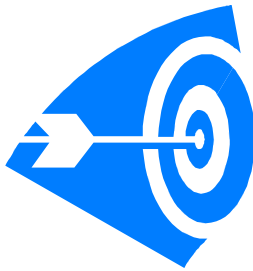


# *ENGINEERING ENGLISH GRAMMAR*



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## **Készült a Szülőföld Alap támogatásával**

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**Note: All tasks are marked E for 'easy', M for 'medium' or D for 'difficult'.**

# PLURAL OF NOUNS

## Use

1. Add: s.

Singular	Plural
house	house <u>s</u>
school	school <u>s</u>
engineer	engineer <u>s</u>

2. Add: -es if noun ends: s, sh, ch, x, or z.

Singular	Plural
church	churches
box	boxes
bus	busses
dish	dishes
buzz	buzzes

3. Add: -ies if noun ends: consonant + y

Singular	Plural
country	countries
lady	ladies
party	parties

4. Irregular plural forms

Singular	Plural
child	children
criterion	criteria
datum	data
fish	fish
foot	feet
man	men
person	people

phenomenon	phenomena
radius	radii
wife	wives
woman	women

## Exercises



### 1. Fill the gaps with the correct plural form of the words.

- Do you like \_\_\_\_\_ (strawberry)?
- Tom's \_\_\_\_\_ (child) live in Canada.
- The \_\_\_\_\_ (radius) of these \_\_\_\_\_ (circle) are 15 inches.
- My \_\_\_\_\_ (foot) hurt from walking.
- We are growing \_\_\_\_\_ (tomato) in our garden.
- \_\_\_\_\_ (man) \_\_\_\_\_ (be) not better engineers than \_\_\_\_\_ (woman).
- I have packed all my \_\_\_\_\_ (book) in \_\_\_\_\_ (box).
- New York is one of the most fascinating \_\_\_\_\_ (city) in the world.
- Scientists couldn't explain these \_\_\_\_\_. (phenomenon)
- He analyzed all the \_\_\_\_\_ (datum) from the experiment.
- The \_\_\_\_\_ (analysis) are successful.
- The \_\_\_\_\_ (criterion) for the exam are low.



### 2. Fill the gaps with the plural forms

- a person, a couple of \_\_\_\_\_
- a mouse, a few \_\_\_\_\_
- one tooth, several \_\_\_\_\_
- one man, two \_\_\_\_\_
- one child, a group of \_\_\_\_\_
- one woman, a lot of \_\_\_\_\_
- one wolf, a pack of \_\_\_\_\_
- one fish, two \_\_\_\_\_
- a leaf, many \_\_\_\_\_
- one datum, countless \_\_\_\_\_

## E

3. Add the correct plural forms.

1. agency - \_\_\_\_\_
2. mother - \_\_\_\_\_
3. library - \_\_\_\_\_
4. uncle - \_\_\_\_\_
5. mouse - \_\_\_\_\_
6. house - \_\_\_\_\_
7. tooth - \_\_\_\_\_
8. life - \_\_\_\_\_
9. tomato - \_\_\_\_\_
10. sheep - \_\_\_\_\_

## E

4. Complete the sentences with the following words: that, those, this, these, here, there

1. The report from last year was very good. \_\_\_\_\_ was a good report.
2. The report from \_\_\_\_\_ year is not so good.
3. Please, print \_\_\_\_\_ documents I have sent you by email.
4. What are \_\_\_\_\_ men on the other side of the road waiting for?
5. Where are my glasses? Are they \_\_\_\_\_ on this table? No, I think they are on the table over \_\_\_\_\_.

## E

5. Complete the sentences with: there is / there are.

1. \_\_\_\_\_ a big tree in the garden.
2. \_\_\_\_\_ some big trees in the garden.
3. \_\_\_\_\_ a cheap hotel near here?
4. \_\_\_\_\_ cheap hotels near here?
5. \_\_\_\_\_ a modern sports centre in London.
6. \_\_\_\_\_ a famous university in Oxford.
7. How many days \_\_\_\_\_ in a week?
8. How many small apples \_\_\_\_\_ in this bag?
9. \_\_\_\_\_ a tired student in the class?
10. \_\_\_\_\_ no results for this experiment yet.
11. \_\_\_\_\_ n't any serious problems at this college.
12. How many tall players \_\_\_\_\_ in a basketball team?
13. \_\_\_\_\_ a big black cloud in the sky.
14. \_\_\_\_\_ a lot of rain in autumn.
15. \_\_\_\_\_ any water in the glass?
16. How many planets \_\_\_\_\_ in our solar system?
17. \_\_\_\_\_ n't enough snow to go skiing.

18. \_\_\_\_\_ anyone from Germany in here?  
19. \_\_\_\_\_ n't enough air in the lift.  
20. \_\_\_\_\_ n't any interesting films on TV tonight.



**6. Choose the right answer.**

1. How \_\_\_\_ apples did you buy?  
a. much  
b. many
2. How \_\_\_\_ do you weigh?  
a. much  
b. many
3. How \_\_\_\_ does it cost to fly to America?  
a. much  
b. many
4. How \_\_\_\_ brothers and sisters do you have?  
a. much  
b. many
5. How \_\_\_\_ times a day do you brush your teeth?  
a. much  
b. many
6. How \_\_\_\_ was your computer?  
a. much  
b. many
7. How \_\_\_\_ photos did you take?  
a. much  
b. many
8. How \_\_\_\_ water did he drink?  
a. much  
b. many
9. How \_\_\_\_ people did you invite?  
a. much  
b. many
10. How \_\_\_\_ mistakes did you make on the test?  
a. much  
b. many

# ARTICLES

## Use

### 1. Indefinite Articles: *a* and *an*

*A* and *an*: indefinite, *any* member of a group, when the noun is general, only with singular noun:

- *a* boy; *an* elephant; *a* user

We use indefinite articles for:

- professions: I am *a* teacher.
- nationalities: Brian is *an* Irishman.
- religions: Seiko is *a* practicing Buddhist.
- definitions: *A* laptop is *a* portable computer.

### 2. Definite Article: *the*

*The*: definite, with singular and plural nouns, when the noun is particular or specific, a *particular* member of a group.

- *the* dog; *the* engineers; *the* USA

***The*** is not used with noncountable nouns referring to something in a general sense:

[no article] Coffee is a popular drink.

[no article] Japanese was his native language.

[no article] Intelligence is difficult to quantify.

BUT:

***The*** coffee in my cup is too hot.

***The*** English he speaks sounds like Irish.

***The*** intelligence of cats is proven.

***The*** is also used when a noun refers to something **unique** and with cardinal numbers:

***the*** White House

***the*** Science Museum of London

***the*** 1972 Olympic Games

***the*** Simpsons

***the*** first

***the*** Times, ***the*** Wall Street Journal



### ***The* in geography:**

**Use *the*** before:

- names of rivers, oceans and seas (the Nile, the Pacific)
- points on the globe (the Equator, the North Pole)
- geographical areas (the Middle East, the West)
- deserts, forests, gulfs, and peninsulas (the Sahara, the Persian Gulf, the Black Forest, the Iberian Peninsula)

**Do not use *the*** before:

- names of countries (Italy, Mexico, Bolivia) **except** the UK and the USA
- names of cities, towns, or states (Seoul, Manitoba, Miami)
- names of streets (Washington Blvd., Main St.)
- names of lakes and bays (Lake Balaton, Lake Erie) **except** with a group of lakes like the Great Lakes
- names of mountains (Mount Everest, Mount Fuji) **except** with ranges of mountains like the Alps or the Rockies
- names of continents (Asia, Europe)
- names of islands (Easter Island, Maui, Key West) **except** with groups of islands the Bahamas, the Hebrides, or the Canary Islands

## **Exercises**



### **1. Use *the* or *x***

- 1 I think we must call \_\_\_\_\_ doctor.
- 2 Do you know \_\_\_\_\_ Browns? They live next to us.
- 3 \_\_\_\_\_ Queen lives in \_\_\_\_\_ Windsor.
- 4 There are some beautiful towns in \_\_\_\_\_ north of Italy.
- 5 \_\_\_\_\_ Greece is in \_\_\_\_\_ south.
- 6 \_\_\_\_\_ President is \_\_\_\_\_ head of state in \_\_\_\_\_ US.
- 7 \_\_\_\_\_ Odeon cinema is in \_\_\_\_\_ Green Street.
- 8 \_\_\_\_\_ Trafalgar Square is in \_\_\_\_\_ London.
- 9 \_\_\_\_\_ White House is \_\_\_\_\_ home of \_\_\_\_\_ President of \_\_\_\_\_ US.
- 10 \_\_\_\_\_ British Museum has some very interesting exhibitions.
- 11 Mr. Smith arrived at \_\_\_\_\_ Heathrow Airport yesterday.
- 12 \_\_\_\_\_ Hyde Park is very famous all over \_\_\_\_\_ world.
- 13 I stayed at \_\_\_\_\_ Hilton when I was in \_\_\_\_\_ London.
- 14 Do you read \_\_\_\_\_ Daily Telegraph or \_\_\_\_\_ Times?
- 15 Did you visit \_\_\_\_\_ Tower, too?
- 16 My son studies at \_\_\_\_\_ Cambridge University.

- 17 Are you going to \_\_\_\_\_ theatre tonight?  
 18 My brother is in \_\_\_\_\_ hospital, because he needs an operation.  
 19. The bag is in \_\_\_\_\_ car.  
 20. \_\_\_\_\_ democracy is important.



## 2. Choose the right answer

1. I love living in this \_\_\_\_\_ city.  
 a. x                      b. a                      c. the  
 2. Generally speaking, \_\_\_\_\_ boys are physically stronger than girls.  
 a. x                      b. a                      c. the  
 3. Bill enjoys reading \_\_\_\_\_ detective stories.  
 a. x                      b. a                      c. the  
 4. \_\_\_\_\_ girl that I told you about is standing over there.  
 a. x                      b. a                      c. the  
 5. Where did you go last night? We went to \_\_\_\_\_ restaurant that you recommended.  
 a. x                      b. a                      c. the  
 6. He is \_\_\_\_\_ really good person.  
 a. x                      b. a                      c. the  
 7. My brother is \_\_\_\_\_ expert at fixing cars.  
 a. x                      b. an                      c. the  
 8. \_\_\_\_\_ Paris is a beautiful city.  
 a. x                      b. a                      c. the  
 9. My \_\_\_\_\_ teacher's name is William.  
 a. x                      b. a                      c. the  
 10. He saw \_\_\_\_\_ laptop on the table.  
 a. x                      b. a                      c. the

## POSSESSIVE ADJECTIVES, GENITIVES

**Possessive adjectives:** my, your, his/her/its; our, your, their

**Saxon genitive:**

Tom's book; my sister's car

**Norman genitive:**

The wheel of my car; the top of the page

## Exercises



### 1. Fill the gaps with: my, you, his, her, its, our, their

- John Anderson forgot \_\_\_\_\_ book.
- Mary and Susan talk like \_\_\_\_\_ mother.
- Alex and I were late for \_\_\_\_\_ class .
- My sister is wearing \_\_\_\_\_ new coat.
- Where are \_\_\_\_\_ keys? I can't find them.
- Where do you keep \_\_\_\_\_ money, in the bank?
- The company paid a bonus to \_\_\_\_\_ employees.



### 2. Rewrite the sentences, add the correct form of 'be' and the possessive case.

- e.g. 1. This backpack **belongs to Jeremy**. This backpack **is Jeremy's**.  
2. That bicycle belongs to Rebecca. That bicycle \_\_\_\_\_.  
3. This watch belongs to my father. This \_\_\_\_\_ watch.  
4. That car belongs to the teacher. That \_\_\_\_\_ car.  
5. Those glasses belong to Mrs. Jackson. Those glasses \_\_\_\_\_.  
6. That house belongs to my grandparents. That \_\_\_\_\_ house.  
7. These CDs belong to Matthew. These \_\_\_\_\_ CDs.  
8. This camera belongs to our friends. This \_\_\_\_\_ camera.  
9. These books belong to the manager. These \_\_\_\_\_ books.  
10. That laptop belongs to Peter. That \_\_\_\_\_ laptop.  
11. These gloves belong to the gardener. These gloves \_\_\_\_\_.  
12. That calculator belongs to Samantha. That calculator \_\_\_\_\_.



### 3. Write the 's or the of-genitive into the gaps

1. (a glass) milk - \_\_\_\_\_
2. (my friend) bike - \_\_\_\_\_
3. (two days) work - \_\_\_\_\_
4. (Mrs. Smith) car - \_\_\_\_\_
5. (the head teacher) office - \_\_\_\_\_
6. (ten minutes) walk - \_\_\_\_\_
7. (the window) room - \_\_\_\_\_
8. (the number) house - \_\_\_\_\_
9. (the waiter) shoes - \_\_\_\_\_

## BASIC PERSONAL INFORMATION

- What's your name?  
My name is John Smith.
  - What's your first name?  
My first name is John.
  - What's your surname / last name?  
My surname / last name is Smith.
  - Where do you come from?  
I come from Oxford.
  - Where were you born?  
I was born in Watlington.
  - Watlington? Where is that?  
It is a village near Oxford.
  - When were you born?  
I was born on July 12, 1978.
  - What is your place of birth?  
My place of birth is Watlington.
  - What is your date of birth?  
My date of birth is 12. 07. 1978.
  - What is your contact address?  
My contact address is 59, Village Road, Watlington, OX27NL
  - What is your telephone number?  
01628 / 4405396
  - What is your job? / What do you do?  
I am a student.
  - What do you study?  
I study electrical engineering / mechanical engineering / informatics.
- Where do you study?  
I study at Oxford University. I first studied law at the University of London, but I transferred to Oxford.
- Are you doing your master's studies?  
No, I am doing my bachelor's studies at the moment. But I want to do my master's degree, as well. I will be a M. Sci. (Master of Science).
  - Are you a regular student?  
Yes, I am a regular student, I am not doing a distant education program.
  - Where do you live?  
I live in a student dormitory. I have a room mate, Paul Wilson. He is doing his master's studies in electrical engineering.

# NUMBERS

1	one	23	twenty-three
2	two	24	twenty-four
3	three	25	twenty-five
4	four	26	twenty-six
5	five	27	twenty-seven
6	six	28	twenty-eight
7	seven	29	twenty-nine
8	eight	30	thirty
9	nine	40	forty
10	ten	50	fifty
11	eleven	60	sixty
12	twelve	70	seventy
13	thirteen	80	eighty
14	fourteen	90	ninety
15	fifteen	100	one hundred
16	sixteen	169	one hundred <b>and</b> sixty-nine
17	seventeen	1000	one thousand
18	eighteen	439,527	four hundred <b>and</b> thirty-nine thousand
19	nineteen		five hundred <b>and</b> twenty-seven
20	twenty	1,000,000	one million
21	twenty-one	1,000,000,000	one billion
22	twenty-two	1,000,000,000,000	one trillion

## Notice!

the accent on 14, 15, 16, etc. is on "-teen" and 40, 50, 60, etc. is on the beginning "four-"

## Ordinal numbers

1. – first
2. – second
3. – third
4. – fourth
5. – fifth,
18. – eighteenth, etc.

## Measurements

70 mph = \_\_\_\_\_ km/h  
 50 pounds = \_\_\_\_\_ kg  
 30 feet = \_\_\_\_\_ m  
 2 inches = \_\_\_\_\_ cm

## Mathematical operations

### Addition, subtraction, multiplication, division:

$14 + 67 = 81$  (fourteen plus sixty-seven equals eighty-one)

$129 - 16 = 103$  (one hundred and twenty-nine minus sixteen equals one hundred and three)

$6 \times 7 = 42$  (six multiplied by seven equals forty-two)

$64 : 4 = 16$  (sixty-four divided by four equals sixteen)

### Fractions, decimals, roots:

$\frac{3}{4}$  – three quarters

$\frac{5}{8}$  – five eighths

2.5 – two point five

45.6% - forty-five point six percent

$\sqrt{9}$  – the square root of nine

$3^2$  – three to the power of two

## Exercises

### **E** 1. Make questions with the given words and answer them!

1. A: name / you / what? \_\_\_\_\_

B: \_\_\_\_\_

2. A: surname / what / you? \_\_\_\_\_

B: \_\_\_\_\_

3. A: where / study / you? \_\_\_\_\_

B: \_\_\_\_\_

4. A: date / birth / you / of? \_\_\_\_\_

B: \_\_\_\_\_

5. A: place / birth / of / you? \_\_\_\_\_

B: \_\_\_\_\_

6. A: where / live / you? \_\_\_\_\_

B: \_\_\_\_\_

7. A: you / what / job? \_\_\_\_\_

B: \_\_\_\_\_

8. A: do / you / masters studies / your? \_\_\_\_\_

B: \_\_\_\_\_



## 2. Fill in this application with your personal information.

First name	
Last name	
Sex	male / female
Place of birth	
Date of birth	
Contact address	
Job	
Marital status	



## 3. Write down the following mathematical tasks.

- $89 + 47 = 136$  \_\_\_\_\_
- $515 + 235 = 750$  \_\_\_\_\_
- $975.534 + 120 = 975.654$  \_\_\_\_\_
- $53 - 17 = 36$  \_\_\_\_\_
- $278 - 153 = 125$  \_\_\_\_\_
- $326.431 - 320.130 = 6301$  \_\_\_\_\_
- $4 \times 15 = 60$  \_\_\_\_\_
- $12 \times 100 = 1200$  \_\_\_\_\_
- $56 \times 92 = 5152$  \_\_\_\_\_
- $72 : 8 = 9$  \_\_\_\_\_
- $270 : 6 = 45$  \_\_\_\_\_
- $7488 : 96 = 78$  \_\_\_\_\_



## 4. Complete the mathematical operations with numbers and words

- \_\_\_\_\_ 83 – sixty-five plus eighteen equals \_\_\_\_\_
- 34 - \_\_\_\_\_ = 20 – \_\_\_\_\_ fourteen \_\_\_\_\_
- $\frac{2}{3}$  - \_\_\_\_\_ =  $\frac{1}{3}$  – \_\_\_\_\_ one third equals \_\_\_\_\_
- $\sqrt{\quad}$  4 – the square root of sixteen is \_\_\_\_\_
- \_\_\_\_\_ : 2 = 125 – two hundred and fifty \_\_\_\_\_
- 18 x \_\_\_\_\_ = 54 – \_\_\_\_\_ three equals \_\_\_\_\_



## 5. Fill in the missing ordinal numbers in words!

- The papyrus was invented in the \_\_\_\_\_ millennium BC, around 2600 BC.
- They first used sugar in India in the \_\_\_\_\_ century BC, around 500 BC.
- An Egyptian scientist, Abbas Ibn Firnas, made the first eye glasses in the \_\_\_\_\_ half of the \_\_\_\_\_ century AD, in the 880s.

4. They used the first thermometer in Persia in the \_\_\_\_\_ century, around 1037.
5. In 1126, so in the \_\_\_\_\_ century Li Gang made the first rocket in China.
6. Johan Gutenberg produced the first movable type printing press in the 1450s, so in the \_\_\_\_\_ century.
7. Otto von Guericke first used the vacuum pump in 1645, which was in the \_\_\_\_\_ century.
8. A Frenchman, Jean Pierre Blanchard made the first parachute in the \_\_\_\_\_ decade of the \_\_\_\_\_ century, actually in 1783.
9. At the beginning of the \_\_\_\_\_ century, in 1821 Michael Faraday produced the first electromotor.
10. There were many important inventions in the \_\_\_\_\_ century, but maybe the most important one was the internet.

## PRESENT SIMPLE TENSE

Affirmative	Negative	Interrogative
I drive You drive	I don't drive You don't drive	Do I drive? Do you drive?
He <u>drives</u> She <u>drives</u> It <u>drives</u>	He <u>doesn't</u> drive She <u>doesn't</u> drive It <u>doesn't</u> drive	Does he drive? Does she drive? Does it drive?
We drive You drive They drive	We don't drive You don't drive They don't drive	Do we drive? Do you drive? Do they drive?

### Use:

1. when we talk about scientifically proven **facts**, **permanent situations** or **general truth**  
e.g. *The sun rises in the east. Oil floats on water.*
2. when the action is **repeated** e.g. *He works in a bank.*
3. when we refer to a **habit** or somebody's **characteristics** e.g. *He smokes a cigarette after lunch. He likes chess.*
4. with verbs of senses and feelings (*see, hear, smell, believe, think, like, hate, contain*)
5. we also use it for future events if the action will happen according to some timetable or schedule. e.g. *The train leaves at five. The museum opens at nine.*



**Adverbs of time:** generally, usually, always, ever, never, sometimes, rarely, seldom, often, on Mondays, in summer, every week, daily, frequently, regularly, mostly.

