



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

University Institute of Liberal Arts and Humanities

Course Name - Communication Skills

Course Code - 20UCT-141/191

Faculty Name – Ms Harpreet Kaur

Tenses

DISCOVER . **LEARN** . EMPOWER

COURSE OBJECTIVES

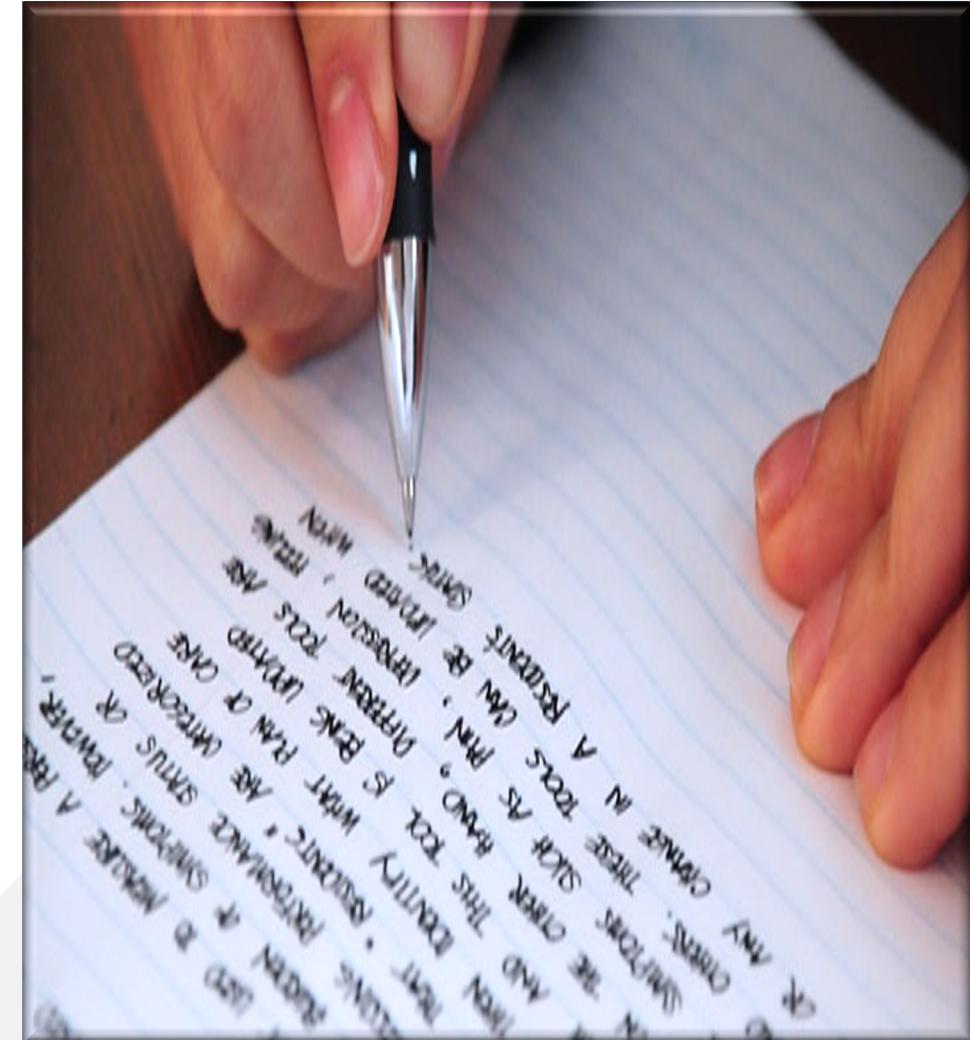
The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyze
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



Introduction

- The word Tense is derived from a Latin word “tempus” which means time. A verb indicates the time of an action, event or condition by changing its form.



Based on Time frame

- The verb tenses may be categorized according to the time frame:
 - ✓ Present Tense
 - ✓ Past Tense
 - ✓ Future Tense



Classification (Based on Time Frame)

- **Present Tense:** Present tense expresses an unchanging, repeated, or reoccurring action or situation that exists only now. It can also represent a widespread truth.
- **Past Tense:** Past tense expresses an action or situation that was started and finished in the past.
- **Future Tense:** Future tense expresses an action or situation that will occur in the future.



