for ten years by 2015 ?
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