Verb 'to be'

I am	We are
You are	You are
He, she, it is	They are

Verb 'to have'

I have	We have
You have	You have
He, she, it has	They have

## Exercises

**E 1. Use the correct forms of the verb 'be' in the following sentences: am, are, is.**

1. The boss \_\_\_\_\_ angry, because the project \_\_\_\_\_ not finished on time.
2. I \_\_\_\_\_ tired, I work a lot every day.
3. They \_\_\_\_\_ late again, they never arrive on time.
4. She \_\_\_\_\_ (not be) the right person for this job.
5. \_\_\_\_\_ you sure this application works fine?
6. We \_\_\_\_\_ (not be) important people, we don't get VIP tickets.
7. It \_\_\_\_\_ cold outside.

**E 2. Insert the right personal pronouns: I, you, he, she, it, we, they**

1. \_\_\_\_\_ always work in their office from 9 to 5.
2. \_\_\_\_\_ calls his boss in New York every day.
3. \_\_\_\_\_ answer my emails early in the morning.
4. \_\_\_\_\_ go on our holiday every year to Greece.
5. Do \_\_\_\_\_ generally save your documents on your computer?
6. \_\_\_\_\_ writes her seminar work in the evenings.
7. \_\_\_\_\_ is important to save its backup copies, too.

**E 3. Complete the sentences with the verb 'use'.**

1. They \_\_\_\_\_ AUTOCAD in their jobs generally.
2. You usually \_\_\_\_\_ your car to drive to work.

3. She rarely \_\_\_\_\_ a dictionary to translate the text.
4. We \_\_\_\_\_ dinars in this country.
5. He always \_\_\_\_\_ a laptop to write computer applications.
6. I sometimes \_\_\_\_\_ my cell phone to call a taxi.
7. It \_\_\_\_\_ too much electricity when you leave the computer screen turned on.

## D

### 4. Match the rules and example for the Present Simple Tense

- a. Actions that are repeated or habitual: \_\_\_\_\_
  - b. States: \_\_\_\_\_
  - c. Statements that are always true (laws of physics) : \_\_\_\_\_
1. He buys the newspaper every day.
  2. Water boils at 100 degrees Celsius.
  3. The sun sets in the west.
  4. John has a car.
  5. I don't like coffee with sugar.
  6. The conference starts on September 18<sup>th</sup>.

## D

### 5. Why use the Present Simple Tense? Choose the right answer.

1. The professor usually sees the mistakes in the seminar paper.
  - a. Verb of senses
  - b. Habitual actions
  - c. Feelings and emotions
2. Generally students hand in seminar papers on CDs.
  - a. Verb of senses
  - b. Habitual actions
  - c. Permanent states
3. The opening ceremony starts at 8 o'clock tonight.
  - a. Permanent states
  - b. Habitual actions
  - c. Future plans
4. Many people like working in Linux.
  - a. Verb of senses
  - b. Habitual actions
  - c. Feelings and emotions
5. The printer rarely breaks down.
  - a. Habitual actions
  - b. Verb of senses
  - c. Feelings and emotions

6. The morning train to Belgrade leaves at 6 o'clock.

- a. Permanent states
- b. Habitual actions
- c. Verb of senses

7. The business meeting in New York with our clients is on the 25<sup>th</sup> of October.

- a. Permanent states
- b. Habitual actions
- c. Future plans

8. If you heat water to 100° degrees Celsius, it boils.

- a. Permanent states
- b. Habitual actions
- c. Verb of senses

**E** 6. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: Mary drives a car.

- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

2. a. interrogative: Do you write emails every day?

- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

3. a. negative: Tim doesn't have a laptop.

- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

4. a. interrogative: Does she hand in her seminar works on time?

- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

5. a. affirmative: The new PC works well.

- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

6. a. negative: I am not a mechanical engineer.

- b. \_\_\_\_\_;
- c. \_\_\_\_\_;

## E

### 7. Decide if the following sentences are True or False about you!

T / F: I never drink coffee.

T / F: My English teacher wears glasses.

T / F: I don't have an older brother.

T / F: I live in a flat.

T / F: My girlfriend / boyfriend regularly goes jogging.

T / F: My roommate plays computer games every night.

T / F: The person sitting next to me hates Mathematics. (Ask: 'Do you hate ...?')

T / F: The person sitting behind me doesn't smoke.

T / F: My best friend does not use Linux.

T / F: I don't have my own laptop.

## D

### 8. Correct the mistakes!

1. He do not go to parties during the week.

2. She never does not write her homework on time.

3. Do the computers works? No, he doesn't work. I have to call the serviceman.

4. Does they have a car?

5. I don't needing a new laptop.

6. Why do she not print this document?

7. Generally the cars do only drives at 80km/h on open roads.

8. He buying a new hard disc every year.

9. Can do I hand in the seminar work on a CD?

10. John does not works in a bank.

## M

### 9. Match the sentences about student life with the times of happening

1. The semester starts \_\_\_\_\_.

2. The students don't finish their exams \_\_\_\_\_.

3. There are rarely classes or lectures \_\_\_\_\_.

4. The students never have classes \_\_\_\_\_.

5. First year students have Math classes \_\_\_\_\_.

6. There are exam periods \_\_\_\_\_.

7. Some classes start \_\_\_\_\_.

8. Many students come to school by bike \_\_\_\_\_.

a. at 8 o'clock in the morning.

b. every week.

c. in January, April, June and September.

d. in May.

- e. in summer.
- f. on Saturdays.
- g. the first week of October.
- h. when the weather is nice.

## M 10. Read this text and fill in the missing verbs.

### John's day

John \_\_\_\_\_ at 7 o'clock in the morning. He \_\_\_\_\_ a shower, then he \_\_\_\_\_ dressed. He always \_\_\_\_\_ a suit and tie. Then he \_\_\_\_\_ a cup of coffee and \_\_\_\_\_ the newspaper. He \_\_\_\_\_ not \_\_\_\_\_ breakfast. John \_\_\_\_\_ a car, but he always \_\_\_\_\_ to work by underground. He \_\_\_\_\_ about 45 minutes to his office. He \_\_\_\_\_ around 8.30. On a typical day he \_\_\_\_\_ many emails, \_\_\_\_\_ answers. He \_\_\_\_\_ important calculations, then he \_\_\_\_\_ them and \_\_\_\_\_ them to his boss. Sometimes John \_\_\_\_\_ not \_\_\_\_\_ his job. He \_\_\_\_\_ it is boring. Around noon he \_\_\_\_\_ with his colleagues for lunch, usually he \_\_\_\_\_ a sandwich and a salad. He \_\_\_\_\_ work at 5 o'clock but he \_\_\_\_\_ not \_\_\_\_\_ home directly. First he \_\_\_\_\_ jogging for an hour. If the weather \_\_\_\_\_ nice, then he \_\_\_\_\_ to the park for jogging. If it \_\_\_\_\_ cold or raining, then he \_\_\_\_\_ the gym. In the evening he often \_\_\_\_\_ with friends or \_\_\_\_\_ a film in the cinema. But sometimes he \_\_\_\_\_ on his computer at home because he must \_\_\_\_\_ an important project on time. John rarely \_\_\_\_\_ asleep before midnight.

Verbs:

finish	send	fall	eat	go	wear	visit	watch	feel	be	print
get up		go out	get	be	drink	read	eat	have	arrive	need
take	work	leave	go	go	receive	travel	make	meet	show	like

## M 11. Choose the correct form of the verb.

- Most Austrians speaks | speak German.

**Trivia Question:** What is the capital of Austria?

Salzburg | Vienna

- Water freezes | freeze at 0 degrees centigrade.

**Trivia Question:** On the Fahrenheit scale what is this equivalent to?

22 degrees | 32 degrees

3. A supersonic plane flies | fly faster than the speed of sound.

**Trivia Question:** Is the above statement true?

Yes | No

4. The U.S. president and his family lives | live in The White House.

**Trivia Question:** Is The White House in the state of Washington?

Yes | No

5. The Russian alphabet has | have more characters than the English alphabet.

**Trivia Question:** How many characters does the English alphabet have?

25 | 26.

6. Canada shares | share two borders with the United States.

**Trivia Question:** Is the above statement true?

Yes | No

7. The comic-book characters Batman and Robin lives | live in a large city.

**Trivia Question:** Where do they live?

Metropolis | Gotham City

8. One of North America's largest cities is | are also known as 'the big apple.'

**Trivia Question:** Which one?

Chicago | New York

9. The River Danube empties | empty into the sea off the Rumanian coast.

**Trivia Question:** Off the coast of which country does the Nile empty into the sea?

Libya | Egypt

10. Cyprus is an island country which has | have two official languages.

**Trivia Question:** One language is Turkish. What is the other?

Greek | Italian



## 12. Choose the correct answer.

1. A tornado \_\_\_\_ happen very often in Central Europe.

a. don't

b. doesn't

2. She \_\_\_\_ to the library frequently.

a. don't go

b. don't goes

c. doesn't go

d. doesn't goes

3. They \_\_\_\_ the new sales manager, he is very unfriendly.

a. don't like

b. doesn't likes

c. doesn't like

4. He \_\_\_\_ the time to print the document, the secretary will do it.

- a. don't have
- b. don't has
- c. doesn't has
- d. doesn't have

5. These folders \_\_\_\_ very organized.

- a. don't look
- b. don't looks
- c. doesn't looks
- d. doesn't look

6. Nobody \_\_\_\_ to pick up the guest professor from the airport.

- a. don't want
- b. don't wants
- c. doesn't wants
- d. wants

7. Somebody \_\_\_\_ you to be the project leader.

- a. don't want
- b. doesn't want
- c. don't wants
- d. doesn't wants

8. My assistant \_\_\_\_ an invitation for the business dinner yet.

- a. don't have
- b. don't has
- c. doesn't has
- d. doesn't have

9. This gadget \_\_\_\_ a battery.

- a. don't need
- b. doesn't needs
- c. doesn't need
- d. don't needs

10. Those managers who \_\_\_\_ the idea are very angry.

- a. don't like
- b. doesn't likes
- c. doesn't like
- d. don't likes



**13. Rewrite the complete sentence using the adverb in brackets in its correct position.**

1) He listens to the news on the radio. (*often*)

---

2) They read a book about electrical engines. (*sometimes*)

---

3) Pete forgets deadlines. (*never*)

---

4) Tom is very friendly with his clients. (*usually*)

5) I take the train to work. (*sometimes*)

6) Raymond and Frank are tired because they work at night. (*often*)

7) My brother goes jogging in the evening. (*always*)

8) Walter helps his boss in the laboratory. (*usually*)

9) They watch TV in the afternoon. (*never*)

10) Christine smokes. (*never*)

## PRESENT CONTINUOUS TENSE

Affirmative	Negative	Interrogative
I'm writing You're writing	I'm not writing You aren't writing	Am I writing? Are you writing?
He's writing She's writing It's writing	He isn't writing She isn't writing It isn't writing	Is he writing? Is she writing? Is it sleeping?
We're writing You're writing They're writing	We aren't writing You aren't writing They aren't writing	Are we writing? Are you writing? Are they writing?

### Use:

- 1) We use this tense for actions going on **right now** e.g. *He is watching TV now.*
- 2) or actions happening **about now** but not necessarily at the moment of speaking e.g. *He is working on a project.*
- 3) With **temporary** situations e.g. *He is living here until he finds a better flat.*
- 4) For **future actions** in the **near** future, usually a **personal plan**. e.g. *I am meeting Peter tonight.*

**Adverbs of time:** today, now, right now, at the moment, this weekend, tonight, currently, these days, presently, nowadays, this moment, continuously.



## Exercises



### 1. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We are working on a computer application.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
2. a. interrogative: Is he working at the weekend?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
3. a. negative: I am not writing an email.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
4. a. negative: They're not coming to the party.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
5. a. affirmative: She is making dinner for her guests.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
6. a. interrogative: Are you bringing some wine to the party?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_



### 2. Complete the sentences with the Present Continuous Tense!

1. \_\_\_\_\_ (they / go) out for dinner tonight?
2. Currently John \_\_\_\_\_ (look) for a better job.
3. We \_\_\_\_\_ (not travel) to Greece this summer, but to Malta.
4. \_\_\_\_\_ (the new secretary / work) in the office today?
5. When \_\_\_\_\_ (you / start) your computer programming course?
6. I \_\_\_\_\_ (not do) anything at the moment, we can go out for a cup of coffee.
7. She \_\_\_\_\_ (not study) right now, so she \_\_\_\_\_ (come) to the party with us.
8. \_\_\_\_\_ (I / talk) too fast now? Can you understand me?

# D

## 3. Why use the Present Continuous Tense? Choose the correct answer!

1. I can't go to the pub with you now. I am writing my seminar work.  
a. now      b. around now      c. future
2. Where are you studying?  
a. now      b. around now      c. future
3. What are you doing these days? Are you working?  
a. now      b. around now      c. future
4. Sally is taking a shower.  
a. now      b. around now      c. future
5. What are you doing at the weekend?  
a. now      b. around now      c. future
6. Peter and Mary are dating. They met at Adam's party last week.  
a. now      b. around now      c. future
7. John is travelling on holiday this weekend.  
a. now      b. around now      c. future
8. I'm trying to book the hotel at the moment, but I can't send the booking form.  
a. now      b. around now      c. future
9. She's not driving to work this morning, the mechanic is repairing her car.  
a. now      b. around now      c. future
10. Sarah is not eating chocolate these days. She is on a diet.  
a. now      b. around now      c. future

# M

## 4. Rewrite these sentences to Present Simple or Present Continuous Tense!

1. Does John play on the computer? (Present Simple, affirmative, we)  
\_\_\_\_\_
2. I think about a new job. (Present Continuous, interrogative, you)  
\_\_\_\_\_
3. Is he buying a laptop for his wife? (Present Simple, negative, he)  
\_\_\_\_\_
4. We are not travelling to New York. (Present Simple, interrogative, you)  
\_\_\_\_\_
5. They are sending an email to Jane. (Present Simple, affirmative, Tom)  
\_\_\_\_\_

6. She lives in a flat. (Present Continuous, negative, I)

7. You are not driving a Ferrari 911? (Present Simple, interrogative, she)

8. Do I take English lessons? (Present Continuous, affirmative, he)



### 5. Correct the sentences if they have mistakes!

1. correct / incorrect: John is being an electrical engineer.

2. correct / incorrect: Peter doesn't watch TV now.

3. correct / incorrect: I looking for a better flat at the moment.

4. correct / incorrect: It rains tomorrow.

5. correct / incorrect: Does she understand Spanish?

6. correct / incorrect: Are you not coming to the party tonight?

7. correct / incorrect: Is they arrive in the evening?

8. correct / incorrect: Do John drive to work every day?

9. correct / incorrect: We are not buying a new house now.

10. correct / incorrect: I rarely travel alone.



### 6. Match the sentences with the adverbs of time!

1. We are going on holiday \_\_\_\_\_.

2. Is John arriving \_\_\_\_\_?

3. \_\_\_\_\_ she is travelling to work by bus.

4. Are you working \_\_\_\_\_?

5. I can't go to the pub \_\_\_\_\_, I am finishing my homework.

6. The serviceman is fixing my computer \_\_\_\_\_.

7. She is not coming to the party \_\_\_\_\_.

8. \_\_\_\_\_ they are looking for a nice house in London.

- at the moment
- currently
- next Friday
- now

- right now
- this afternoon by train
- this morning
- tonight



## 7. Choose the right tense: Present Simple or Present Continuous Tense?

1. I \_\_\_\_\_ a student of mechanical engineering.  
A. am B. are C. is D. be
2. That man \_\_\_\_\_ a banker.  
A. am B. are C. is D. be
3. \_\_\_\_\_ engineers hard-working?  
A. Be B. Is C. Do D. Are
4. Computer technicians \_\_\_\_\_ on time.  
A. not are B. be not C. isn't D. aren't
5. Are \_\_\_\_\_ a student?  
A. he B. it C. they D. this
6. \_\_\_\_\_ a letter on your desk.  
A. There is B. It is C. There are D. It are
7. \_\_\_\_\_ the office?  
A. Where B. Where be C. Where is D. Where are
8. \_\_\_\_\_ the address of your college?  
A. What's B. What be C. What D. What are
9. She \_\_\_\_\_ to the office.  
A. no B. are going C. going D. is going
10. \_\_\_\_\_ his car?  
A. Driving he B. Is he driving C. Drives he D. Is driving
11. \_\_\_\_\_ to the meeting, John is.  
A. I am going not B. I not going C. I am not going D. I no go
12. He \_\_\_\_\_ to work every morning.  
A. drive B. drives C. driving D. is drive
13. I \_\_\_\_\_ cigars.  
A. smoke B. smokes C. am smoking D. am smoke
14. \_\_\_\_\_ newspapers?  
A. Read you B. Do you read C. Do read you D. Do reading you

15. \_\_\_\_\_ at that hotel?  
A. Stay he B. Do he stay C. Staying he D. Is he staying
16. She \_\_\_\_\_ work in the laboratory.  
A. don't B. doesn't C. doing not D. not do
17. He \_\_\_\_\_ finish the project on time.  
A. not able B. isn't able C. can't D. not can
18. He \_\_\_\_\_ a good laptop.  
A. having B. have C. has D. to have
19. I \_\_\_\_\_ any money.  
A. hasn't B. not have C. don't have D. not having
20. \_\_\_\_\_ a big car?  
A. Does he have B. Does he having C. Has he D. Have he

P.S. There is one mistake in this exercise! Can you find it? ☺



**8. Put the verb in brackets in the correct form, Present Simple or Present Continuous Tense.**

1. I \_\_\_\_\_ (read) a very interesting book at the moment.
2. John \_\_\_\_\_ (work) eight hours a day.
3. Tonight we \_\_\_\_\_ (watch) a play at the theatre.
4. Who \_\_\_\_\_ (use) the telephone now? Is it Peter?
5. Tom \_\_\_\_\_ (not like) his boss.
6. You \_\_\_\_\_ (be) never late for work.
7. Your train \_\_\_\_\_ (leave) at 17.25 from platform 3.
8. My secretary \_\_\_\_\_ (make) coffee right now.
9. What \_\_\_\_\_ usually \_\_\_\_\_ (you / eat) for breakfast?
10. What \_\_\_\_\_ (he / do) at the moment? Writing an email.
11. What \_\_\_\_\_ (she / do)? She's a student.



**9. Choose the right tense: Present Simple or Present Continuous?**

1. They \_\_\_\_\_ (usually/travel) to the mountains for their holidays, but this summer they \_\_\_\_\_ (travel) to the beach.
2. Bob \_\_\_\_\_ (watch) the weather forecast on TV every morning.
3. We have to stop the tennis match. It \_\_\_\_\_ (get) dark now.
4. Online courses \_\_\_\_\_ (be) expensive.
5. They \_\_\_\_\_ (have) a great time at today's party.
6. Who \_\_\_\_\_ (he/wait for?) I guess for his boss.

7. How often \_\_\_\_\_ (you/eat out)? Not very often. Once a month.
8. You \_\_\_\_\_ (be) worried. What's the problem?
9. Would you like some chocolate? No, thanks. I \_\_\_\_\_ (hate) chocolate.
10. Don't go home. The manager \_\_\_\_\_ (want) to talk to you.
11. Who \_\_\_\_\_ (wash) the dishes every day in your flat? My room mate.
12. Why \_\_\_\_\_ (you/believe/neg) him? He \_\_\_\_\_ (tell) you the truth.
13. Peter \_\_\_\_\_ (live) with some friends until he \_\_\_\_\_ (find) his own apartment.



## 10. Complete the story Present Simple or Present Continuous Tense!

### A Trekking Journal

Today \_\_\_\_\_ (be) the second day of my trek around Mount Annapurna in Nepal. I am tired and my legs \_\_\_\_\_ (shake) because they are tired; I hope I can complete the trek. My feet \_\_\_\_\_ (kill) me, but I still \_\_\_\_\_ (want) to continue.

Nepal is a great country, but I must learn a lot. Everything \_\_\_\_\_ (be) so different, and I \_\_\_\_\_ continuously \_\_\_\_\_ (continuously / try) to understand the culture here. These days I \_\_\_\_\_ (learn) a little bit of the language to make communication easier; unfortunately, in general I \_\_\_\_\_ (learn, not) foreign languages quickly.

I \_\_\_\_\_ currently \_\_\_\_\_ (travel) with Liam, a student from Leeds University in England. He \_\_\_\_\_ (be) a nice guy. But he always \_\_\_\_\_ (walk) faster than me and \_\_\_\_\_ (say) that I \_\_\_\_\_ (be) too slow. The problem \_\_\_\_\_ (be) that he is younger and stronger than I am. But I \_\_\_\_\_ (try) to move faster. Right now, Liam \_\_\_\_\_ (sit) with the owner of the bar. They \_\_\_\_\_ (talk) about the differences between life in England and life in Nepal. I \_\_\_\_\_ (know, not) the real name of the owner, but everybody just \_\_\_\_\_ (call) him Tam. Tam \_\_\_\_\_ (speak) good English and now he \_\_\_\_\_ (teach) Liam some words in Nepali. Every time Tam \_\_\_\_\_ (say) a new word, Liam \_\_\_\_\_ (repeat) it. Unfortunately, Liam \_\_\_\_\_ (learn, not) foreign languages easily, either. I just hope we don't get lost and have to ask for directions.