Based on Aspect

Verb tenses may also be categorized according to aspect.

Aspect refers to the nature of the action described by the verb.

There are four aspects:

- Indefinite or Simple
- Continuous or Progressive
- Perfect or Complete
- Perfect Continuous

Classification (Based on Aspect)

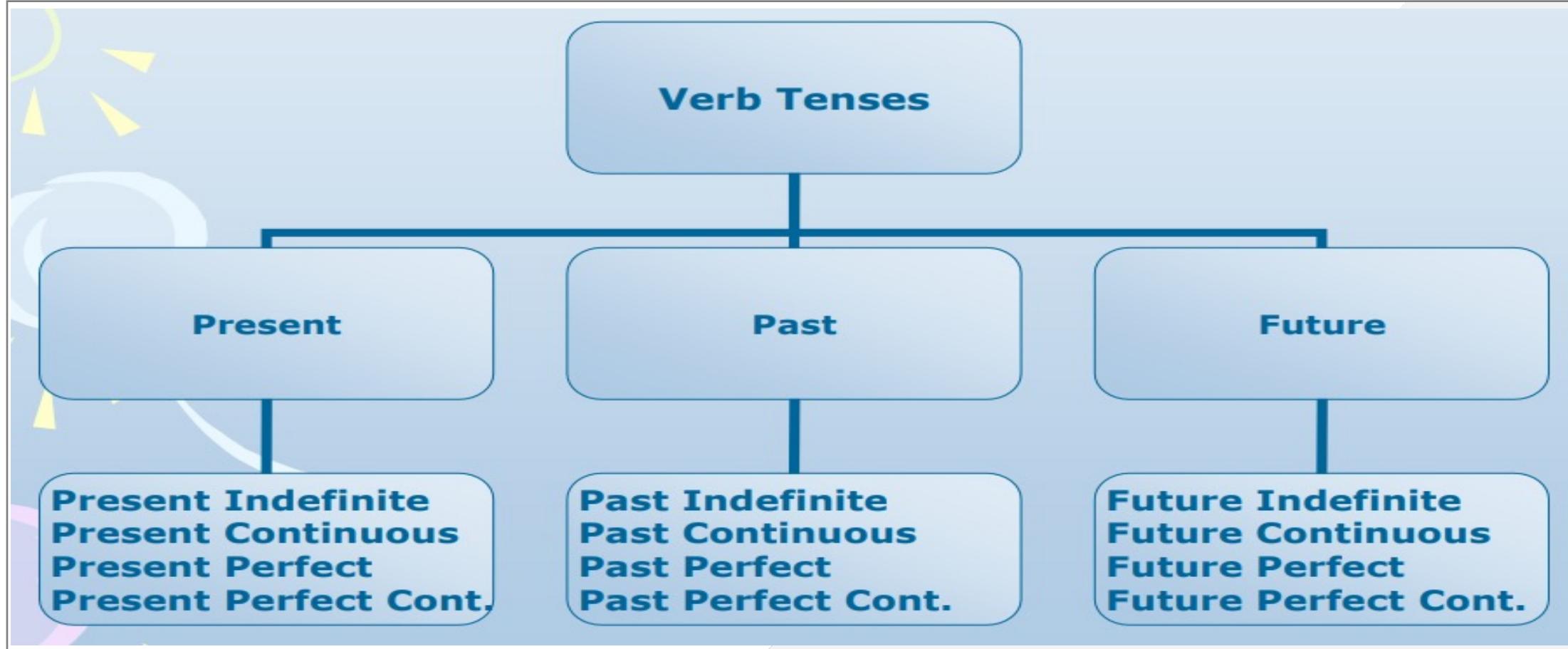
- **Indefinite Tense:** The three indefinite tenses, or simple tenses, describe an action but do not state whether the action is finished or continuing.
- **Continuous Tense:** The three continuous tenses, incomplete tenses, or progressive tenses, describe an unfinished action.
- **Perfect Tense:** The three complete tenses, or perfect tenses, describe a finished action.
- **Perfect Continuous Tense:** To combine the complete tenses and the incomplete tenses, to describe an action which was in progress and then finished

Poll Question 1

Identify the present verb tense from the followings:

