Simple present tense

It is used for: Facts, universal truths, habitual actions.

*The link is down*

*He is a Spanish language expert*

*We work from 11 to 8*

*We have a team of software testers/ The sun sets in the west*

I have breakfast at 9 / Jupiter is the largest planet

I workout in the evening / sky is blue

Simple past tense

It is used to indicate a past activity. Something started and finished in the past

*The link was down*

*We resolved it yesterday*

*We emailed him yesterday*

*We closed the ticket two days ago*

Simple future tense

It is used to indicate an activity that will happen in the future. We add will/shall before the verb in this tense

*We will resolve it tomorrow - future*

*We will replace the router soon - future*

Present continuous tense

It is used to indicate an ongoing action. Something that is happening now

The verb is in the ‘ing’ form

*We are working on the issue*

*I am pinging the link*

*We are training right now*

Past continuous tense

It is used to indicate that one past activity was in progress at a certain point in time in the past or when another past activity happened

The verb is in the ‘ing’ form

*I was pasting the logs when my computer crashed*

*I was watching a movie at noon*

*We were working when the alarm went off*

Future continuous tense

*It is used to indicate that a future action will be in progress at a certain point in time in the future or when another future action begins*

*We will be cooking when you arrive tomorrow*

*We will be troubleshooting when you call*

Present perfect tense

It is used for : Recently completed action when time is not specified

Experience, when time is not specified.

Subject – has / have – past participle of the verb

*I have finished the report*

*I have driven a Ferrari before*

*I have spoken to the provider*

Past perfect tense

It is used to indicate that one past action was over before another one began

Subject – had – past participle of the verb

*We had finished the meeting when the client called*

*I had resolved the issue before the software went down yesterday*

Future perfect tense

It is used to indicate that one future action will be over before another one starts

Subject – will have – past participle of the verb

*We will have resolved the issue before the customer calls*

*We will have resolved the issue before software goes down*

Past perfect continuous

It is used to indicate that one past activity was in progress when another one started

Subject – had been – ‘ing’ form of the verb

*We had been driving for an hour when the rain started*

*We had been monitoring the link for 3 hours when it flapped*

*We had been working on the issue for an hour when the customer called*

Present perfect continuous tense

It is used to indicate an activity that started in the past, continues into the present and might continue into the future

Subject – has / have been – ‘ing’ form of the verb

*We have been working since 7 a.m.*

*We have been monitoring the link for 12 hours*

*I have been waiting for a confirmation since 11 a.m.*

Future perfect continuous

It is used to indicate that one future activity will be in progress when another one starts

Subject – will have been – ‘ing’ form of the verb

*We will have been waiting at the airport for 2 hours when your plane lands*

*We will have been working on the issue for an hour by the time you log in*