(adapted from the website: <http://www.englishpage.com/verbpage/verbs2.htm>)



## 11. Complete this telephone conversation with the Present Simple or the Present Continuous Tense!

### Buying a new car

Mark: Hi Sam. Is John there?

Sam: He can't come to the phone. My brother is in the garage. He

\_\_\_\_\_ (weld) something on his motorbike.

Mark: OK, well, maybe you can help me. I'm sure you \_\_\_\_\_ (know) a lot about cars.

Sam: Well, that \_\_\_\_\_ (depend). Why? \_\_\_\_\_ (plan / you) to buy a car?

Mark: Yes, I am. I \_\_\_\_\_ (not have) much money, so it has to be a used car. \_\_\_\_\_ (have / you) any suggestions?

Sam: Please, \_\_\_\_\_ (give) me more details. First of all, how much money \_\_\_\_\_ (want / you) to spend?

Mark: About three thousand dollars. I want a small, economical car that \_\_\_\_\_ (need) little maintenance.

Sam: Three thousand dollars! It's not much, but you can probably \_\_\_\_\_ (find) a used Honda Civic for that price. It's a very reliable car. My friend Peter \_\_\_\_\_ (own) an old Honda Civic and he \_\_\_\_\_ (be) very happy with it.

Mark: Ok. \_\_\_\_\_ (he / want) \_\_\_\_\_ to sell it maybe?

Sam: No, but you can \_\_\_\_\_ (find) one very easily. But I \_\_\_\_\_ (think) you should speak to John. He \_\_\_\_\_ (come) into the house now. Hey, John, Mark's on the phone. He \_\_\_\_\_ (want) to buy a used car.

John: Hey, Mark. How are you doing? \_\_\_\_\_ (be / it) true that you \_\_\_\_\_ (look) for a used car?

Mark: Yes, it is. I \_\_\_\_\_ (need) a car to get a job. \_\_\_\_\_ (you / have) any suggestions?

John: My friend Bill \_\_\_\_\_ (sell) his car. It's a 94 Honda Civic.

Mark: Sounds interesting. I suppose he \_\_\_\_\_ (buy) a new car now?

John: No. He is really lucky him! He \_\_\_\_\_ (change) jobs and with his new job he gets a company car.

Mark: Do you know how much he \_\_\_\_\_ (ask) for his Civic.

John: No, but I can ask him this evening. I \_\_\_\_\_ (meet) him at the pub with some other friends. We \_\_\_\_\_ (celebrate) Bill's new job.

Mark: Perfect. So, please, find out about the price and I'll talk to you later. Thanks for your help.

John: No problem, Mark. Bye.

**D 12. Read this text and complete the missing tenses, Present Simple or Present Continuous**

**That's life**

This month, Jack \_\_\_\_\_ (face) a problem because the management of his company \_\_\_\_\_ (lay off) several employees, including Jack! Usually he \_\_\_\_\_ (work) at Micro Systems where he \_\_\_\_\_ (be) a electric circuit designer. However, the company \_\_\_\_\_ (have) to make budget cuts and they can't afford to keep all of the employees.

Losing his job \_\_\_\_\_ (be) very upsetting for Jack. Usually he \_\_\_\_\_ (get up) at 6 o'clock in the morning, \_\_\_\_\_ (have) breakfast and \_\_\_\_\_ (leave) for work. However, this morning, Jack \_\_\_\_\_ (read) the paper looking for 'help-wanted' ads. Also, he \_\_\_\_\_ (currently / feel) rather depressed. He \_\_\_\_\_ (know) it will take time to find another position because he \_\_\_\_\_ (be) a highly-trained specialist. His company \_\_\_\_\_ (understand) Jack's difficult situation; they \_\_\_\_\_ (help) him in his job search. Meanwhile, Jack \_\_\_\_\_ (try) to spend less until he \_\_\_\_\_ (find) another job.

**D 13. Complete the story with Present Simple or Present Continuous Tense!**

One day a policeman \_\_\_\_\_ (stop) a man who \_\_\_\_\_ (drive) down the freeway in a station wagon, which \_\_\_\_\_ (be) filled with swords. He \_\_\_\_\_ (ask) the driver "What \_\_\_\_\_ (do / you) with all these swords?" The man \_\_\_\_\_ (answer) "I \_\_\_\_\_ (be) a "sword swallower" in the Circus Vargas. So, he \_\_\_\_\_ (show) the policeman by putting a sword down his throat. Just then, a couple \_\_\_\_\_ (drive) by and the wife \_\_\_\_\_ (say) to her husband "Slow down Harry! Look what that police officer \_\_\_\_\_ (make) that guy do because he \_\_\_\_\_ (speed)!"

**D 14. Choose the answer that best completes the sentence.**

- "What is that sound?" -- " I don't know. I \_\_\_\_\_ anything."  
a. am not hearing      b. don't hear      c. am not listening to      d. don't listen to
- "How is your cold today?" "You \_\_\_\_\_ a lot better today."  
a. sound      b. are sounding
- Here in New York every time Jeffrey thinks of his home in London, he \_\_\_\_\_ homesick.  
a. feels      b. is feeling



4. This coffee \_\_\_\_\_ fresh. Is it from Friday?  
a. isn't tasting      b. doesn't taste
5. This afternoon, I \_\_\_\_\_ the boss about my yearly holiday. I want three weeks off in April and travel to Malaysia  
a. see      b. am seeing
6. Millions of Americans are on a diet. They \_\_\_\_\_ that if they can cut down on their calories intake, they will lose weight.  
a. believe      b. are believing
7. Some people \_\_\_\_\_ to exercise or go to a fitness studio.  
a. hate      b. are hating
8. I \_\_\_\_\_ why Peter has a higher salary than me. We \_\_\_\_\_ the same job!  
a. don't understand      b. aren't understanding      c. are doing      d. doing
9. Jack \_\_\_\_\_ tired after a long day of work and \_\_\_\_\_ to go jogging for an hour.  
a. feels      b. is feeling      c. doesn't want      d. isn't wanting
10. Susan \_\_\_\_\_ encouragement to complete her goal successfully. She \_\_\_\_\_ to become an astrophysicist.  
a. needs      b. is needing      c. wants      d. is wanting

## PRESENT PERFECT TENSE

Affirmative	Negative	Interrogative
I have waited You have waited	I haven't waited You haven't waited	Have I waited? Have you waited?
He has waited She has waited It has waited	He hasn't waited She hasn't waited It hasn't waited	Has he waited? Has she waited? Has it waited?
We have waited You have waited They have waited	We haven't waited You haven't waited They haven't waited	Have we waited? Have you waited? Have they waited?

## Use:

1) for **experience**: when we **don't know when the action took place in the past** or the time is not specified. It is important **if we have done it in our lives or not**. It is **not important when we did it**. e.g. *He has lost his bag. I have been to London twice. You have not seen the film 'Casablanca'.*

2) for a **past action (recent action)** that has the **result in the present**. e.g. *Jimmy has gone to South America.* = *He isn't here now. Have you finished your homework?* = *Is your homework ready?*

3) an action which **started in the past and continuous up to now** e.g. *Tom has been a teacher for 15 years. I haven't seen Joe since Friday. How long have you been learning English?*

**Adverbs of time:** today, this week, this month, ever, never, just, already, recently, yet, for 4 years, since 2004, still, lately, until, until now, so far.

## Exercises:



### 1. Complete the sentences using Present Perfect Tense!

1. The train to Newcastle \_\_\_\_\_ already \_\_\_\_\_ (leave).
2. Alan \_\_\_\_\_ (be) to Tokyo twice.
3. We \_\_\_\_\_ (live) in this city for a year.
4. I think I \_\_\_\_\_ (see) that man before.
5. She \_\_\_\_\_ (not have) a holiday this year.
6. The shop \_\_\_\_\_ (not open) yet.
7. John \_\_\_\_\_ never \_\_\_\_\_ (work) with Linux until now.
8. We \_\_\_\_\_ (not do) this experiment yet.
9. \_\_\_\_\_ your boss ever \_\_\_\_\_ (fly) to the USA?
10. \_\_\_\_\_ Mr. Smith \_\_\_\_\_ (call) since this morning?
11. \_\_\_\_\_ you \_\_\_\_\_ (see) my glasses?
12. \_\_\_\_\_ the post \_\_\_\_\_ (arrive)?
13. \_\_\_\_\_ they \_\_\_\_\_ (fix) my car yet?
14. Where \_\_\_\_\_ you \_\_\_\_\_ (be)?
15. How long \_\_\_\_\_ you \_\_\_\_\_ (have) your car?
16. How many emails \_\_\_\_\_ he \_\_\_\_\_ (send) today?
17. What companies \_\_\_\_\_ she \_\_\_\_\_ (work) for until now?
18. How many copies of this product \_\_\_\_\_ we \_\_\_\_\_ (sell)?
19. \_\_\_\_\_ you ever \_\_\_\_\_ (lose) a document?
20. I \_\_\_\_\_ (not be) to the cinema for ages.
21. The Browns \_\_\_\_\_ (move) from a house to a flat recently.
22. \_\_\_\_\_ Jack already \_\_\_\_\_ (speak) to you?
23. Our parcel \_\_\_\_\_ (not arrive) yet.
24. What countries \_\_\_\_\_ you \_\_\_\_\_ (be) to?
25. My parents \_\_\_\_\_ (live) in the same city all their lives.

## D

### 2. Why use the Present Perfect Tense? Choose the right answer!

- You have broken my laptop!  
a. experience                      b. continues up to now                      c. present result
- I have never been to Paris.  
a. experience                      b. continues up to now                      c. present result
- How long have you been here?  
a. experience                      b. continues up to now                      c. present result
- Angela has bought a new flat.  
a. experience                      b. continues up to now                      c. present result
- How many times have you been to New York?  
a. experience                      b. continues up to now                      c. present result
- We haven't worked for IBM.  
a. experience                      b. continues up to now                      c. present result
- This building has been an office since 1998.  
a. experience                      b. continues up to now                      c. present result

## E

### 3. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: I have flown to London recently.  
b. \_\_\_\_\_;  
c. \_\_\_\_\_;
2. a. interrogative: Has she already arrived?  
b. \_\_\_\_\_;  
c. \_\_\_\_\_;
3. a. negative: They haven't printed the document yet.  
b. \_\_\_\_\_;  
c. \_\_\_\_\_;
4. a. affirmative: We have brought a guest to the party.  
b. \_\_\_\_\_;  
c. \_\_\_\_\_;
5. a. negative: You haven't written the report on time.  
b. \_\_\_\_\_;  
c. \_\_\_\_\_;
6. interrogative: Has the secretary not read the emails?  
b. \_\_\_\_\_;  
c. \_\_\_\_\_;



**4. Rewrite these sentences into Present Simple, Continuous or Perfect!**

1. Has John played on the computer? (Present Simple, affirmative)  
\_\_\_\_\_
2. Am I thinking about a new job? (Present Perfect, negative)  
\_\_\_\_\_
3. Does he buy a new laptop? (Present Continuous, negative)  
\_\_\_\_\_
4. You are not travelling to New York. (Present Perfect, interrogative)  
\_\_\_\_\_
5. They are not sending an email to Jane. (Present Perfect, affirmative)  
\_\_\_\_\_
6. She lives in a flat. (Present Continuous, interrogative)  
\_\_\_\_\_
7. He is not driving a Corvette. (Present Perfect, interrogative)  
\_\_\_\_\_
8. Have I taken English lessons? (Present Continuous, affirmative)  
\_\_\_\_\_



**5. Correct the mistakes in these sentences!**

1. correct / incorrect: I have finished university in 1998.  
\_\_\_\_\_
2. correct / incorrect: Peter doesn't called his office this morning yet.  
\_\_\_\_\_
3. correct / incorrect: Have you ever been in Japan?  
\_\_\_\_\_
4. correct / incorrect: I's already arrived in Paris.  
\_\_\_\_\_
5. correct / incorrect: I did not see John today.  
\_\_\_\_\_
6. correct / incorrect: Have you been at the party tonight?  
\_\_\_\_\_
7. correct / incorrect: You study engineering since 2003.  
\_\_\_\_\_
8. correct / incorrect: He has learnt English since 8 years.  
\_\_\_\_\_
9. correct / incorrect: They have waited for him until 8 o'clock tonight.  
\_\_\_\_\_
10. correct / incorrect: We are cooking dinner in the kitchen until now.  
\_\_\_\_\_

## M

### 6. Do we use **for** or **since** in the following sentences?

1. We've been here \_\_\_\_\_ nine o'clock.
2. I have worked for Nokia \_\_\_\_\_ more than eight years.
3. I haven't visited my home town \_\_\_\_\_ I left school.
4. I haven't been to the cinema \_\_\_\_\_ ages.
5. I have studied non-stop \_\_\_\_\_ 7 o'clock this morning.
6. I have had a driving license \_\_\_\_\_ I was eighteen.
7. She hasn't had a day off \_\_\_\_\_ 2005.
8. John has been in England \_\_\_\_\_ more than two weeks now.
9. Peter has been my best friend \_\_\_\_\_ we were 9.
10. Have you passed 5 exams \_\_\_\_\_ the beginning of the school year?

## M

### 7. Decide if you need **for** or **since** with these time expressions.

1. \_\_\_\_\_ last weekend
2. \_\_\_\_\_ ten seconds
3. \_\_\_\_\_ Christmas Eve
4. \_\_\_\_\_ a decade
5. \_\_\_\_\_ I finished school
6. \_\_\_\_\_ a couple of days
7. \_\_\_\_\_ my birthday
8. \_\_\_\_\_ a long time
9. \_\_\_\_\_ ten centuries
10. \_\_\_\_\_ the 70s
11. \_\_\_\_\_ I was a boy
12. \_\_\_\_\_ August
13. \_\_\_\_\_ three month
14. \_\_\_\_\_ fifteen years
15. \_\_\_\_\_ the accident
16. \_\_\_\_\_ then
17. \_\_\_\_\_ we bought this house
18. \_\_\_\_\_ last month
19. \_\_\_\_\_ a millennium
20. \_\_\_\_\_ I met you

## E

### 8. Finish the sentences to make them true about YOU. Use the words: **months**, **days**, **years**.

- I have known my best friend since \_\_\_\_\_.
- I have studied at this college for \_\_\_\_\_.
- My father has had his driving license for about \_\_\_\_\_.
- I have learnt German since \_\_\_\_\_.
- I have not been to a party for \_\_\_\_\_.
- I have had a mobile phone since \_\_\_\_\_.

**M 9. Look at the use of the adverbs ever and never. Decide if they go with Present Simple or Present Perfect tense.**

1. \_\_\_\_\_ you ever \_\_\_\_\_ (use) Linux? No. I usually work with Windows.
2. He \_\_\_\_\_ never \_\_\_\_\_ (fly) to Vienna until now.
3. They \_\_\_\_\_ never \_\_\_\_\_ (give) a presentation at conferences, they only send their papers.
4. \_\_\_\_\_ she ever \_\_\_\_\_ (be) to Australia? No, this is her first time.
5. Until today, the company \_\_\_\_\_ never \_\_\_\_\_ (organize) a business meeting in New York.
6. \_\_\_\_\_ your boss ever \_\_\_\_\_ (come) to work on Sundays? Well, sometimes he does, but generally he \_\_\_\_\_ (spend) his weekends with his family.
7. So far, he \_\_\_\_\_ never \_\_\_\_\_ (use) a Macbook, but now he \_\_\_\_\_ (want) to buy one for his work.
8. \_\_\_\_\_ John ever \_\_\_\_\_ (go) on holiday? Yes, John travels every year in summer, but sometimes he \_\_\_\_\_ (go) on a skiing holiday, too.

**M 10. Which activity is longer? Look at these sentences in Present Perfect Simple and Present Perfect Continuous!**

1. short activity / longer activity: John has finished his seminar work today.
2. short activity / longer activity: The students have been waiting for the professor for two hours.
3. short activity / longer activity: They have been driving since early this morning.
4. short activity / longer activity: I have known my best friend for more than ten years.
5. short activity / longer activity: He has just arrived.
6. short activity / longer activity: I have already read the important email.
7. short activity / longer activity: He has been reading this book for months.
8. short activity / longer activity: We have been having problems with this laptop.

**D 11. Which version is correct?**

1. a. Germany hasn't won the World Cup.  
b. Germany hasn't been winning the World Cup.
2. a. I've sold my bike to Mike.  
b. I've been selling my bike to Mike.

3. a. John's just swum.  
b. John's just been swimming.
4. a. I've started to take computer programming lessons.  
b. I've been starting to take computer programming lessons.
5. a. David's cooked dinner. How do you like it?  
b. David's been cooking. How do you like it?
6. a. Have you stopped playing video games?  
b. Have you been stopping playing video games?



## 12. Use the right tense: Present Simple, Present Continuous or Present Perfect Tense.

**The 10 a.m. newscast:** A hurricane \_\_\_\_\_ (approach) the Florida coast. It \_\_\_\_\_ (not move) very quickly so people have time to react. Meteorologists at the National Hurricane Center \_\_\_\_\_ (watch) the storm very carefully. They \_\_\_\_\_ already \_\_\_\_\_ (warn) the people that a hurricane is approaching. Winds \_\_\_\_\_ (become) stronger. The people \_\_\_\_\_ (prepare) for the hurricane. Many schools and businesses \_\_\_\_\_ (close) early today. Parents \_\_\_\_\_ (keep) their children safe at home. Usually the beach walk \_\_\_\_\_ (be) full of people. Now everybody \_\_\_\_\_ (sit) at home. Some people \_\_\_\_\_ (do) their last-minute shopping for food at that moment. Supermarkets \_\_\_\_\_ (run) out of things like candles, flashlights and batteries. Many people \_\_\_\_\_ yet \_\_\_\_\_ (not cover) their windows with wood, but they \_\_\_\_\_ (do) that now. There \_\_\_\_\_ (be) traffic jams on the roads because many people \_\_\_\_\_ (drive) away from the coast. People in the Red Cross \_\_\_\_\_ (help) people for many days now. Everybody \_\_\_\_\_ (be) worried, people \_\_\_\_\_ (stand) around the television, they \_\_\_\_\_ (wait) for news.

**It is 3 p.m. now.** The hurricane \_\_\_\_\_ just \_\_\_\_\_ (reach) the coast. The wind \_\_\_\_\_ (blow) at top speed. There \_\_\_\_\_ (be) high waves and they \_\_\_\_\_ (crash) against the houses directly by the beach. It \_\_\_\_\_ (rain) heavily.

**The 6 p.m. newscast:** The hurricane \_\_\_\_\_ (hit) the coast recently. The hurricane \_\_\_\_\_ (cause) much damage in the city. Trees and branches \_\_\_\_\_ (fall) to the ground, many windows \_\_\_\_\_ (break), and some roofs \_\_\_\_\_ (fly) off the houses. People \_\_\_\_\_ yet \_\_\_\_\_ (not leave) their houses. In some areas the power \_\_\_\_\_ (go). Only the police \_\_\_\_\_ (patrol) the streets currently.

Adapted from the following site:

<http://ww2.college-em.qc.ca/prof/epritchard/hurrican.htm>

# M

## 13. Read this interview with two famous scientists and fill the blanks with the correct tense, Present Perfect or Past Simple Tense.

Interviewer: Hello, this is Radio Science, and I am talking to two internationally famous chemical engineers, Dr. Thomas and Dr. Stephens. They \_\_\_\_\_ (publish / just) an article in the 'Science and Nature' magazine.

Interviewer: Dr. Thomas, is this the first joint article you two \_\_\_\_\_ (write / ever)?

Dr. Thomas: No, we \_\_\_\_\_ (publish / already) nine articles together. We \_\_\_\_\_ (compile) the first joint article just after university.

Dr. Stephens: Yes, just after we \_\_\_\_\_ (graduate) in 1993.

Interviewer: When \_\_\_\_\_ (meet / you) first?

Dr. Stephens: I think I first \_\_\_\_\_ (see) Peter in the chemistry lab at the university. I \_\_\_\_\_ (be) in my second year of studies and very interested in chemical reactions.

Dr. Thomas: Yes, it \_\_\_\_\_ (be) in the chemistry lab. We \_\_\_\_\_ (be) both students of Dr. Smith, the famous chemistry professor.

Interviewer: Was it Professor Smith who \_\_\_\_\_ (give) you your first joint project?

Dr. Thomas: Yes, it \_\_\_\_\_ (be).

Interviewer: How many projects \_\_\_\_\_ (work / you) on together so far?