1. He was driving the car when I called.
2. The Principal will be joining soon.
3. I am having my breakfast.

Verb Tenses



List of Rules

	SIMPLE	PROGRESSIVE	PERFECT	PERFECT PROGRESSIVE
PRESENT	1 st form+ s/es	is/am/are+1 st form+ ing	has/have+ 3 rd form	has/have been + 1 st form+ ing
PAST	2 nd form	was/were + 1 st form+ ing	had + 3 rd form	had been+ 1 st form+ ing
FUTURE	will/shall + 1 st form	will be+ 1 st form+ ing	will have + 3 rd form	will have been +1 st form+ ing

Present Tenses

PRESENT TENSE

Present
Indefinite
Tense

Present
Continuous
Tense

Present
Perfect
Tense

Present
Perfect
Continuous
Tense

Present Indefinite Tense

The simple present is generally used to describe an action, an event, or condition that is occurring in the present, at the moment of speaking or writing.

Rule: S + first form of the verb + s/es (with third person singular)

For example:

- I play.
- He / She plays.

Present Indefinite Tense Usage

- To express habitual actions

Example: *I get up early in the morning.*

- To express Permanent or general truth

Example: *The sun sets in the west.*

- To denote future actions as a part of definite or fixed planning

Example: *The train leaves at 4 o'clock in the morning.*

- To introduce Quotations

Example: *John Keats says, "A thing of beauty is a joy forever.*

Present Continuous Tense

The present continuous emphasizes the continuing nature of an act, event, or condition.

Rule: S + is/am/are + V1 + ing

For example: I am playing.

He / She is playing.

They are playing.

Present Continuous Tense Usage

- For an action going on at the time of speaking

Example: *People are suffering due to COVID-19.*

- For an action that is going on but not at the time of speaking

Example: *We are making our house next to your locality.*

- For an action that has already been decided in future

Example: *I am going to Delhi tomorrow.*

- For obstinate habitual actions which always persists

Example: *My neighbors are very stupid, they are always running into baseless arguments.*

Present Perfect Tense

The present perfect tense is used to describe action that began in the past and continues into the present or has just been completed.

Rule: S + has/have + V3 + O

For Example: I have played.

He / She has played.

Present Perfect Tense Usage

- For the actions which has been just completed in the past
Example: *My brother has just gone out.*
- For an action whose time is not mentioned and not definite
Example: *I have been to Australia.*
- To describe past events when we think more of their effect in the present than of the action itself
Example: *Shalu has cut her finger. (it is bleeding now)*
- With the adverbs like already, today, this week or this month\\
Example: *I have deposited the money for this month.*

Present Perfect Continuous

The present perfect continuous is used to describe an action, event, or condition that has begun in the past and continues into the present.

Rule: S + has/have + been + V1 + ing + O

For Example: I / You have been playing.

He / She has been playing.

Present Perfect Continuous Usage

- It is used for the actions begin in the past and is still continuing

Example: *Deepak has been sleeping for ten hours. (and still sleeping)*

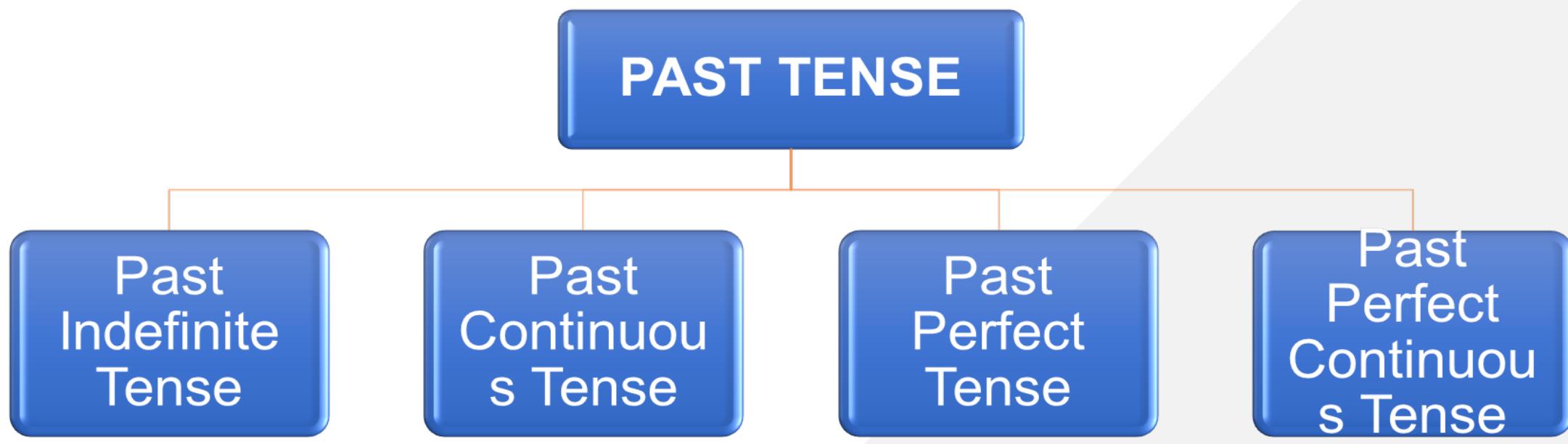
The contractor is building the flyover for several months.