Dr. Stephens: We \_\_\_\_\_ (collaborate) on more than 15 projects until now.

Interviewer: What \_\_\_\_\_ (work / you) on lately?

Dr. Stephens: Recently we \_\_\_\_\_ (focus) on acid chemical reactions under very high temperatures.

Dr. Thomas: In our latest article we \_\_\_\_\_ (give) an overview of our most significant results in this field of chemistry.

Interviewer: Thank you very much for the interview. I \_\_\_\_\_ (enjoy) talking to you.

Dr. Stephens: It was our pleasure.

# E

## 14. Answer the questions about you and your English classes. Be honest!

1. Have you liked your English classes so far? \_\_\_\_\_
2. What have been the best exercises in this book until now? \_\_\_\_\_
3. Have you found any mistakes or misprints in the book? \_\_\_\_\_
4. Has the teacher ever forgotten to answer one of your questions? \_\_\_\_\_
5. How many English teachers have you had so far? \_\_\_\_\_
6. How many years or months have you been learning English? \_\_\_\_\_
7. How many useful words or expressions have you learnt? \_\_\_\_\_
8. How many times have you done your homework in this semester? \_\_\_\_\_



**D** 15. Complete the sentences with one of the following adverbs: (not) yet, never, already, tonight, today.

e.g. I have **already** seen / haven't seen the Eiffel Tower yet.

1. I \_\_\_\_\_ (be) to France.
2. I \_\_\_\_\_ (cheat) in an exam.
3. I \_\_\_\_\_ (crash) my own / my father's car.
4. I \_\_\_\_\_ (buy) a laptop.
5. I \_\_\_\_\_ (read) a book from cover to cover.
6. I \_\_\_\_\_ (see) the film 'Gone with the wind'.
7. I \_\_\_\_\_ (drink) 10 vodkas straight during one night.
8. I \_\_\_\_\_ (write) a seminar work all night non-stop.
9. My boyfriend / girlfriend \_\_\_\_\_ (cook) dinner for me.
10. My boyfriend / girlfriend \_\_\_\_\_ (drive) to the seaside with me.

## STOP AND CHECK - PRESENT TENSES

**E** 1. Use the right tense, Present Simple or Present Continuous Tense.

1. Laura \_\_\_\_\_ (stay) at home tonight, there's a good film on TV.
2. Our baby mostly \_\_\_\_\_ (cry) at night, which is why we \_\_\_\_\_ (be) tired during the day.
3. Boris always \_\_\_\_\_ (pay) his bills on time.
4. Carol always \_\_\_\_\_ (forget) to pay for electricity on time, the company has disconnected her twice so far.
5. Ron \_\_\_\_\_ (enjoy) good food.
6. Helen \_\_\_\_\_ (fly) on a plane, she is on her way to a conference in Oslo.
7. Ms. Jones \_\_\_\_\_ (teach) math.
8. Jason \_\_\_\_\_ (have) a sandwich and coffee for breakfast this morning.
9. John often \_\_\_\_\_ (read) the English language manual for electrical equipment.
10. Peter always \_\_\_\_\_ (call) his wife when he \_\_\_\_\_ (stay) late at the office.

**M** 2. Match the dialogues, then complete them with the right tense, Present Simple or Present Continuous Tense.

**A:**

1. I \_\_\_\_\_ (want) to start learning French, I will need it for my job in Paris.

2. The fog \_\_\_\_\_ (begin) to lift.
3. John and Susan \_\_\_\_\_ (make) a barbecue party in the garden this afternoon.
4. What \_\_\_\_\_ (buy / you) Tom for his 17<sup>th</sup> birthday? A Mozart CD?
5. Why \_\_\_\_\_ (sit / Patrick) in his room all afternoon long?
6. Where \_\_\_\_\_ (be) the general manager?
7. Jane says you \_\_\_\_\_ (have) some important information about the new secretary.

**B:**

- a. She \_\_\_\_\_ (sit) in an important meeting with the representatives of the local government.
- b. Oh, no! He \_\_\_\_\_ (not like) classical music. He \_\_\_\_\_ (listen) to pop music, like all young people.
- c. That's not possible! It \_\_\_\_\_ (rain) now and everything \_\_\_\_\_ (be) wet.
- d. Then I \_\_\_\_\_ (hope) our airplane will soon take off.
- e. He \_\_\_\_\_ (write) an essay for school, the deadline is tomorrow.
- f. I can't imagine what she \_\_\_\_\_ (refer) to.
- g. Who \_\_\_\_\_ (stop) you? Go and \_\_\_\_\_ (find) a good language school!

**M**

**3. Choose the right answer!**

1. My sister told the caller, "Please call back later. We are having / have dinner."
2. The policeman asked, "Do you have / Are you having a valid drivers license?"
3. I told my colleague "I am having / have trouble with my boss. He isn't trusting / doesn't trust me."
4. "What do you do / are you doing today?" "I am having / have lunch with Susan, after that I am seeing / see the architect about our new flat."
5. The teacher asked the student, "Are you having / Do you have a dictionary?"
6. Tom is angry, he says he is having to / has to organize the meeting completely alone.

**D**

**4. Choose the word that best completes the sentence.**

1. This electrical engine \_\_\_\_\_ at least twenty-five pounds.  
a. weighs      b. is weighing
2. In the laboratory the chemical engineer \_\_\_\_\_ the amount of sulphur powder before he starts the experiment.  
a. weighs      b. is weighing
3. A new Volkswagen Tiguan \_\_\_\_\_ about 30.000 euros.  
a. costs      b. is costing
4. The incident with the stripper girl \_\_\_\_\_ the mayor his political career.  
a. costs      b. is costing

5. The roof of the building \_\_\_\_\_ 30 feet tall.  
 a. measures    b. is measuring
6. This exercise \_\_\_\_\_ what you know about present tenses in English.  
 a. measures    b. is measuring

## **E 5. Read about Pablo and complete the text with Present Simple or Present Continuous tense.**

Hi! My name \_\_\_\_\_ (be) Pablo. I \_\_\_\_\_ (be) from Madrid. I \_\_\_\_\_ (be) a engineering student, I \_\_\_\_\_ (want) to be mechanical engineer and \_\_\_\_\_ (work) for Seat, the automobile company. Next week I \_\_\_\_\_ (leave) for the US where I \_\_\_\_\_ (spend) a semester at UCLA. My goal is to \_\_\_\_\_ (improve) my English skills. I \_\_\_\_\_ (study) English at college at the moment. I \_\_\_\_\_ (take) three classes per week, but I \_\_\_\_\_ (plan) to add more classes. Currently, in my English class, we \_\_\_\_\_ (learn) how to "blog" on the Internet. At the same time, I \_\_\_\_\_ (improve) my typing skills!

## **E What about you? Complete the text about you!**

My name \_\_\_\_\_. I \_\_\_\_\_ from \_\_\_\_\_, and I \_\_\_\_\_ engineering at the Polytechnical Engineering College in Subotica. This semester I \_\_\_\_\_ subjects, but my favourite subject \_\_\_\_\_ because it \_\_\_\_\_ (easy? useful? useless? challenging?). Currently \_\_\_\_\_ English and this week we \_\_\_\_\_ the present tenses. I \_\_\_\_\_ (try) to improve my English because I \_\_\_\_\_ (use) English a lot in my studies

## **E 6. Choose the right tense, Present Simple or Present Continuous Tense!**

- Every Monday, Sally \_\_\_\_\_ (drive) to Manchester to the company HQ.
- Usually, I \_\_\_\_\_ (work) as a secretary, but this summer I \_\_\_\_\_ (study) French at a language school in Paris. That is why I am in Paris.
- Where's John? He \_\_\_\_\_ (sleep).
- Don't forget to take your umbrella. It \_\_\_\_\_ (rain) outside.
- I hate living in London because it \_\_\_\_\_ (rain, always)..
- I'm sorry I can't hear what you \_\_\_\_\_ (say), the connection on your cell phone is very bad.

7. Justin \_\_\_\_\_ (write, currently) his seminar work for Prof. Smiths.  
 8. Jim: Do you want to come over for dinner tonight?  
 Denise: Oh, I'm sorry, I can't. I \_\_\_\_\_ (go) to a movie tonight with some friends.  
 9. These business cards \_\_\_\_\_ (be ) usually printed by a company in New York. It \_\_\_\_\_ (not be) cheap, but they \_\_\_\_\_ (provide) high quality work.  
 10. This chocolate \_\_\_\_\_ (be) hand made by a small chocolatier in Zurich, Switzerland.

## E

### 7. Use the Present Simple or Present Continuous Tense!

1. Hello Peter! Where \_\_\_\_\_ (you go) now?
2. I usually \_\_\_\_\_ (do) my homework after dinner. When \_\_\_\_\_ (you do) your homework?
3. Can you hear that? Somebody \_\_\_\_\_ (sing).
4. The lesson \_\_\_\_\_ (begin) at 8 every morning.
5. He sometimes \_\_\_\_\_ (go) to the pub.
6. I \_\_\_\_\_ (not listen) to the radio very often.
7. The shop \_\_\_\_\_ (open) at 8.
8. How often \_\_\_\_\_ (your husband / cook) lunch?
9. He \_\_\_\_\_ (come) to visit my mother every day.
10. Look! The children \_\_\_\_\_ (drink) beer!
11. It \_\_\_\_\_ (rain) very often in the south of England.
12. At present Lucy \_\_\_\_\_ (work) in a bank, but only for a month, I think.
13. She \_\_\_\_\_ (not work) very hard these days. She had much better grades last year.
14. He \_\_\_\_\_ (study) Spanish this year.
15. She \_\_\_\_\_ (look) for a new house to live in at the moment.
16. The waiter \_\_\_\_\_ (bring/ just) the dessert. It's chocolate mousse!
17. We \_\_\_\_\_ (rebuild) our house at the moment.
18. They usually \_\_\_\_\_ (have) dinner at 7 o'clock every night, so don't be late!
19. He never \_\_\_\_\_ (go) out on Friday evening.
20. He usually \_\_\_\_\_ (watch) TV on Sundays.

## M

### 8. Use the Present Simple or Present Continuous Tense!

1. My friend \_\_\_\_\_ (not own) a printer.
2. What's that noise? Somebody \_\_\_\_\_ (practice) the piano.
3. \_\_\_\_\_ (you go) to the party next Saturday?
4. Rewritable CDs \_\_\_\_\_ (be) unreliable.

5. 'Where is Kate?' 'She \_\_\_\_\_ (watch) TV in the living room.'
  6. In his job he usually \_\_\_\_\_ (sit) in meetings and \_\_\_\_\_ (talk) to clients.
  7. She \_\_\_\_\_ (have) a shower at the moment.
  8. He usually \_\_\_\_\_ (work) with PaintShop Pro.
  9. Right now she \_\_\_\_\_ (write) her seminar work.
  10. At work he usually \_\_\_\_\_ (do) calculations all day.
  11. I'm looking at that woman, she \_\_\_\_\_ (wear) a nice dress.
  12. My brother \_\_\_\_\_ (not like) cats.
  13. \_\_\_\_\_ (you ever work) at the weekend?
  14. Many people \_\_\_\_\_ (not like) to use Windows.
  15. Do you know anyone who \_\_\_\_\_ (speak) Italian?
  16. What language \_\_\_\_\_ (he speak) now? Can you understand it?
  17. They \_\_\_\_\_ (travel) on holiday every winter.
  18. The days \_\_\_\_\_ (be) longer in summer.
  19. She often \_\_\_\_\_ (talk) to clients in Australia in a conference call.
  20. Oil and water \_\_\_\_\_ (not mix).
- (Exercise based on <http://www.nonstopenglish.com/exercise.asp?exid=889>)



### 9. Present Simple practice. Fill the gaps with: does does does has has is is is is is

- A: My sister \_\_\_\_\_ very clever.  
 B: What \_\_\_\_\_ she do?  
 A: She \_\_\_\_\_ a teacher in a primary school.  
 B: Where \_\_\_\_\_ she live?  
 A: She \_\_\_\_\_ a lovely house in the country.  
 B: \_\_\_\_\_ she married?  
 A: Yes. Her husband's name \_\_\_\_\_ Ray.  
 B: \_\_\_\_\_ she have any children?  
 A: Yes. A girl called Mary. She \_\_\_\_\_ eight years old. She \_\_\_\_\_ a lot of friends.



### 10. Present Continuous Practice. Use these verbs and complete the sentences: do(2); go; meet; plan; study(!); play; practice.

- A: What \_\_\_\_\_ ?  
 B: I \_\_\_\_\_ to the college.  
 A: What \_\_\_\_\_ there?  
 B: I \_\_\_\_\_ Sam, my friend.  
 A: Sam? Who is Sam? \_\_\_\_\_ in the same basketball team with you?  
 B: No, he isn't. He \_\_\_\_\_ architecture, like me.  
 A: I understand. And what \_\_\_\_\_ to do this afternoon?  
 B: We \_\_\_\_\_ maths for our exam next week.

## PAST SIMPLE TENSE

Affirmative		Negative	Interrogative
REGULAR	IRREGULAR	REGULAR/IRREGULAR	REGULAR/IRREGULAR
I studied You studied	I went You went	I didn't study/ go You didn't study/ go	Did I study/ go? Did you study/ go?
He studied She studied It studied	He went She went It went	He didn't study /go She didn't study/ go It didn't study/ go	Did he study/ go? Did she study/ go? Did it study/ go?
We studied You studied They studied	We went You went They went	We didn't study/ go You didn't study/ go They didn't study/ go	Did we study/ go? Did you study/ go? Did they study/ go?

### Use:

- 1) for past activities **completed in the past** and have **no connection** with the present, e.g. They financed the project with private donations. He went to university.
- 2) when we **know exactly when** the action in the past happened, e.g. They sold their house in 1987. He graduated three years ago.

**Adverbs of time:** last year, the previous month, ten days ago, yesterday, the day before yesterday, last summer, last night, on Monday, in 2004, when I was 15 years old.

### Exercises

**E** 1. Choose the correct form for Past Simple Tense and add the meaning of the verb.

1. show      a. showied      b. showed      c. showwed
2. open      a. openied      b. opened      c. openned
3. call      a. called      b. caled      c. calld
4. save      a. savied      b. saved      c. saveed

5. play	a. plaied	b. played	c. playyed
6. cry	a. cried	b. cryed	c. cryied
7. study	a. studyied	b. studyed	c. studied
8. marry	a. married	b. marryed	c. marryied
9. share	a. sharied	b. shared	c. sharred
10. travel	a. travelied	b. traveled	c. travelled
11. catch	a. catched	b. catch	c. caught
12. get	a. got	b. get	c. gought
13. hit	a. hit	b. hat	c. hate
14. set	a. set	b. sat	c. sought
15. drink	a. drink	b. drank	c. drunk
16. have	a. have	b. hove	c. had
17. bring	a. brought	b. bringed	c. brang
18. cut	a. cutted	b. caught	c. cut
19. find	a. found	b. fand	c. find
10. teach	a. teach	b. teached	c. taught

**E 2. Add the missing forms of the sentences (affirmative, interrogative or negative)**

- a. affirmative: We worked on an important project.

b. \_\_\_\_\_ :

c. \_\_\_\_\_ :
- a. interrogative: Did he buy a new laptop at the weekend?

b. \_\_\_\_\_ :

c. \_\_\_\_\_ :

3. a. negative: I did not find that document.  
 b. \_\_\_\_\_ : \_\_\_\_\_  
 c. \_\_\_\_\_ : \_\_\_\_\_
4. a. negative: They did not come to the meeting.  
 b. \_\_\_\_\_ : \_\_\_\_\_  
 c. \_\_\_\_\_ : \_\_\_\_\_
5. a. affirmative: She made enough copies.  
 b. \_\_\_\_\_ : \_\_\_\_\_  
 c. \_\_\_\_\_ : \_\_\_\_\_
6. a. interrogative: Did you drive to work?  
 b. \_\_\_\_\_ : \_\_\_\_\_  
 c. \_\_\_\_\_ : \_\_\_\_\_

### **E** 3. Use the Past Simple Tense in the following sentences.

1. Jane \_\_\_\_\_ (not watch) the film yesterday.
2. \_\_\_\_\_ (he / carry) the box alone? No, I \_\_\_\_\_ (help) him.
3. They \_\_\_\_\_ (copy) the documents last night.
4. John and Amy \_\_\_\_\_ (not take) the bus, they \_\_\_\_\_ (drive) by car.
5. I \_\_\_\_\_ (not talk) to Andrew the day before yesterday.
6. \_\_\_\_\_ (Jack / go) to the meeting with his boss?
7. The boys \_\_\_\_\_ (play) basketball, not football.
8. We \_\_\_\_\_ (send) them an invitation for the conference.
9. She \_\_\_\_\_ (ride) a horse when she \_\_\_\_\_ (be) young.
10. The car \_\_\_\_\_ (not stop) at the traffic lights.

### **M** 4. Transform these sentences based on the adverbs of time.

1. They have written an email to their boss. (yesterday, interrogative)  
 \_\_\_\_\_
2. Are they making dinner now? (last night, affirmative)  
 \_\_\_\_\_
3. He sends a text message every day. (two days ago, interrogative)  
 \_\_\_\_\_
4. Do you understand the text? (at the last lecture, affirmative)  
 \_\_\_\_\_
5. We are bringing the wine to the party. (last night, negative)  
 \_\_\_\_\_



6. I have found the information. (last week, negative)
- 
7. She does not hear the noise outside. (when she was in the hotel, affirmative)
- 
8. The film hasn't just begun. (at 8 o'clock, affirmative)
- 

## **M** 5. Correct the sentences if they have mistakes!

1. correct / incorrect: John arrived late at the office this morning.  
\_\_\_\_\_
2. correct / incorrect: Peter has started learning Spanish last summer.  
\_\_\_\_\_
3. correct / incorrect: I have flown with Easy Jet twice so far and they are reliable.  
\_\_\_\_\_
4. correct / incorrect: Some time ago he sent me a postcard.  
\_\_\_\_\_
5. correct / incorrect: When have you last seen Jack?  
\_\_\_\_\_
6. correct / incorrect: Since when have you worked in this company?  
\_\_\_\_\_
7. correct / incorrect: He dowloaded films from the internet all night long.  
\_\_\_\_\_
8. correct / incorrect: Is John driving to work every day?  
\_\_\_\_\_
9. correct / incorrect: I have searched for a new flat for two months now, but I still haven't found one.  
\_\_\_\_\_
10. correct / incorrect: Nokia launched a new generation cell phone this month.  
\_\_\_\_\_

## **M** 6. Do we usually use the Present Perfect or the Past Simple tenses with the following time expressions?

<i>Time expressions</i>	<i>Past Simple</i>	<i>Present Perfect</i>
today		☺
in 2004	☺	
a long time ago		
since we last met		
yet		
after I got married		
last night		
this month		

the day before yesterday		
since last weekend		
at the weekend		



## 7. Use the right tense, Present Perfect or Past Simple Tense.

- A: Did you like the movie "Star Wars?" B: I don't know. I \_\_\_\_\_ never \_\_\_\_\_ (see) that movie.
- Sam \_\_\_\_\_ (arrive) in San Diego a week ago.
- My best friend and I \_\_\_\_\_ (know) each other for over fifteen years. We still meet once a week for a beer.
- Spielberg is a fantastic director, but this year he \_\_\_\_\_ (direct) anything yet.
- I \_\_\_\_\_ (not have) such a busy day since I \_\_\_\_\_ (start) working at this company.
- Someone \_\_\_\_\_ (change) the settings for the printer. Now it's not printing.
- I \_\_\_\_\_ (buy) a new laptop last month, but I \_\_\_\_\_ (have) problems with it since.
- Listen Peter, I don't care if you \_\_\_\_\_ (miss) the bus this morning. So far you \_\_\_\_\_ (be) late to work too many times. You are fired!
- \_\_\_\_\_ Sam ever \_\_\_\_\_ (fly) on an airplane? No, this is his first time.
- How sad! George \_\_\_\_\_ (dream) of going to California before he died, but he never went there. He \_\_\_\_\_ never \_\_\_\_\_ (see) the ocean.
- A hundred years ago communication \_\_\_\_\_ (be) more difficult. But people \_\_\_\_\_ (write) fewer letters since then.
- I can't believe they \_\_\_\_\_ (change) the password. They \_\_\_\_\_ (change) it last week!
- The new cinema \_\_\_\_\_ (open) last week. The old cinema \_\_\_\_\_ (play) films for more than 20 years before its closure.
- Nobody \_\_\_\_\_ (climb) this mountain yet.
- I \_\_\_\_\_ never \_\_\_\_\_ (visit) Africa until now, but I \_\_\_\_\_ (travel) to South America a few times so far. The last time I \_\_\_\_\_ (go) to South America, I \_\_\_\_\_ (drive) through Brazil and Peru.

## M

### 8. Read the dialogue and fill the gaps with the Past Simple or Past Continuous Tense.

Sam: Hi, Jack. I \_\_\_\_\_ (not see) you at the office party last Saturday.

Jack: Hello, Sam. I \_\_\_\_\_ (not go) to the party because I

\_\_\_\_\_ (spend) the whole weekend in London.

Sam: Really? What \_\_\_\_\_ (you / do) the whole weekend in London?

\_\_\_\_\_ (you / go) to the theatre? \_\_\_\_\_ (you / visit) a museum?

Jack: No, I didn't. Actually, I \_\_\_\_\_ (start) working on a project for a company in London about three months ago. Last weekend we finally

\_\_\_\_\_ (get) the results of our research.

Sam: So \_\_\_\_\_ (you / analyze) the results all weekend long?

Jack: Yes, we \_\_\_\_\_ (check) all the results again. After that we

\_\_\_\_\_ (have) to write a report. I \_\_\_\_\_ (write) the outline of the report.

Sam: \_\_\_\_\_ (be) it an interesting project?

Jack: Yes, the project \_\_\_\_\_ (be) very interesting, about use of computer games in education. And \_\_\_\_\_ (you / enjoy) the office party?

Sam: Oh, yes. A band \_\_\_\_\_ (play) great music all night long, and the food \_\_\_\_\_ (be) very good. We \_\_\_\_\_

(celebrate) the opening of our new office in Oxford the day before yesterday.

## E

### 9. Underline the right version of the verb, regular or irregular!

1. The boys plaid / played football in the garden.
2. We printed / prant the documents.
3. They sended / sent the letter by post.
4. Yesterday we drived / drove to an exhibition in Vienna.
5. You speaked / spoke with your boss about you trip to New York.
6. She burned / burnt many CDs last week.
7. The students learned / learnt French at the college.
8. His father understood / understood that he wanted to be a doctor, and not an engineer.
9. Somebody stole / stealed his new motorcycle.
10. The company solded / sold many products in the last quarter.

## D

### 10. Match the sentences with their endings!

1. John burnt his hand
2. They ordered pizza
3. I haven't seen Thomas

4. While Sarah was watching her favorite TV show,
5. Before she moved to London
6. The phone rang
7. When the film ended
8. Her laptop broke
9. I opened the letter immediately
  - a. after they had arrived home from work.
  - b. as soon as she had come in the door.
  - c. just after the guarantee period had run out.
  - d. she had lived in Dublin.
  - e. since we finished high school.
  - f. someone rang the doorbell.
  - g. they went for a drink.
  - h. when Jack gave it to me.
  - i. while he was cooking dinner.

## **M 11. Choose the right tense: Past Perfect or Past Simple Tense.**

1. After Fred \_\_\_\_\_ (spend) his holiday in Italy, he  
\_\_\_\_\_ (want) to learn Italian.
2. Jill \_\_\_\_\_ (phone) her secretary before she  
\_\_\_\_\_ (leave) for her holiday.
3. Susan \_\_\_\_\_ (turn) on the computer after she  
\_\_\_\_\_ (wash) the dishes.
4. When Peter and his son \_\_\_\_\_ (arrive) the match  
\_\_\_\_\_ already \_\_\_\_\_ (start).
5. After she \_\_\_\_\_ (come) home, she  
\_\_\_\_\_ (watch) the news on TV.
6. Before he \_\_\_\_\_ (go) to the concert he  
\_\_\_\_\_ (buy) the tickets.
7. They \_\_\_\_\_ (watch) a video after they  
\_\_\_\_\_ (eat) dinner.
8. After Eric \_\_\_\_\_ (drink) his coffee, he  
\_\_\_\_\_ (start) his work.
9. I \_\_\_\_\_ (be) very tired because I  
\_\_\_\_\_ (study) too much.
10. They \_\_\_\_\_ (play) the new computer game after they  
\_\_\_\_\_ (buy) it on the internet.

## **D 12. Look at the sentences in your language. Should we use Past Simple in their translation or another tense? Which one?**

1. Yes / No, \_\_\_\_\_: Upravo je stigao kući. / Éppen hazaért.

2. Yes / No, \_\_\_\_\_ : Tesla je umro sredinom 20. veka. / Tesla a 20. század közepén halt meg.
3. Yes / No, \_\_\_\_\_ : Pet godina je učio ruski pre nego što je počeo da uči nemački jezik. / Öt évig tanult oroszul mielőtt elkezdte tanulni a német nyelvet.
4. Yes / No, \_\_\_\_\_ : Već četiri godine radi u ovoj firmi. / Már négy éve dolgozik ebben a vállalatban.
5. Yes / No, \_\_\_\_\_ : Juče sam celo poslepodne učio za svoj ispit. / Tegnap egész délután tanultam a vizsgámra.
6. Yes / No, \_\_\_\_\_ : Nedavno sam dobio email od svog šefa. / Nemrég kaptam emailt a főnökömtől.
7. Yes / No, \_\_\_\_\_ : Deset godina je živio u Londonu. / Tíz évig élt Londonban.
8. Yes / No, \_\_\_\_\_ : Pre nekoliko meseci je diplomirao. / Néhány hónappal ezelőtt diplomált.
9. Yes / No, \_\_\_\_\_ : Otad traži posao / Azóta munkát keres.
10. Yes / No, \_\_\_\_\_ : Prvi put si bio u Americi? / Először jártál Amerikában?

Now try to translate these sentences:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



### 13. Put the verbs into the correct tense (Past Simple or Present Perfect Tense).

1. Last week I \_\_\_\_\_ (be) very busy and I \_\_\_\_\_ (have not) the time to go jogging.
2. This Monday I \_\_\_\_\_ (work) three hours overtime and \_\_\_\_\_ (come) home very late in the evening.
3. From Tuesday to Thursday this week I \_\_\_\_\_ (be) on a business trip.
4. Last Friday I \_\_\_\_\_ (go) to a friend's birthday party and at the weekend I \_\_\_\_\_ (visit) my grandparents.
5. Tomorrow some friends are coming over. I \_\_\_\_\_ (see / not) them for ages. Recently I \_\_\_\_\_ (buy) a new flat and they \_\_\_\_\_ (be / never) at my new place before.

6. I \_\_\_\_\_ (copy / just) all the necessary documents for the meeting. Now everything is ready.
7. She \_\_\_\_\_ (move) to New York from San Francisco in 1998 and \_\_\_\_\_ (live) in New York ever since then.
8. \_\_\_\_\_ (see / you) Peter on Sunday? No, I  
\_\_\_\_\_ (not meet) him on Sunday. I last  
\_\_\_\_\_ (talk) to him on Friday and \_\_\_\_\_  
(not see) him since.



#### 14. Use the Past Simple, Past Continuous or Past Perfect Tense!

1. After I \_\_\_\_\_ (finish) my exams I was very happy.
2. As soon as he \_\_\_\_\_ (mend) the old watch it broke again.
3. I bought a new car because some thieves \_\_\_\_\_ (steal) my old one.
4. After the professor \_\_\_\_\_ (start) the lesson, I left. The class was too boring.
5. My teacher asked me why I \_\_\_\_\_ (not do) my homework.
6. All day yesterday I \_\_\_\_\_ (watch) the DVDs that my friend  
\_\_\_\_\_ (lend) me two days before.
7. I \_\_\_\_\_ (want) to talk to my boss but she  
\_\_\_\_\_ (go) on holiday.
8. I \_\_\_\_\_ (arrive) 5 minutes late for work but the important meeting \_\_\_\_\_ (start / already).
9. What \_\_\_\_\_ (do / you) at the moment when your boss  
\_\_\_\_\_ (come) into your office?
10. I \_\_\_\_\_ (lose) my keys a few days before and then  
yesterday I suddenly \_\_\_\_\_ (find) them in my pocket.
11. Yesterday afternoon I \_\_\_\_\_ (drive) downtown and  
\_\_\_\_\_ (meet) John.
12. This suit was very clean because I \_\_\_\_\_ (bring) it back the day before from the cleaner's.
13. The new secretary \_\_\_\_\_ (not work) with her boss for a long time when he took her on a business trip.
14. It wasn't his first trip to the headquarters of Nokia, he \_\_\_\_\_ (be) there many times before.
15. I didn't read any newspapers when I \_\_\_\_\_ (be) on holiday last summer, I only \_\_\_\_\_ (want) to relax.
16. I \_\_\_\_\_ (wait) for the results of the data search at that moment when the PC \_\_\_\_\_ (crash).
17. Everybody \_\_\_\_\_ (leave) the office by the time I finished my work.
18. These exercises were very difficult, nobody \_\_\_\_\_ (know) what to do with them.

**E** 15. Make (affirmative or negative) sentences with Past Simple using about YOU the following verbs: graduate, start, read, write, lose, learn, get, play, buy, meet.

1. I \_\_\_\_\_ my first computer in \_\_\_\_\_.
2. I \_\_\_\_\_ 'War and Peace' when I was in secondary school.
3. I \_\_\_\_\_ from secondary school in \_\_\_\_\_.
4. I \_\_\_\_\_ the first email about \_\_\_\_\_ years ago.
5. The last time I \_\_\_\_\_ a document was a \_\_\_\_\_.
6. I \_\_\_\_\_ to work in a Linux environment in \_\_\_\_\_.
7. The first time I \_\_\_\_\_ a computer game was when I was \_\_\_\_\_ old.
8. I first \_\_\_\_\_ English in my \_\_\_\_\_ school.
9. I \_\_\_\_\_ my first cell phone in \_\_\_\_\_.
10. I \_\_\_\_\_ my best friend when I was \_\_\_\_\_.

## PAST CONTINUOUS TENSE

Affirmative	Negative	Interrogative
I was reading You were reading	I wasn't reading You weren't reading	Was I reading? Were you reading?
He was reading She was reading It was reading	He wasn't reading She wasn't reading It wasn't reading	Was he reading? Was she reading? Was it reading?
We were reading You were reading They were reading	We weren't reading You weren't reading They weren't reading	Were we reading? Were you reading? Were they reading?

### Use:

- 1) when the action happened **in the past for a longer period of time**, e.g. *He was reading all night long. All day yesterday they were walking in the streets of Paris.*
- 2) when two actions happen **at the same time** in the past, **parallel** to each other, e.g. *While I was watching TV, Peter was working on the computer.*
- 3) when a **short** action **ends** a **longer** action, e.g. *I was reading my emails when the phone rang.*

**Adverbs of time:** all night long, all day yesterday, this time yesterday, all last week, the whole summer, then, the entire Sunday, when, while.

## Exercises

### **E** 1. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We were working in London.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
2. a. interrogative: Was he travelling all day yesterday?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
3. a. negative: I was not downloading any material from the internet.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
4. a. negative: They weren't studying engineering.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
5. a. affirmative: She was making coffee before the meeting.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
6. a. interrogative: Were you reading a book?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_

### **E** 2. Complete the sentences with the Past Continuous Tense!

1. \_\_\_\_\_ (they / travel) by bus all afternoon long?
2. All last week John \_\_\_\_\_ (look) for a new job, but he didn't find one.
3. We \_\_\_\_\_ (not watch) a movie, we \_\_\_\_\_ (listen) to a classical concert.
4. \_\_\_\_\_ (the manager / work) in the office all night long?
5. While \_\_\_\_\_ (you / collect) material for your seminar work, I \_\_\_\_\_ (watch) TV.
6. \_\_\_\_\_ (you / dance) all night long at the party?



7. When did you meet Thomas? While he \_\_\_\_\_ (work) in London at the company headquarters last year.

8. Why \_\_\_\_\_ (people / not buy) the new product? I think that new gadget was too expensive.

### E

#### 3. Change the sentences into Past Continuous Tense.

1. I spoke to my teacher. I \_\_\_\_\_ to my teacher.
2. She listened to the song. She \_\_\_\_\_ to the song.
3. My friend repaired my laptop. My friend \_\_\_\_\_ my laptop.
4. She was tired. She \_\_\_\_\_ tired.
5. I read. I \_\_\_\_\_ all day yesterday.
6. They did their homework. They \_\_\_\_\_ their homework.
7. My boss planned a meeting. My boss \_\_\_\_\_ a meeting.
8. We had an exam. We \_\_\_\_\_ an exam.
9. The students played a computer game. The students \_\_\_\_\_ a computer game.
10. I tried to explain the problem. I \_\_\_\_\_ to explain the problem.

### D

#### 4. Why use the Past Continuous Tense? Choose the correct answer!

1. They **were driving** all afternoon long.  
a. longer action in the past  
b. parallel actions in the past  
c. longer action ended
2. I saw him when he **was crossing** the street.  
a. longer action in the past  
b. parallel actions in the past  
c. longer action ended
3. He **was shopping** while she **was making** dinner.  
a. longer action in the past  
b. parallel actions in the past  
c. longer action ended
4. We **were playing** football while we **were waiting** for the barbecue to be ready.  
a. longer action in the past  
b. parallel actions in the past  
c. longer action ended
5. In 1997 he **was working** in Tokyo for a computer company.  
a. longer action in the past  
b. parallel actions in the past  
c. longer action ended

6. They **were having** dinner when Tom arrived.
  - a. longer action in the past
  - b. parallel actions in the past
  - c. longer action ended
7. You **were trying** to find these data on the internet.
  - a. longer action in the past
  - b. parallel actions in the past
  - c. longer action ended
8. We **were sitting** on the terrace drinking coffee when it started to rain.
  - a. longer action in the past
  - b. parallel actions in the past
  - c. longer action ended



### 5. Rewrite these sentences into the given tenses!

1. Does John play on the computer? (Past Simple, affirmative)

---

2. I think about a new job. (Past Continuous, negative)

---

3. Is he buying a laptop for his wife? (Present Simple, affirmative)

---

4. We are not travelling to New York. (Past Simple, interrogative)

---

5. They send an email to Jane. (Past Simple, interrogative)

---

6. She lives in a flat. (Past Continuous, negative)

---

7. You are not driving a Porsche 911. (Past Simple, affirmative)

---

8. Do I take English lessons? (Past Continuous, negative)

---

9. Was he studying at college? (Present Simple, affirmative)

---

10. He came home by train. (Present Continuous, negative)

---



### 6. Rewrite these sentences based on the adverbs of time in the brackets!

1. He spoke to his boss on the phone. (for almost one hour yesterday)

---

2. Tom is cleaning the flat at this moment. (every Saturday)

---

3. My friend is arriving at the airport soon. (just)  
\_\_\_\_\_
4. The students felt nervous before the exam. (now)  
\_\_\_\_\_
5. I usually don't work a lot. (all last week)  
\_\_\_\_\_
6. Did it get dark early when you were in Sweden last April? (these days)  
\_\_\_\_\_
7. My brother didn't buy a new car last year. (since last year)  
\_\_\_\_\_
8. We weren't having a class all yesterday afternoon. (on Fridays in the afternoon)  
\_\_\_\_\_
9. Do the students make seminar works at the end of the semester. (last)  
\_\_\_\_\_
10. She was breaking some cups. (recently)  
\_\_\_\_\_

## **M** 7. Choose the right answer!

1. The children \_\_\_\_\_ their homework after lunch.  
a. were doing                      b. was doing                      c. both
2. The men \_\_\_\_\_ all afternoon long.  
a. was playing                      b. were playing                      c. both
3. The boss \_\_\_\_\_ new project to me.  
a. was explaining his                      b. was explaining her                      c. both
4. The fish \_\_\_\_\_ in their aquarium.  
a. was swimming                      b. were swimming                      c. both
5. These women \_\_\_\_\_ the football game.  
a. was watching                      b. were watching                      c. both
6. The team \_\_\_\_\_ tired.  
a. was feeling                      b. were feeling                      c. both
7. Our team \_\_\_\_\_ 3:1.  
a. was leading                      b. were leading                      c. both
8. My feet \_\_\_\_\_ after the long hike.  
a. was hurting                      b. were hurting                      c. both
9. The police \_\_\_\_\_ the thief.  
a. were chasing                      b. was chasing                      c. both
10. The natural phenomena that afternoon \_\_\_\_\_ us feel scared.  
a. was making                      b. were making                      c. both

## **M** 8. Choose the right tense: Past Simple or Past Continuous Tense!

1. I \_\_\_\_\_ - I didn't hear you come in.  
a. was sleeping  
b. slept

2. I \_\_\_\_\_ her twice, but she didn't answer her phone.
  - a. was calling
  - b. called
3. What \_\_\_\_\_ all night yesterday? I was watching TV.
  - a. did you do
  - b. were you doing
4. Robin Hood was a character who always \_\_\_\_\_ from the rich and gave to the poor.
  - a. stole
  - b. was stealing
5. Did you meet the new manager? Yes, I \_\_\_\_\_ her yesterday morning.
  - a. was meeting
  - b. met
6. I \_\_\_\_\_ home very late last night.
  - a. came
  - b. was coming
7. How many books \_\_\_\_\_ last summer?
  - a. did you read
  - b. were you reading
8. \_\_\_\_\_ your document before the computer crashed?
  - a. Were you saving
  - b. Did you save
9. We \_\_\_\_\_ breakfast when she came into the kitchen.
  - a. had
  - b. were having
10. Last month I decided to buy a new car, and yesterday I finally \_\_\_\_\_ it.
  - a. bought
  - b. was buying
11. He last \_\_\_\_\_ Susan in May.
  - a. saw
  - b. was seeing
12. They were sleepy. They \_\_\_\_\_ a party all night long.
  - a. had
  - b. were having
13. John \_\_\_\_\_ his project last night.
  - a. finished
  - b. was finishing
14. You \_\_\_\_\_ tired. You \_\_\_\_\_ for most of yesterday.
  - a. were / drove
  - b. were being / drove
  - c. were / were driving
  - d. were being / were driving

15. I \_\_\_\_\_. I \_\_\_\_\_ late for work.  
 a. overslept / was  
 b. was oversleeping / was being  
 c. overslept / was being  
 d. was oversleeping / was



**9. Fill the gaps with *when* or *while*.**

1. She was watching television \_\_\_\_\_ the phone rang.
2. \_\_\_\_\_ they were shopping, I was reading an interesting book.
3. He probably lost his keys \_\_\_\_\_ he got out of the car.
4. Can you please be quiet \_\_\_\_\_! I'm trying to recover these important data that I've lost \_\_\_\_\_ my computer crashed!
5. He was working so hard that he didn't even look up \_\_\_\_\_ his boss came into the office.
6. In the time \_\_\_\_\_ you were working out, I made some spaghetti for dinner.
7. \_\_\_\_\_ he arrived home, she was sleeping.
8. The coach was talking on his cell phone \_\_\_\_\_ the players were warming up.
9. He hurt his hand \_\_\_\_\_ he was changing the tyre on his car.
10. They were taking a walk \_\_\_\_\_ it started to rain.



**10. Use the Past Simple, Past Continuous, Present Perfect or Past Perfect Tense!**

1. A: What \_\_\_\_\_ (you / do) when the accident \_\_\_\_\_ (happen)?  
 B: I \_\_\_\_\_ (try) to change the tyre on my car, when the jack \_\_\_\_\_ (break).
2. When I \_\_\_\_\_ (find) the wallet full of money, I immediately \_\_\_\_\_ (go) to the police and \_\_\_\_\_ (give) it to them.
3. Tom \_\_\_\_\_ (tell) the doctor that he \_\_\_\_\_ (play) football when he \_\_\_\_\_ (fall).
4. Jack \_\_\_\_\_ (arrive) at the office a little before 9:00 AM, but his boss \_\_\_\_\_ (not be) there. She \_\_\_\_\_ (sit) in an important meeting.
5. Sandy is in the living room watching television. At this time yesterday, she \_\_\_\_\_ (not watch), she \_\_\_\_\_ (work) on the computer.
6. A: I \_\_\_\_\_ (call) you last night after dinner, but you \_\_\_\_\_ (not be) there. Where were you?

- B: I \_\_\_\_\_ (work) out at the fitness centre.
7. Peter \_\_\_\_\_ just \_\_\_\_\_ (get) into the office yesterday morning when his telephone \_\_\_\_\_ (start) to ring. It \_\_\_\_\_ (be) his boss. He \_\_\_\_\_ (tell) Peter to write an important report.
8. I \_\_\_\_\_ (watch) a detective story on TV when the electricity \_\_\_\_\_ (go) out. Now I am never going to find out how the movie ends.
9. Sharon \_\_\_\_\_ (be) in the room when John told me what had happened, but she didn't hear anything because she \_\_\_\_\_ (not listen).
10. After the guests \_\_\_\_\_ (leave) we \_\_\_\_\_ (clean) up the house after the party for more than two hours!
11. The Titanic \_\_\_\_\_ (cross) the Atlantic when it \_\_\_\_\_ (strike) an iceberg.
12. This time last month we \_\_\_\_\_ (lie) on the beach on Hawaii and we \_\_\_\_\_ (drink) cocktails. It \_\_\_\_\_ (be) the best holiday of my life!
13. They \_\_\_\_\_ (move) to the UK in 2003 and they \_\_\_\_\_ (live) in Glasgow ever since. Last year they finally \_\_\_\_\_ (buy) a house there.
14. She \_\_\_\_\_ (work) in a café while \_\_\_\_\_ (study) because she \_\_\_\_\_ (need) the money for her books and rent.
15. Samantha \_\_\_\_\_ (live) in Berlin for more than two years before she moved back to the US. In fact, she \_\_\_\_\_ (live) there when the Berlin Wall \_\_\_\_\_ (come) down.