- It is used for an action already finished

Example: *Where were you? I have been waiting for you.*

I have been watering the plants in the garden.

Past Tense



Past Indefinite Tense

The simple past is used to describe an action, an event, or condition that occurred in the past.

Rule: S + V2 + O

For Example: I played.

He / She played.

Past Indefinite Usage

- To denote actions completed in the past. It is often mentioned with the adverbs of past time

Example: *I was born on 1st July 1981.*

- To denote the habitual actions in the past.

Example: *I used to go for a walk last year.*

- Simple past tense is also used without the adverb of past time but that too is implied through text

Example: *Akbar was defeated by Samrat Ashoka.*

Past Continuous Tense

The past continuous tense is used to described actions ongoing in the past.

Rule: S + was/were + V1 + ing + O

For Example: I was playing.

He / She was playing.

You were playing.

Past Continuous Tense Usage

- To indicate actions going on sometime in past. The time of the actions may or may not be mentioned

Example: *When I saw him, he was playing football.*

- This tense is also used for persistent habits in the past with always, continually etc.

Example: *My neighbour's dog was always barking at outsiders.*

Past Perfect Tense

The past perfect tense is used to refer to actions that took place and were completed in the past.

Rule: S + had + V3 + O

For Example: I had played.

He / She had played.

Past Perfect Tense Usage

Past perfect tense is used to describe an action completed before a certain moment in the past. It is used with simple past tense in a clause.

For example:

- *I met him in Australia in 2009. I had seen him five years ago.*
- *I had completed my presentation before the university ordered us to do.*
- *I had finished my cooking before he arrived.*

Past Perfect Cont.Tense

The past perfect continuous is used to indicate that a continuing action in the past began before another past action began or interrupted the first action.

Rule: S + has + been + V1 + ing + O

For Example: I had been playing.

He / She had been playing.

Past Perfect Cont. Tense Usage

Past perfect continuous tense is used to denote an action that began in the past at a certain point and continued up to that time.

For example:

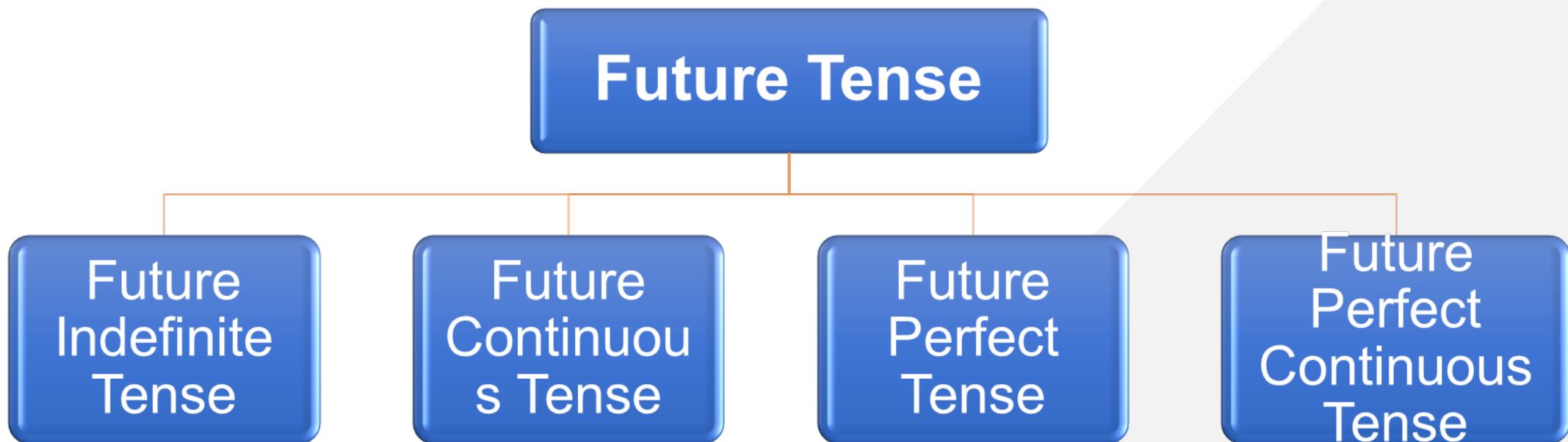
- *In the party, he had been dancing for five hours.*
- *When our new principal came in 2001, Professor Goyal had already been teaching there for five years.*
- *During that time, he had been writing a book for two months on neuro-linguistics.*