## **D 11. Make complete sentences from the given parts!**

1. While / I / shop / I / meet / John.  
\_\_\_\_\_
2. They / play / tennis / when / it / begin / to rain.  
\_\_\_\_\_
3. While / we / travel / through Asia / we / visit / many interesting countries.  
\_\_\_\_\_
4. I / lose / my wallet / while / I / jog.  
\_\_\_\_\_
5. Everybody / sleep / when / the curtains / catch fire.  
\_\_\_\_\_
6. The car / hit / the woman / while / she / cross / the street.  
\_\_\_\_\_

7. Tom / break / the wine glass / when / he / wash / the dishes.

---

8. I / park / my car / when / I / scrape / the other car's door.

---

**D** 12. Check the following sentences and decide if they are correct or incorrect. If incorrect, please give the right form!

1. While John was washing the car, it began to rain.

Correct / Incorrect: \_\_\_\_\_

2. When the telephone was ringing, we watched television.

Correct / Incorrect: \_\_\_\_\_

3. The Smiths were travelling to Vienna last summer.

Correct / Incorrect: \_\_\_\_\_

4. When were you having time to clean the house so thoroughly?

Correct / Incorrect: \_\_\_\_\_

5. Jane wore a beautiful red dress at the party last night.

Correct / Incorrect: \_\_\_\_\_

6. Mr. James, our boss walked in just as we talked about him behind his back.

Correct / Incorrect: \_\_\_\_\_

7. Did you get a lot of pocket money when you were a child?

Correct / Incorrect: \_\_\_\_\_

8. I watched the news yesterday when Peter was coming home.

Correct / Incorrect: \_\_\_\_\_

9. I was watching the news at seven o'clock yesterday.

Correct / Incorrect: \_\_\_\_\_

10. He tried to change a light bulb when I was entering the room.

Correct / Incorrect: \_\_\_\_\_

11. After the theatre performance we were taking a taxi home.

Correct / Incorrect: \_\_\_\_\_

12. I was still in bed when the postman rang.

Correct / Incorrect: \_\_\_\_\_

13. When I was at school, I was learning Latin.

Correct / Incorrect: \_\_\_\_\_

14. They had a rough fight while the band sang "Love Me Tender".

Correct / Incorrect: \_\_\_\_\_

15. Large crowds waited for the Queen when she arrived.

Correct / Incorrect: \_\_\_\_\_



**13. Put the verbs into the correct tense (Simple Past or Past Continuous Tense).**

1. The receptionist \_\_\_\_\_ (welcome) the guests and \_\_\_\_\_ (ask) them to fill in the form.
2. The car \_\_\_\_\_ (break) down and we \_\_\_\_\_ (have) to walk home.
3. The boys \_\_\_\_\_ (play) football while the girls \_\_\_\_\_ (swim) in the lake.
4. My boss \_\_\_\_\_ (come) into my office, \_\_\_\_\_ (look) around and \_\_\_\_\_ (tell) me to finish my report.
5. On our hiking trip, as long as one group \_\_\_\_\_ (prepare) dinner, the others \_\_\_\_\_ (collect) wood for their campfire.
6. While the professor \_\_\_\_\_ (hold) the lecture, his assistant \_\_\_\_\_ (correct) the written exams.
7. Martha \_\_\_\_\_ (turn) off the lights in her office and \_\_\_\_\_ (go) home.
8. The tickets for the concert \_\_\_\_\_ (run) out while they \_\_\_\_\_ (wait) in the line in front of the ticket office.
9. When I \_\_\_\_\_ (take) the shopping bags from the car to the house, I \_\_\_\_\_ (drop) a bottle of wine.
10. While Tom \_\_\_\_\_ (play) the piano, his brother \_\_\_\_\_ (try) to study in the other room.
11. He \_\_\_\_\_ (eat) a sandwich for breakfast, then he \_\_\_\_\_ (drink) a cup of coffee.
12. I \_\_\_\_\_ (have) dinner when I suddenly \_\_\_\_\_ (hear) a loud bang. The chandelier \_\_\_\_\_ (fall) down.
13. When my colleague \_\_\_\_\_ (work) abroad, I \_\_\_\_\_ (take) over all his clients.
14. She \_\_\_\_\_ (go) to school, \_\_\_\_\_ (take) out her notebook and \_\_\_\_\_ (begin) to copy the homework from her best friend.
15. When it \_\_\_\_\_ (start) to rain, we all \_\_\_\_\_ (stop) the tennis match.
16. When Jane \_\_\_\_\_ (do) a language course in Ireland, she \_\_\_\_\_ (visit) Blarney Castle.
17. When I \_\_\_\_\_ (be) on my way home, I \_\_\_\_\_ (see) an accident.
18. I \_\_\_\_\_ (not / understand) what they \_\_\_\_\_ (talk) about, they \_\_\_\_\_ (speak) French.



## D 14. Ask for the information in the bold part of the sentence.

1. **At a quarter past six**, Phil was translating the document.  
When \_\_\_\_\_?
2. Sheila was waiting **in the park**.  
Where \_\_\_\_\_?
3. The pupils were talking about **the United States**.  
What \_\_\_\_\_ about?
4. **The boss** was dictating a letter to his secretary.  
Who \_\_\_\_\_?
5. Barbara was looking for **her car keys**.  
What \_\_\_\_\_ for?
6. Peter was talking **to his brother**.  
Who \_\_\_\_\_ to?
7. They were eating **in a fancy restaurant** last night.  
Where \_\_\_\_\_?
8. You were reading an interesting book **by the physicist Dr. Richard Friedman**.  
Who \_\_\_\_\_ an interesting book by?

## PAST PERFECT TENSE

Affirmative	Negative	Interrogative
I had waited / broken You had waited / broken	I hadn't waited / broken You hadn't waited / broken	Had I waited / broken? Had you waited / broken?
He had waited / broken She had waited / broken It had waited / broken	He hadn't waited / broken She hadn't waited / broken It hadn't waited / broken	Had he waited / broken? Had she waited / broken? Had it waited / broken?
We had waited / broken You had waited / broken They had waited / broken	We hadn't waited / broken You hadn't waited / broken They hadn't waited / broken	Had we waited / broken? Had you waited / broken? Had they waited / broken?

### Use:

1) a **past action finished before** another **past action** began. *e.g. He had lost his watch before he arrived at the office. After she left the house, she realized she had forgotten her wallet.*

**Adverbs of time:** before, after, as soon as, by the time, when, just as.

## Exercises



### 1. Complete the sentences with the Past Perfect Tense!

1. After we \_\_\_\_\_ (arrive) home, we made dinner.
2. Before the winter started, they \_\_\_\_\_ (buy) new coats for the children.
3. \_\_\_\_\_ (you / hear) of this company before you applied for the job?
4. She \_\_\_\_\_ (not drive) an Aston Martin before. Last Sunday was her first time.
5. I \_\_\_\_\_ (see) the film version before we went to the theatre, but I \_\_\_\_\_ (not read) the play.
6. The phone began to ring as soon as he \_\_\_\_\_ (come) in the front door.
7. When she \_\_\_\_\_ (stop) for fuel the little red light \_\_\_\_\_ already \_\_\_\_\_ (be) blinking.
8. Just as you \_\_\_\_\_ (send) the last email, the computer crashed.



### 2. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We had built a new garage.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
2. a. interrogative: Had he broken the window?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
3. a. negative: I had not understood the problem.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
4. a. negative: They had not sent a reply to the email.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
5. a. affirmative: She had brought friend to the party.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
6. a. interrogative: Had the wind blown during your travel?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_

### M

#### 3. Which actions happened earlier, later or at the same time?

1. I **had already gone** to bed by the time you got home.  
a. earlier      b. later      c. at the same time
2. She had studied English for six months before she **left** for the U.S.  
a. earlier      b. later      c. at the same time
3. He **had finished** dessert before I even started my starter.  
a. earlier      b. later      c. at the same time
4. Her older brother **had finished** college before she started high school.  
a. earlier      b. later      c. at the same time
5. He arrived just as I **sat down** in front of the TV.  
a. earlier      b. later      c. at the same time
6. I **ordered** pizza as soon as I got home.  
a. earlier      b. later      c. at the same time
7. Had he bought the house before he **got** the job in London?  
a. earlier      b. later      c. at the same time
8. He updated his anti-virus program after he **had received** a virus alert.  
a. earlier      b. later      c. at the same time

### M

#### 4. Fill the gaps with the right adverbs of time. Use: before, after, as soon as, just, when.

1. His boss called Tom \_\_\_\_\_. Tom had arrived at the office. He wanted to see Tom immediately.
2. \_\_\_\_\_ Sue started to work in London, she had had a job as a sales manager of a German company.
3. He had studied in Vienna for three months \_\_\_\_\_ he met his future wife.
4. Sarah had started telling me about her holiday \_\_\_\_\_ as I wanted to ask her about it.
5. You bought a new car \_\_\_\_\_ you had sold the old one.

### D

#### 5. Correct the sentences if they have mistakes!

1. correct / incorrect: John had arrived at the office at 9 a.m.

\_\_\_\_\_

2. correct / incorrect: Peter had started learning Spanish before he went on holiday to Barcelona.
3. correct / incorrect: I had never been to Tokyo.
4. correct / incorrect: Just as he had got his first salary, he bought a new car.
5. correct / incorrect: He had already been sitting in the meeting when I arrived.
6. correct / incorrect: How long had you studied engineering before you graduated?
7. correct / incorrect: Three years ago they had created a company.
8. correct / incorrect: The student has just handed in her seminar work. It's on the professor's desk.
9. correct / incorrect: The guests drank all the wine at the party last night.
10. correct / incorrect: After he finished his homework Jack had went to the park to play football.



## 6. Rewrite the sentences!

1. I was sending him the reports via email. (Past Perfect, interrogative)
2. The postman had brought the letters. (Past Simple, negative)
3. She hasn't heard the news yet. (Past Perfect, affirmative, already)
4. Had they chosen the right person for that job? (Past Simple, affirmative)
5. You are making dinner for your colleagues. (Past Perfect, interrogative)
6. Jack went skiing in the Alps. (Present Perfect, negative)
7. Our teacher didn't miss the bus. (Past Perfect, affirmative)
8. Betty hadn't ordered her lunch at the restaurant. (Past Continuous, interrogative)
9. Sophie took a shower. (Past Perfect, interrogative, after work)
10. He had brought some wine to the party. (Present Continuous, interrogative)

## M

### 7. Choose the right answer!

1. a. When I had got home I realized that I lost my keys.  
b. When I got home I realized that I had lost my keys.
2. a. She told me she had worked in France and Belgium.  
b. She had told me she worked in France and Belgium.
3. a. She was unhappy because Joe had forgotten her birthday.  
b. She had been unhappy because Joe forgot her birthday.
4. a. Jim's car had broken down on the road so he came late for work.  
b. Jim's car broke down on the road so he had come late for work.
5. a. They had got lost because they didn't bring a map.  
b. They got lost because they had not brought a map.
6. a. I hadn't known what to do because I was never in such a situation before.  
b. I didn't know what to do because I had never been in such a situation before.
7. a. Pete had known he didn't study enough for the exam.  
b. Pete knew he hadn't studied enough for the exam.
8. a. Charles was tired. He had been at a party until 6 a.m.  
b. Charles had been tired. He was at a party until 6 a.m.

## M

### 8. Complete the sentences using Past Simple, Past Continuous, Present Perfect or Past Perfect Tense.

1. When Jack \_\_\_\_\_ (arrive) home last night, he discovered that Diane \_\_\_\_\_ (make) a beautiful candlelight dinner.
2. Since I began working, I \_\_\_\_\_ (take) part in two projects, an interesting experiment and I \_\_\_\_\_ (write) three reports about the sales figures of our new product.
3. By the time I got to the office, the meeting \_\_\_\_\_ already \_\_\_\_\_ (begin) without me. My boss \_\_\_\_\_ (be) angry with me and I \_\_\_\_\_ (be) fired.
4. When I \_\_\_\_\_ (turn) the radio on yesterday, they \_\_\_\_\_ (play) a song that was popular when I was in high school. I \_\_\_\_\_ (not hear) the song for many years before yesterday.
5. Last week I \_\_\_\_\_ (meet) an old colleague of mine. I \_\_\_\_\_ (not see) him since he \_\_\_\_\_ (leave) the company four years ago.

6. When Jack \_\_\_\_\_ (enter) the room, I  
 \_\_\_\_\_ (not recognize) him because he  
 \_\_\_\_\_ (lose) a lot of weight and  
 \_\_\_\_\_ (grow) a beard!
7. The Maya had a very advanced civilization in the jungles of the Mexico; however,  
 their culture \_\_\_\_\_ (disappear) by the time Europeans first  
 \_\_\_\_\_ (arrive) in the New World.
8. I \_\_\_\_\_ (visit) so many beautiful places since I  
 \_\_\_\_\_ (move) to Utah. Before that, I  
 \_\_\_\_\_ never \_\_\_\_\_ (hear) of Bryce Canyon.



### 9. Complete the sentences with the Past Simple, Past Continuous or Past Perfect Tense.

1. When I \_\_\_\_\_ (walk) through Oxford, I  
 \_\_\_\_\_ (think) about the good times I \_\_\_\_\_  
 (spend) there as a student.
2. As soon as he \_\_\_\_\_ (finish) writing the report he  
 \_\_\_\_\_ (start) printing the material.
3. After I \_\_\_\_\_ (read) the letter I \_\_\_\_\_  
 (reply) immediately.
4. She \_\_\_\_\_ (ask) me where I \_\_\_\_\_ (be) on  
 holiday.
5. When the secretary \_\_\_\_\_ (go) home from the office last night,  
 the building \_\_\_\_\_ (be) dark and silent. Everybody \_\_\_\_\_  
 already \_\_\_\_\_ (leave) the office.
6. I \_\_\_\_\_ (be) worried about Samantha because I  
 \_\_\_\_\_ (call) her several times but she \_\_\_\_\_  
 (not answer) the phone.
7. When Mr. Brown's boss \_\_\_\_\_ (ask) where Mr. Brown  
 \_\_\_\_\_ (be), the secretary \_\_\_\_\_ (tell) him that  
 by that time Mr. Brown \_\_\_\_\_ (go) home.
8. I \_\_\_\_\_ (meet) Kevin on the street yesterday and he  
 \_\_\_\_\_ (tell) me he \_\_\_\_\_ (work) in the New  
 York office of his company for two months.
9. Linda \_\_\_\_\_ (go) to the cinema last night. She  
 \_\_\_\_\_ (hear) that the new Spielberg film \_\_\_\_\_  
 (be) very good.
10. When you \_\_\_\_\_ (arrive) at the airport you  
 \_\_\_\_\_ (realize) that you \_\_\_\_\_ (leave) your  
 ticket at home.

## D

### 10. Read the story and choose the right answer: Past Perfect Simple or Past Perfect Continuous Tense?

**You were late!**

I'm sorry I left without you last night, but I told you to meet me early because the show started at 8:00. I had tried / had been trying to get tickets for that concert for months, and I didn't want to miss it. By the time I finally left the coffee shop where I was waiting for you, I had drunk / had been drinking five cups of coffee and I had waited / had been waiting for more than an hour. I had to leave because I had arranged / had been arranging to meet Thomas in front of the theater.

When I arrived at the theater, Thomas had already picked up / had already been picking up the tickets and he was waiting for us near the entrance. He was really angry because he had waited / had been waiting for almost half an hour. He said he had almost gone / had almost been going into the theater without us.

Thomas told me you had been / had been being late several times in the past and that he would not make plans with you again in the future. He said that he had missed / had been missing several movies because you were late. Please, in the future, be on time!

## M

### 11. Choose the right answer!

1 This morning Katherine \_\_\_\_\_ to the marketing department of her company to look at the designs for the new product.

- a. has gone
- b. had gone
- c. went
- d. have gone

2 This is not Sean's first time in New York. He \_\_\_\_\_ in this city before - in 1998 and in 2006.

- a. has been
- b. was
- c. had being
- d. was being

3 While Jack \_\_\_\_\_ for his coffee in the cafe, he \_\_\_\_\_ an old friend from university.

- a. waited / saw
- b. was waiting / was seeing
- c. was waiting / saw
- d. had waited / had seen

- 4 The test ended and the teacher \_\_\_\_\_ the tests from the students.  
a. taked  
b. had taken  
c. was taking  
d. took
- 5 Before Janet \_\_\_\_\_ the job as Foreign Office manager she \_\_\_\_\_ in this field for more than 15 years.  
a. was getting / had worked  
b. got / had been working  
c. got / worked  
d. had got / worked
- 6 Although she \_\_\_\_\_ anything yet by 3 p.m., she \_\_\_\_\_ hungry.  
a. haven't eat / wasn't feel  
b. hadn't eaten / didn't feel  
c. hasn't ate / hadn't felt  
d. didn't eat / didn't feel
- 7 Three hours after the meeting started they still \_\_\_\_\_ a decision about a raise yet.  
a. did not reached  
b. had not reached  
c. has not reached  
d. weren't reaching
- 8 Laura had to work late, so she \_\_\_\_\_ cook dinner for her family.  
a. couldn't  
b. can't  
c. didn't can  
d. didn't could
- 9 Jill called Karl because he \_\_\_\_\_ that he would help when she was moving house.  
a. had said  
b. said  
c. was saying  
d. have said
- 10 All yesterday afternoon the girls \_\_\_\_\_ their seminar work for their chemistry class.  
a. typed  
b. were typing  
c. have typed  
d. typing



## D

### 12. Connect these two sentences with the given adverb of time.

e.g. He (just buy) a new home. His company (transfer) him to another city. **WHEN**  
He had just bought a new home **when** his company transferred him to another city.

1. The examination (already begin). They (discover) one of the pages was missing.  
**AFTER**

2. His daughter (just give up) hope. She (receive) a telegram saying she had been awarded first prize. **WHEN**

3. The student (barely have) a chance to use his new text book. He (lose) it on a bus.  
**BEFORE**

4. The online bookshop (already ship) the books. They (realize) they had sent it to the wrong address. **AFTER**

5. He (barely come) out of one financial difficulty. Another, more serious one (hit) him.  
**WHEN**

6. The couple (enter) the house. They (begin) to argue. **AS SOON AS**

7. They (hire) a new secretary. The old one (ask) for her job back. **AFTER**

8. The car (hardly go) a mile. It (have) a flat tire. **BEFORE**

9. The football players (just enter) the stadium. The crowd (start) cheering. **WHEN**

10. He (almost finish) writing an email. The internet connection (break) down. **WHEN**

## M

### 13. Complete the sentences with the right tenses, Past Perfect or Past Simple Tense!

1. First, we ate at the cafeteria. Then, we went to class.

After we \_\_\_\_\_ at the cafeteria, we  
\_\_\_\_\_ to class.

2. First, John made copy of the report for himself. Then, he took the report to his boss.

After John \_\_\_\_\_ copy of the report for himself, he  
\_\_\_\_\_ the report to his boss.

3. First, Gary plugged in the headphones. Then, he played a CD.

Before he \_\_\_\_\_ a CD, Gary \_\_\_\_\_ in the headphones.

4. First, Sonia organized a business lunch with her client. Then, she read her mail.  
Sonia \_\_\_\_\_ her mail only after she \_\_\_\_\_  
a business lunch with her client.
5. First, Mary made some corrections. Then, she ran the computer application again.  
Mary \_\_\_\_\_ some corrections before she \_\_\_\_\_  
the computer application again.
6. First, Jack saw the red light blinking on the dashboard. Then, he stopped for fuel.  
Jack \_\_\_\_\_ for fuel after he \_\_\_\_\_ the red  
light blinking on the dashboard.
7. First, he was jogging for an hour. Then, he took a shower.  
After he \_\_\_\_\_ for an hour, he \_\_\_\_\_ a  
shower.
8. First, the storm cleared. Then, the pilot initiated the landing.  
After the storm \_\_\_\_\_, the pilot \_\_\_\_\_ the  
landing.
9. First, Jane unlocked her front door. Then, immediately the phone started ringing.  
As soon as Jane \_\_\_\_\_ her front door, the phone  
\_\_\_\_\_ ringing.
10. First, Susan got her first salary. Then, she immediately spent all the money on  
clothes.  
The minute Susan \_\_\_\_\_ her first salary, she  
\_\_\_\_\_ all the money on clothes.



#### **14. Now it's your turn! Write appropriate endings to these sentences!**

1. I had eaten lunch before \_\_\_\_\_.
2. Susan had already finished the project when Peter \_\_\_\_\_.
3. After I had lived abroad for two years, I \_\_\_\_\_.
4. Jane had studied in England before she \_\_\_\_\_.
5. After I had lost my watch, \_\_\_\_\_.
6. Before Tom \_\_\_\_\_, he had bought a guide book.
7. \_\_\_\_\_ just before the power went off.
8. As soon as \_\_\_\_\_, they called the police.

## **STOP AND CHECK - PAST TENSES**



#### **1. Choose the correct answer, Past Simple or Present Perfect Tense!**

1. Thomas \_\_\_\_\_ in Tokyo for five years, but he left in 1993.
  - a. lived
  - b. has lived

2. The Titanic \_\_\_\_\_ in 1912.  
a. sank  
b. has sunk
3. Somebody \_\_\_\_\_ my bicycle! Now I'll have to walk home.  
a. stole  
b. has stolen
4. Gerry \_\_\_\_\_ some important documents three times this month. His boss is really angry.  
a. lost  
b. has lost
5. Samantha \_\_\_\_\_ from university last July.  
a. graduated  
b. has graduated
6. I \_\_\_\_\_ the movie *Titanic* three times. I'm going to see it again tonight.  
a. saw  
b. have seen
7. I \_\_\_\_\_ to work every day for the last six weeks! I can't believe the spare parts for my Volvo \_\_\_\_\_.  
a. walked / still didn't arrive  
b. walked / have still not arrived  
c. have walked / have still not arrived  
d. have walked / still didn't arrive
8. When Tesla was young he \_\_\_\_\_ in the USA.  
a. didn't lived  
b. didn't live  
c. hasn't lived  
d. haven't lived
9. Oh, no! \_\_\_\_\_ this document by mistake!  
a. I deleted  
b. I didn't delete  
c. I've deleted  
d. I haven't deleted
10. I \_\_\_\_\_ my keys in the office yesterday, so I couldn't get into my house. I \_\_\_\_\_ drive all the way back to my office!  
a. lost / had to  
b. lost / have had to  
c. have lost / had to  
d. have lost / have had to



## 2. Put the verbs into the correct tense (Simple Past or Past Continuous).

- 1.A: What \_\_\_\_\_ (do / you) yesterday at 8 pm?
- 2.B: I \_\_\_\_\_ (finish) the report in my office. Why?
- 3.A: I \_\_\_\_\_ (drive) to the sports centre at that time to play squash with a few friends. We only had three players, so I \_\_\_\_\_ (try) to ring you to ask if you would like to come as well. But I \_\_\_\_\_ (reach / not) you at home.
- 4.B: Why \_\_\_\_\_ (call / not / you) my mobile?
- 5.A: I actually \_\_\_\_\_ (want) to ring your mobile, but by accident I \_\_\_\_\_ (dial) Peter's number. He \_\_\_\_\_ (do / not) anything special at that moment and really \_\_\_\_\_ (like) the idea of playing squash with us.



## 3. Complete this dialogue with Past Simple, Past Continuous or Present Perfect Tense!

- Jack: This is one of my favorite pubs in London. \_\_\_\_\_ (you / be / ever) here before?
- Sam: Yeah, actually I had a beer here last week when my client \_\_\_\_\_ (visit) me.
- Jack: Yeah, it's a nice place to bring out of town guests. What \_\_\_\_\_ (you / order)?
- Sam: I \_\_\_\_\_ (drink) a pint of cider, that's my favorite.
- Jack: The last time I \_\_\_\_\_ (be) here, I \_\_\_\_\_ (have) a pint of lager, but \_\_\_\_\_ (not like) it very much. My favorite is the lager.
- Sam: \_\_\_\_\_ (you / come) by car tonight?
- Jack: No, I \_\_\_\_\_ (take) the underground. Why?
- Sam: Let's have another round of beer!
- Jack: OK!



## 4. Put the verbs into the correct tense, Simple Past or Past Continuous Tense.

1. Two days ago, a serious accident \_\_\_\_\_ (happen) in Market Street at about seven pm. It \_\_\_\_\_ (be) a hit and run and a boy \_\_\_\_\_ (get) hurt.
2. Yesterday, an investigator \_\_\_\_\_ (arrive) at the crime scene.
3. He \_\_\_\_\_ (ask) some of the residents living in the nearby house.

4. »What \_\_\_\_\_ (do / you) yesterday at seven?«
5. »I \_\_\_\_\_ (watch) a football match on TV.«
6. » \_\_\_\_\_ (be) you alone?«
7. »Yes, I \_\_\_\_\_ (be).«
8. » \_\_\_\_\_ (see / you) any strange cars in your street?«
9. »Yes, about seven o'clock, a dark Mercedes \_\_\_\_\_ (drive) along the street quite fast. I \_\_\_\_\_ (see) it from the kitchen window when I \_\_\_\_\_ (take) out another beer from the fridge. But the football match \_\_\_\_\_ (be) so interesting. So I just \_\_\_\_\_ (return) to the living room to follow the match.
10. \_\_\_\_\_ (hear / you) any loud noise?
11. No, I'm sorry, I \_\_\_\_\_ (turn) the volume up on the TV and then \_\_\_\_\_ (hear / not) anything anymore.«



## 5. Read this story and put the verbs into the correct tense: Simple Past, Past Continuous, or Past Perfect Tense.

### A trip in Scotland

When I \_\_\_\_\_ (get) up yesterday, the sun \_\_\_\_\_ (shine). It \_\_\_\_\_ (be) a beautiful morning. I \_\_\_\_\_ (arrive) in Edinburgh only two days before, and I \_\_\_\_\_ (want) to see the surroundings. So I \_\_\_\_\_ (decide) to rent a car and drive around a little. The wind \_\_\_\_\_ (not be) strong, although I \_\_\_\_\_ (think) that Scotland \_\_\_\_\_ (be) always very windy. Before I \_\_\_\_\_ (travel) to Edinburgh, I \_\_\_\_\_ (read) about the many historic places in the area. I \_\_\_\_\_ (be) especially interested in two places: Blackness Castle and the city of Stirling. In 1990 they \_\_\_\_\_ (shoot) some parts of the film 'Hamlet' in Blackness Castle, with Mel Gibson playing Hamlet. Stirling \_\_\_\_\_ (be) the scene of one of the greatest battles in Scottish history. In the film 'Braveheart' William Wallace \_\_\_\_\_ (fight) for Stirling Bridge against the English invaders. I was glad that I \_\_\_\_\_ (buy) this great guidebook before I \_\_\_\_\_ (came) to Scotland. Now I \_\_\_\_\_ (can) explore all these historic places.



## 6. Use the correct tense to complete the sentences!

1. You look really great! \_\_\_\_\_ (you / work) out at the fitness center recently?
2. A: What \_\_\_\_\_ (you / do) when the power went off?  
B: I \_\_\_\_\_ (read) the last page of a very exciting detective story.
3. I \_\_\_\_\_ (have) the same car for more than ten years. Now I'm thinking about buying a new one.

4. It \_\_\_\_\_ (snow) last weekend, so we  
\_\_\_\_\_ (go) skiing in the mountains.
5. A: What \_\_\_\_\_ (you / do) this time last week? B: I  
\_\_\_\_\_ (walk) in the streets of Paris, we had a romantic weekend  
there!
6. I \_\_\_\_\_ (come) to the University of London six months ago. I  
\_\_\_\_\_ (study) international economy since then.
7. Sam \_\_\_\_\_ (arrive / just) in Sydney.
8. The Smiths \_\_\_\_\_ (live) in New Zealand for more than two  
years. But they \_\_\_\_\_ (move) back to the UK last year. While  
they \_\_\_\_\_ (be) in New Zealand, they  
\_\_\_\_\_ (climb) mountains all the time in their free time.
9. When I \_\_\_\_\_ (leave) the party, Will  
\_\_\_\_\_ (drink) his 6<sup>th</sup> beer.
10. The scientists \_\_\_\_\_ (not manage) to find a cure for this  
terrible disease yet.



### 7. Complete the sentences with Past Simple, Past Continuous or Present Perfect Tense.

1. Her shoes are very clean, she \_\_\_\_\_ (clean) them.
2. Where's my wallet? It was on the table. Somebody \_\_\_\_\_  
(take) it!
3. Why \_\_\_\_\_ (you not go) to the party last night?
4. What book \_\_\_\_\_ (you / read) recently?
5. After finishing his work he \_\_\_\_\_ (decide) to go out.
6. Last summer we \_\_\_\_\_ (not want) to get lost in Spain, so  
we \_\_\_\_\_ (buy) a map.
7. Jim is on a business trip. He \_\_\_\_\_ (go) to France.
8. How \_\_\_\_\_ (be) your flight last night?
9. He is a good actor. Lucy \_\_\_\_\_ (see) all his films. She is  
going to watch his latest film next week.
10. I \_\_\_\_\_ (not have) pizza for more than two weeks.
11. When \_\_\_\_\_ (the meeting / end) yesterday?
12. We \_\_\_\_\_ (know) each other for a long time. He is my best  
mate.
13. Last Saturday when it \_\_\_\_\_ (start) raining some children  
\_\_\_\_\_ (play) in the park.
14. Everyone \_\_\_\_\_ (drink) beer at John's party last night.
15. I think I \_\_\_\_\_ (lose) my keys. I am going to check all  
around the house. I am sure I \_\_\_\_\_ (have) them a few  
hours ago.
16. What \_\_\_\_\_ (happen)? Why is there broken glass on the  
floor?

17. He \_\_\_\_\_ (drive) a car since he was 15 years old.
18. He put the money into his wallet and \_\_\_\_\_ (leave) . We \_\_\_\_\_ (not see) him since then.
19. Yesterday at 7.30 I \_\_\_\_\_ (have) breakfast.
20. This is the first time I \_\_\_\_\_ (eat) caviar.

## D

### 8. Choose the right tense to fill the gaps.

#### The Trip of a Lifetime

Mary Morris applied for her passport last month because she will soon be leaving on a trip that she **1. #** about for many years. She **2. #** as a receptionist at Ardmore's Travel Agency for ten years. All this time, she **3. #** at pictures of exotic places on the wall and planning trips for others. For this reason she **4. #** to take an overseas trip herself. After she **5. #** her trip, she **6. #** her plane tickets and **7. #** hotel rooms. Mary **8. #** pay for her plane tickets because she **9. #** at the travel agency for so long. She **10. #** to take this trip for a long time, but each year her boss **11. #** her vacation because someone else **12. #** on vacation or someone **13. #**. Mary **14. #** about many exciting vacations over the years. Her boss, Ben, **15. #** to Japan, Kenya, Alaska, France and Moscow last year. Meanwhile, Mary **16. #** these exciting places in photos! After looking at her boss' travel pictures, Mary finally **17. #** to take a trip of her own.

#### Fill the gaps with:

1. a. is dreamed b. has been dreaming c. has dream
2. a. has been worked b. working c. has been working
3. a. looked b. has looked c. has been looking
4. a. has decided b. have decided c. has been decided
5. a. had planned b. has plan c. was planning
6. a. has book b. has booked c. booked
7. a. reserved b. has had reserved c. had reserved
8. a. didn't have to b. hasn't have to c. doesn't have to
9. a. worked b. has worked c. has been worked
10. a. wanted b. has wanted c. have wanting
11. a. cancelling b. has cancelled c. cancelled
12. a. was been b. was going c. gone
13. a. quitted b. had quit c. have quit
14. a. heard b. has heard c. has hear
15. a. went b. has gone c. has went
16. a. only see b. has only seen c. only seen
17. a. has decided b. decided c. have decide

(based on exercise from

<http://www.smccd.net/accounts/sevastopoulos/esl/gramcheck/pastvspresperf.html>)

## E

### 9. Find the Past Perfect forms of the following sentences.

1. "I do the calculations"?
  - a. I have done the calculations.
  - b. I did the calculations.
  - c. I had did the calculations.
  - d. I had done the calculations.

---
2. "She makes some presentations about the sales figures of the new product"?
  - a. She had made some presentations about the sales figures of the new product.
  - b. She has made some presentations about the sales figures of the new product.
  - c. She made some presentations about the sales figures of the new product.
  - d. She had make some presentations about the sales figures of the new product.

---
3. "We visit Paris"?
  - a. We'd visit Paris.
  - b. We'd visiting Paris.
  - c. We'd visited Paris.
  - d. We've visited Paris.

---
4. "We are driving a car"?
  - a. We had drove a car.
  - b. We had been driving a car.
  - c. We could drive a car.
  - d. We were renting a car.

---
5. "It is hot."?
  - a. It was hot.
  - b. It had hot.
  - c. It had be hot.
  - d. It had been hot.

## M

### 10. Find the correct answer!

1. As soon as Jack had seen the accident, he \_\_\_\_\_ the police.
  - a. was telephoning
  - b. telephoned
  - c. had telephoned
  - d. telephones



2. Before I entered college, I \_\_\_\_\_ a lot of computer programming practice.  
a. haven't had  
b. didn't have  
c. wasn't having  
d. hadn't had
3. Since he left his country six years ago, he \_\_\_\_\_ to visit his friends several times.  
a. returned  
b. have returned  
c. was returning  
d. has returned
4. While I was doing my math homework, I \_\_\_\_\_ a shortcut to solving the problems.  
a. discovered  
b. were discovering  
c. has discovering  
d. have discovered
5. Yesterday while I was studying, my roommate \_\_\_\_\_ on the computer.  
a. was playing  
b. had been playing  
c. has played  
d. played
6. Bob \_\_\_\_\_ to live in a big city until he moved to San Francisco in 2003.  
a. didn't want  
b. hadn't want  
c. wasn't wanting  
d. hasn't wanted
7. He was out of money after he \_\_\_\_\_ most of his salary in a club last weekend.  
a. had spend  
b. had spent  
c. has spent  
d. spent



### 11. Choose the right answer!

1. When \_\_\_\_\_ the company?  
a) have you joined   b) did you joined   c) did you join   d) have you ever joined

2. \_\_\_\_\_ in France?  
 a) Did you ever worked b) Have you ever worked c) Worked you d) Didn't you have worked
3. That's the best presentation \_\_\_\_\_  
 a) I never heard b) I didn't hear c) I used to hear d) I've ever heard
4. He's the most difficult customer \_\_\_\_\_  
 a) I never dealt with. b) I never had to deal with. c) I've ever had to deal with. d) I've never had to deal with.
5. \_\_\_\_\_ to him last week.  
 a) I spoke b) I've already spoken c) I didn't spoke d) I speaked
6. \_\_\_\_\_ a contract recently and it is still valid.  
 a) We have signed b) We signing c) We haven't signed d) We have sign
7. The reason I look so brown is that \_\_\_\_\_ from a business trip to Barbados.  
 a) I come back b) I came back c) I never came back d) I've just come back
8. Sales figures \_\_\_\_\_ in 1995 but then \_\_\_\_\_ in 1996.  
 a) rised / falled b) rose / fell c) have risen / have fallen d) rose / have fallen
9. I've just talked to my boss but he \_\_\_\_\_ to a word \_\_\_\_\_. I'm so angry with him!  
 a) listened / I haven't said b) didn't listen / I say c) listened I saying d) hasn't listened / I've said
10. It's obvious that \_\_\_\_\_ this report, that's why you don't know what I am talking about.  
 a) you haven't read b) you didn't read c) you don't read d) you read not

## FUTURE TENSES

### GOING TO FUTURE TENSE

Affirmative	Negative	Interrogative
I'm going to travel You're going to travel	I'm not going to travel You aren't going to travel	Am I going to travel ? Are you going to travel?
He's going to travel She's going to travel It's going to travel	He isn't going to travel She isn't going to travel It isn't going to travel	Is he going to travel? Is she going to travel? Is it going to travel?
We're going to travel You're going to travel They're going to travel	We aren't going to travel You aren't going to travel They aren't going to travel	Are we going to travel? Are you going to travel? Are they going to travel?

## FUTURE SIMPLE TENSE

Affirmative	Negative	Interrogative
I will arrive You will arrive	I won't arrive You won't arrive	Will I arrive? Will you arrive?
He will arrive She will arrive It will arrive	He won't arrive She won't arrive It won't arrive	Will he arrive? Will she arrive? Will it arrive?
We will arrive You will arrive They will arrive	We won't arrive You won't arrive They won't arrive	Will we arrive? Will you arrive? Will they arrive?

### Use:

There are 4 ways to talk about the future

#### 1. Future Simple ("Will"):

- **definite** future: e.g. *He will be 25 next week.*
- **assumption**: e.g. *I think he will like this CD.*
- **distant** future: e.g. *People will use electric cars in 40 years.*
- **volunteering** to do something
- **deciding at the moment** of speaking to do something  
e.g. Boss: *I need a someone to meet our guest at the airport.*  
Assistant: *I'll go.*

#### 2. "Going to" Future

- **prediction** based on **present situation**, facts: e.g. *Look at the clouds! I think it's going to rain!*
- **near** future: e.g. *Next week we are going to travel on holiday to Greece.*
- talking about something that is **already decided**  
e.g. Boss: *Who is meeting the guest at the airport?*  
Assistant: *I'm going to pick him up from the airport.*

#### 3. Present Continuous

- talking about something that is already arranged, a **personal plan**  
e.g. Boss: *Can you pick up our guest from the airport?*  
Assistant: *No, I'm sorry, I can't. I'm having a business lunch with my most important client.*

#### 4. Present Simple

- talking about a **schedule**, **timetable** or a definite, given program

e.g. Boss: *What time does the airplane land?*

Assistant: *It lands at 9.45.*

**Adverbs of time:** soon, tomorrow, the day after tomorrow, next week, the following week, in two months, this weekend, in 2015

#### Exercises



##### 1. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We are going to stop this project.

b. \_\_\_\_\_:

c. \_\_\_\_\_:

2. a. interrogative: Is he going to relax all weekend?

b. \_\_\_\_\_:

c. \_\_\_\_\_:

3. a. negative: I am not going to write an email.

b. \_\_\_\_\_:

c. \_\_\_\_\_:

4. a. negative: They're not going to come to the meeting.

b. \_\_\_\_\_:

c. \_\_\_\_\_:

5. a. affirmative: She is going to order pizza for dinner.

b. \_\_\_\_\_:

c. \_\_\_\_\_:

6. a. interrogative: Are you going to take the train?

b. \_\_\_\_\_:

c. \_\_\_\_\_:



##### 2. Complete the sentences with the "Going to" Future Tense!

1. \_\_\_\_\_ (they / meet) at the pub tonight?

2. Tomorrow John \_\_\_\_\_ (apply) for that job in Japan.

3. We \_\_\_\_\_ (not travel) to Greece this summer.
4. \_\_\_\_\_ (the manager / take) a holiday next week?
5. When \_\_\_\_\_ (you / finish) your seminar work?
6. I \_\_\_\_\_ (not call) Tom on Sunday, because he  
\_\_\_\_\_ (be) in France at the weekend.
7. She \_\_\_\_\_ (post) the package after work.
8. \_\_\_\_\_ (you / become) the new president of the club?



### 3. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We will graduate next year.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
2. a. interrogative: Will he buy that painting?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
3. a. negative: I won't get to the party on time.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
4. a. negative: They will not publish this interview.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
5. a. affirmative: She will listen to the CD.  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_
6. a. interrogative: Will you call your brother on his birthday?  
b. \_\_\_\_\_ : \_\_\_\_\_  
c. \_\_\_\_\_ : \_\_\_\_\_



### 4. Complete the sentences with the Future Simple Tense!

1. \_\_\_\_\_ (it / rain) next weekend?
2. Tomorrow they \_\_\_\_\_ (invite) Mr. Smith.
3. She \_\_\_\_\_ (not accept) that job for so little money.
4. \_\_\_\_\_ (he / go) to the fitness studio on Tuesday?
5. When \_\_\_\_\_ (I / get) a pay raise?
6. We \_\_\_\_\_ (not buy) another dog, one is enough.
7. You \_\_\_\_\_ (wear) your new suit at the business dinner.
8. \_\_\_\_\_ (they / elect) her as the new president of the USA?

**E** 5. Change these sentences into "Going to" Future and Future Simple Tense.

1. She usually comes to school on time.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

2. They don't have new instruments in the laboratory.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

3. We had eaten together in the cafeteria.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

4. He is arriving this afternoon by train.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

5. Have they sent you the photographs by email?

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

6. I'm having a very busy week at the office.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

7. We didn't go on holiday.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

8. They weren't happy with the quality of the products.

Going to F.: \_\_\_\_\_

F. Simple: \_\_\_\_\_

**M** 6. Planned action or instant idea? Decide which answer is best for these situations.

1. *The phone's ringing.*

a. I'm going to pick it up.

b. I'll pick it up.