Poll Question 2

I haven't had breakfast yet. Identify the sentence:

1. present perfect
2. present continuous
3. present simple

Future Tense



Future Indefinite Tense

The simple future is used to refer to actions that will take place after the act of speaking or writing.

Rule: S + will/shall + V1 + O

For Example: I shall play.

He / She will play.

Future Indefinite Tense Usage

- Simple Future Tense is used to express the future as fact

Example: *It will be a father's day after one week.*

- To talk about what we think or believe will happen in future

Example: *I think India will win over corona terror.*

- Some times, we use the phrases like 'be about to', 'going to' to express simple future tense

Example: Let's catch the train. It is about to leave.

Future Continuous Tense

The future continuous tense is used to describe actions ongoing in the future. The future progressive is used to refer to continuing action that will occur in the future.

Rule: S + will/shall + be + V1 + ing + O

For Example: I shall be playing.

He / She will be playing.

Future Continuous Tense Usage

- We use future continuous tense for the actions which will be in progress at a time in the near future

Example: *This time tomorrow, I will be sitting in the aero plane.*

- We also use this tense to express planned actions or normal routine

Example: *Prime Minister will be meeting the US people next week.*

Future Perfect Tense

The future perfect is used to refer to an action that will be completed sometime in the future before another action takes place.

Rule: S + will/shall + have + V3 + O

For Example: I shall have played.

He / She will have played.

Future Perfect Tense Usage

The future perfect tense is used to denote actions that will be completed by a certain period of time in future.

For example:

- *I shall have completed my blackboard presentation by this Thursday.*
- *By the end of this month, the corona will have gone forever from Chandigarh.*

Future Perfect Continuous

The future perfect continuous tense is used to indicate a continuing action that will be completed at some specified time in the future.

Rule: S + will/shall + have + been + V1 + ing + O

For Example: I shall have been playing.

He / She will have been playing.

Future Perfect Continuous Usage

The future perfect continuous tense is used for actions which has already started and will continue for over a period of time in future.

For example:

- *By next month, we shall have been living with corona for four months.*
- *I shall have been teaching here for one year next July.*
- *This tense is not very common.*

Poll Question 3

They _____ the French course yet.

1. have not started
2. had not started
3. has not started

APPLICATIONS

- Tenses are applied not only in academics but are also used in our day to day life. After the completion of this topic, the student will not only be able to comprehend but they will also find the improvement in the usage of writing and speaking skills.
- In addition to this, it will inculcate a different kind of confidence while interacting with others.
- Moreover, they will get rid of hesitation while speaking second language.

Assessment Pattern

Students are assessed on the basis of the following parameters:

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

REFERENCES

Books:

- Wren and Martin (1973): High School English Grammar And Composition: S.Chand and Company, New Delhi.
- Eastwood, John (1999): Oxford Practice Grammar: Oxford University Press

E-resources:

- <https://www.grammarbank.com>
- <https://www.quora.com>
- <https://writingexplained.org>
- <https://www.grammarbank.com/>



THANK YOU

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