2. *This box is too heavy for me.*

a. I'm going to help you.

b. I'll help you.

3. *Who wants to do this job?*

a. It has already been decided. I'll do it.

b. It's already been decided. I'm going to do it.

4. *What are your plans for the summer?*

a. I'm going to travel across Europe.

b. I'll travel across Europe.

5. *I need to visit my best friend, it's his birthday today.*

a. I'm going to visit him tonight after work.

b. I'll visit him tonight after work.

6. *Did you forget Peter's birthday?*

a. Oh, no! I'll call him right now.

b. Oh, no! I'm going to call him right now.

7. *I need someone to meet a visitor at the airport.*

a. I'll go.

b. I'm going to go.

8. *I've bought myself a piano.*

a. I'm going to learn to play the piano.

b. I'll learn to play the piano.



**7. Use the "Going to" Future or Future Simple to complete the sentences.**

1. I feel really tired. I think \_\_\_\_\_ go to bed.

a. I'll

b. I'm going to

2. Where are you going? \_\_\_\_\_ visit a customer.

a. I'll

b. I'm going to

3. Do you want me to help you? No thanks. Thomas \_\_\_\_\_ help me.

a. will

b. is going to

4. Would you like tea or coffee? \_\_\_\_\_ have some coffee, please. Thank you.

a. I'll

b. I'm going to

5. Would you like to come to my house for dinner and talk about this? Good idea.  
\_\_\_\_\_ bring some wine.

a. I'll

b. I'm going to

6. She's already decided. \_\_\_\_\_ buy a new car

a. She'll

b. She's going to

7. What are your plans for next week? \_\_\_\_\_ fly to New York on business. Probably on Tuesday but I haven't bought my ticket yet.

a. I'll

b. I'm going to

8. What are their plans for the holidays? \_\_\_\_\_ visit their parents for a few days and then go hiking in Scotland.

a. They 'll

b. They're going to

---

9. Why are you wearing your best suit? \_\_\_\_\_ have lunch with my most important client.

a. I 'll

b. I'm going to

---

10. Do you want to have a cheese sandwich or a ham sandwich? I think \_\_\_\_\_ have the ham.

a. I 'll

b. I'm going to

---

11. My head hurts. Sit down and \_\_\_\_\_ get you an aspirin.

a. I 'll

b. I'm going to

---

12. We need some more ink for the printer. John \_\_\_\_\_ go to the shop and get some. He is responsible for the printers.

a. will

b. is going to

---

13. Look! There are some very dark clouds coming. I think \_\_\_\_\_ rain .

a. it'll

b. it's going to

---

14. I don't understand what this manual says. Don't worry. We \_\_\_\_\_ help you. We're good at English.

a. will

b. are going to

---

15. I need to speak to the manager, so \_\_\_\_\_ make an appointment with his secretary.

a. I 'll

b. I'm going to

---

16. Did you phone Michael? I'm sorry. I completely forgot. \_\_\_\_\_ do it now.

a. I 'll

b. I'm going to

---

17. That's too heavy for one person. \_\_\_\_\_ give you a hand.

a. I 'll

b. I'm going to

---



18. Could somebody answer the phone? \_\_\_\_\_ get it.

a. I'll

b. I'm going to

---

19. It's really hot in here. \_\_\_\_\_ put on the air-conditioning.

a. I'll

b. I'm going to

---

20. What \_\_\_\_\_ tonight?

a. will you do

b. are you going to do



### 8. Rewrite these sentences to the given tense!

1. Does John play on the computer? (Going to Future, affirmative)

---

2. He is going to think about a new job. (Present Continuous, interrogative)

---

3. Has she bought a new laptop? (Future Simple, negative)

---

4. We didn't drive to New York, we flew to N.Y. (Going to Future)

---

5. Are they going to send her this email, too? (Past Simple, affirmative)

---

6. She doesn't live in a flat. (Future Simple, interrogative)

---

7. Are you going to bring some wine to the party? (Past Perfect, negative)

---

8. I took English lessons. (Going to Future, interrogative)

---



### 9. Complete the sentences with the correct Future form: Future Simple, "Going to" Future, Simple Present or Present Continuous Tense.

1. The train \_\_\_\_\_ (leave) at 11.45.

2. On Sunday at 8 o'clock I \_\_\_\_\_ (meet) my friend.

3. It \_\_\_\_\_ (snow) in the mountains tomorrow evening.

4. We \_\_\_\_\_ (have) lunch at McDonald's at the weekend.

5. They \_\_\_\_\_ (fly) to London on Friday evening.

6. Wait! Don't call a taxi! I \_\_\_\_\_ (drive) you to the station.

7. The English lesson \_\_\_\_\_ (start) at 7.35.

8. I \_\_\_\_\_ (see) my sister in April.

9. We \_\_\_\_\_ (meet) Tom tonight at the pub.

10. When \_\_\_\_\_ (end / your semester)?

11. \_\_\_\_\_ (plan / you) to graduate next year?
12. When \_\_\_\_\_ (be) the freshmen's party?
13. Who \_\_\_\_\_ (meet) our business partner at the airport? We have decided that John \_\_\_\_\_ (pick) him up at the airport.
14. Who \_\_\_\_\_ (meet) our business partner at the airport? OK, I \_\_\_\_\_ (go) if nobody else wants to do it.
15. James \_\_\_\_\_ (play) golf with his friends this weekend.



### 10. Complete the sentences with the right Tense: Future Simple or "Going to" Future

1. Look at the clouds. It \_\_\_\_\_ (rain) soon.
2. Peter \_\_\_\_\_ (be) 25 next Wednesday.
3. We \_\_\_\_\_ (fly) to London this summer.
4. Tomorrow it \_\_\_\_\_ (snow) in the North.
5. Just a moment. I \_\_\_\_\_ (help) you.
6. In 2010 there \_\_\_\_\_ (be) more cars.
7. I think, Dennis \_\_\_\_\_ (like) this CD.
8. I \_\_\_\_\_ (have) a party. I have already invited my friends.
9. Let's make a party tonight! I \_\_\_\_\_ (call) some people to come over and bring some wine.
10. You have bought a new laptop! \_\_\_\_\_ (start / you) learning programming?
11. It looks like the Manchester team \_\_\_\_\_ (win) the match.
12. We \_\_\_\_\_ (not have) too many solar-powered cars by 2010, but maybe by 2045 there \_\_\_\_\_ (be) more solar-powered or electric cars.



### 11. Choose the correct Future tense!

1. Peter (is / will be) fifty next Friday.
2. Oh no! I've broken the vase. What (am I going to say / will I say)?
3. Jack (is having / will have) a dinner party next Saturday.
4. When you arrive, I (am going to watch / will be watching) a film..
5. John hasn't eaten. - Don't worry (I will make / I am going to make) him a sandwich.
6. We'll go out for dinner when he (arrives / will arriving).
7. Unless he arrives soon, we (will not go / do not go) to the party.
8. (I will be studying / I am studying) at 9 tomorrow evening.
9. Tonight the train (leaves / is leaving) at 9 o'clock from platform 4.
10. Look at those clouds! It (is going to rain / will rain)!



**12. Choose the correct adverb of time for these sentences.**

1. I'll cook supper \_\_\_\_\_ I come home.
  - a. until
  - b. while
  - c. before
  - d. as soon as
2. I want to finish my work \_\_\_\_\_ we go out.
  - a. until
  - b. while
  - c. before
  - d. as soon as
3. She's going to look after the cat \_\_\_\_\_ I'm away on holiday.
  - a. until
  - b. while
  - c. before
  - d. as soon as
4. I'll email you \_\_\_\_\_ I arrive.
  - a. as soon as
  - b. until
  - c. as long as
  - d. while
5. We'll find a hotel \_\_\_\_\_ we arrive in London.
  - a. until
  - b. while
  - c. when
  - d. as long as
6. She won't speak to her boyfriend \_\_\_\_\_ he apologizes.
  - a. as soon as
  - b. until
  - c. as long as
  - d. while
7. Drink your coffee \_\_\_\_\_ it gets cold.
  - a. when
  - b. while
  - c. before
  - d. as soon as
8. Don't cross the road \_\_\_\_\_ you see the green light.
  - a. as soon as
  - b. until
  - c. as long as
  - d. while

9. I'll give you a ring \_\_\_\_\_ we get back from our holiday.  
a. as soon as  
b. until  
c. as long as  
d. while
10. Our professor told us to finish our seminar works \_\_\_\_\_ Friday.  
a. until  
b. while  
c. after  
d. as soon as



**13. Choose the answer that best completes the sentence .**

1. Will you remember to call me as soon as you \_\_\_\_\_ (get) there?  
a. are get  
b. get  
c. will getting
2. I won't download large files until I \_\_\_\_\_ (have) more RAM on my computer!  
a. having  
b. have  
c. will had
3. After I finish working on my homework, I \_\_\_\_\_ (go) for a walk with you.  
a. go  
b. will go  
c. going to go
4. When dinner \_\_\_\_\_ (be) ready, she will call us.  
a. is  
b. will being  
c. been
5. We always need to wash our hands before we \_\_\_\_\_ (eat) dinner.  
a. eat  
b. will eat  
c. are eating
6. When Peter \_\_\_\_\_ (come) home from school, the whole family will go out for lunch.  
a. come  
b. is coming  
c. comes
7. They \_\_\_\_\_ (finish) the tennis match before it \_\_\_\_\_ (get) too dark to play.  
a. will finish / getting  
b. will finish / gets  
c. finish / will getting

8. The manager wants to talk to you as soon as you \_\_\_\_\_ (arrive) at the office.
- are arriving
  - arrive
  - will arrive

**M** 14. Complete the sentences with the right tense, Simple Present, Simple Future, or Present Continuous Tense!

- Right now, I \_\_\_\_\_ (work) in my office. Tomorrow at this time, I will also be working in the office.
- Tomorrow after school, we \_\_\_\_\_ (go) to the beach with some friends.
- \_\_\_\_\_ (have / you) any plans for the weekend? I don't know yet, maybe I \_\_\_\_\_ (drive) to the mountains for some skiing. There \_\_\_\_\_ (be) still snow on the slopes.
- Congratulations! You have won on the lottery! And what \_\_\_\_\_ (do / you) with the money? Oh, I have already decided. I \_\_\_\_\_ (travel) to Australia for two months and explore the country.
- Thomas \_\_\_\_\_ (go) to the fitness club every day. But not tomorrow. He \_\_\_\_\_ (take) part in a conference in Berlin.
- While you \_\_\_\_\_ (study) at home, Mary \_\_\_\_\_ (take) an English exam.
- When I \_\_\_\_\_ (travel) to the UK, I always \_\_\_\_\_ (carry) a dictionary with me. Who knows, maybe I \_\_\_\_\_ (need) it in a difficult situation.
- When you \_\_\_\_\_ (get) off the plane, I will be waiting for you.
- Don't go cycling now! It \_\_\_\_\_ (rain)! And I think it \_\_\_\_\_ (rain) tomorrow, too.
- If you \_\_\_\_\_ (need) to contact me, I \_\_\_\_\_ (stay) at the Hilton Hotel in Vienna all next week.

**M** 15. Complete the sentences with Future Simple or "Going To" Future Tense!

- A: Why are you sitting at your laptop?  
B: I \_\_\_\_\_ (write) an email to my friend about my holiday in the States.
- A: I'm nearly falling asleep. I need to wake up! I need to finish this seminar work by tomorrow!  
B: I \_\_\_\_\_ (get) you a cup of coffee. That \_\_\_\_\_ (wake) you up.

3. A: Where are you going?  
 B: I am on my way to the cinema. I \_\_\_\_\_ (watch) the new Spielberg film.
4. We are so excited about our trip next month to France. We \_\_\_\_\_ (visit) Paris, Nice and St. Tropez!
5. Who is coming to the party? I'm not sure, maybe Sarah \_\_\_\_\_ (come), and Peter. But I definitely know that Thomas \_\_\_\_\_ (be) there.
6. Ted: It is so hot in here!  
 Sarah: I \_\_\_\_\_ (turn) the air-conditioning on.
7. He is a very convincing and honest politician! I think he \_\_\_\_\_ (be) the next President of the United States.
8. After I graduate, I \_\_\_\_\_ (attend) medical school and become a doctor. I have wanted to be a doctor all my life.
9. A: Excuse me, I need to talk to someone about our hotel reservation.  
 B: The receptionist \_\_\_\_\_ (help) you.
10. As soon as the weather clears up, we \_\_\_\_\_ (walk) down to the beach and go swimming.

## **M** 16. Use the correct tense, Present Simple, Future Simple or "Going To" Future Tense

1. **Susan:** We \_\_\_\_\_ (go) camping this weekend. Would you like to come, too?  
**Sam:** That sounds great, but I \_\_\_\_\_ (not have) a sleeping bag.  
**Susan:** No problem. I \_\_\_\_\_ (lend) you one. I have two sleeping bags!
2. **Tom:** Can you lend me some paper for the printer?  
**Jack:** I am sorry, but I've only got a few sheets of paper, and I also need to print something.  
**Tom:** That's ok, I \_\_\_\_\_ (drop) by at the office supplies store.
3. **Barbara:** I \_\_\_\_\_ (plan) to buy new car this weekend, but I'm a little worried because I don't really know much about cars.  
**Dave:** I used to work for a mechanic and I know a lot about cars. I \_\_\_\_\_ (go) with you to make sure you are not cheated.
4. **Gina:** Fred and I \_\_\_\_\_ (visit) Melbourne next summer. Have you ever been there?  
**Margaret:** My sister Susan \_\_\_\_\_ (live) in Melbourne! I \_\_\_\_\_ (give) you her phone number. You can stay with them and she \_\_\_\_\_ (give) you a little tour of the town. She \_\_\_\_\_ (show) you some of the sights that most tourists \_\_\_\_\_ (never / see).

5. Pam: I have won a scholarship to Canada for next year.

Jane: \_\_\_\_\_ (be / you) excited?

Pam: Definitely! But I'm sure that next year I \_\_\_\_\_ (meet) a lot of interesting new people and learn the language real well!



### 17. Choose the *wrong* answer!

1. Today after I get out of class, I meet / will meet / am meeting some friends for coffee.

2. When you arrive / have arrived / are arriving in Stockholm, call my friend Gustav. He will show / is showing / shows you around the city.

3. A: Do you know what you want to do after you graduate / have graduated / will graduate?

B: After I receive / have received / will receive my Master's degree from Harvard University, I am going to go / am going / go to UCLA, to the famous university on the West Coast. I plan / am planning / will plan to complete a Ph.D. in mechanical engineering.

4. If it snow / snows / is snowing this weekend, we will go / are going to go / go snowboarding into the Rockies.

5. If you listen / are listening / will listen to the new REM album, you can hear / will hear / are hearing the saxophone solo in the second song.

6. I'm sure that you will successfully pass / are going to successfully pass / pass successfully your exam tomorrow!

7. Tomorrow Tom participates / is participating / is going to participate in a conference about informatics technologies.

8. How to get to the town hall? You turn / are turning / will turn left at the first corner, walk another 500 meters and you will see / see / are seeing the building on the right.



### 18. Find the right answer!

1. Gary: Are you free for lunch tomorrow?

Chris: Sorry! I have already made plans. \_\_\_\_\_ tennis with my brother.

a. I'll play      b. I play      c. I'm playing

2. Gary: What time does the mechatronics class start tomorrow?

Chris: \_\_\_\_\_ at two-thirty.

a. It will start      b. It is going to start      c. It starts

3. Gary: It's starting to rain.

Chris: Don't worry. \_\_\_\_\_ you my umbrella.

a. I'll lend      b. I'm lending      c. I lend

4. Gary: Has Sue decided about university yet?

Chris: Yes – I spoke to her last night. \_\_\_\_\_ to Calgary.

a. She will go      b. She's going to go      c. She goes

5. Gary: There's no milk in the fridge.

Chris: Really? \_\_\_\_\_ some tomorrow.

- a. I'll get      b. I'm going to get      c. I'm getting
- 

6. Gary: What time should we be to the airport?

Chris: The plane \_\_\_\_\_ in half an hour. I think we should leave now.

- a. will land      b. lands      c. is landing
- 

7. Gary: Have you ever been to Paris?

Chris: No, but \_\_\_\_\_ there next month with my girlfriend.

- a. I'll travel      b. I'm travelling      c. I travel
- 

8. Gary: Joe borrowed your laptop.

Chris: WHAT? \_\_\_\_\_ him. I need it!

- a. I'll kill      b. I'm killing      c. I kill
- 

## STOP AND CHECK - ALL TENSES



### 1. Choose the right answer

1. My younger brother \_\_\_\_\_ to the ground and hurt himself while he \_\_\_\_\_ his bike.

- a. fell ... riding  
b. fallen ... was riding  
c. was falling ... rode  
d. fell ... was riding

2. What \_\_\_\_\_ already done cannot be undone.

- a. has been  
b. have been  
c. has  
d. have being

3. He said he felt tired because he \_\_\_\_\_ late the night before.

- a. stays up  
b. was staying up  
c. has stay up  
d. had stayed up

4. When he was working for Ericsson, he \_\_\_\_\_ elegant suits every day.

- a. wearing  
b. wore  
c. was wore  
d. was wearing

5. At the end of the 18th century, the city's population \_\_\_\_\_ about two million.

- a. was  
b. were  
c. had be  
d. has been



6. I don't think you \_\_\_\_\_ John until now.
  - a. having met
  - b. have met
  - c. to have met
  - d. had met
7. I \_\_\_\_\_ TV when the light went out.
  - a. watched
  - b. was watching
  - c. will watch
  - d. had watched
8. We had bought a map of Scotland before we \_\_\_\_\_ to Edinburgh.
  - a. travelled
  - b. driving
  - c. have travelled
  - d. had driven
9. He \_\_\_\_\_ home when the phone started ringing.
  - a. had just come
  - b. came
  - c. had already come
  - d. come
10. About three years ago we \_\_\_\_\_ a holiday house on the island.
  - a. have bought
  - b. buy
  - c. bought
  - d. had bought



## 2. Use the correct tense!

1. Tom \_\_\_\_\_ (play) football in the park now.
2. I just \_\_\_\_\_ (arrive) to the party.
3. They \_\_\_\_\_ (finish) their homework before I \_\_\_\_\_ (arrive) home.
4. I \_\_\_\_\_ (arrive) home after they \_\_\_\_\_ (finish) their homework.
5. They \_\_\_\_\_ (ring) me from the company an hour ago.
6. Yesterday he \_\_\_\_\_ (tell) me what \_\_\_\_\_ (happen) at the meeting the day before.
7. We \_\_\_\_\_ (go) to the cinema at seven tonight.
8. I \_\_\_\_\_ (not be) to the cinema for two years.
9. You \_\_\_\_\_ (not be) to the cinema since 2004.
10. While I \_\_\_\_\_ (write) an email the power \_\_\_\_\_ (go off).
11. When I saw that Peter \_\_\_\_\_ (arrive) to the party I \_\_\_\_\_ (go) over to talk to him.
12. When I last \_\_\_\_\_ (hear) about him he \_\_\_\_\_ (work) in Tokyo.

13. He \_\_\_\_\_ (tell) me two weeks ago that those days he \_\_\_\_\_ (think) about changing his job.
14. I never \_\_\_\_\_ (hear) such an unbelievable story in my life.
15. She \_\_\_\_\_ (be) very excited while she \_\_\_\_\_ (fly) to New York.
16. While I \_\_\_\_\_ (wait) for the bus a man who I \_\_\_\_\_ (go) to school with 5 years ago, \_\_\_\_\_ (come) up to me yesterday.
17. I \_\_\_\_\_ (send) my application for the job two weeks ago but they \_\_\_\_\_ (not answer) me yet. I \_\_\_\_\_ (not receive) any news from them since.
18. They \_\_\_\_\_ (travel) to London tomorrow.
19. The plane \_\_\_\_\_ (land) at 8.45 at Heathrow Airport.
20. Tonight we \_\_\_\_\_ (meet) some friends at the pub.



### 3. Complete the sentences with the right tenses.

1. Jack \_\_\_\_\_ (live) in Boston for the past 15 years.
2. Janet \_\_\_\_\_ (work) for Siemens before she \_\_\_\_\_ (start) to work for us.
3. \_\_\_\_\_ (you/finish) reading the paper yet?
4. I would love to visit Prague sometime. Unfortunately, I \_\_\_\_\_ (be/never) there.
5. Peter \_\_\_\_\_ (play) Tennis for five years when he \_\_\_\_\_ (be) at school.
6. Jane: Can you help me? I \_\_\_\_\_ (finish / just) my homework, but I still don't understand exercise number 7.
7. I \_\_\_\_\_ (work) in France for 4 years now. I \_\_\_\_\_ (begin) work as soon as I arrived.
8. I'm afraid I'm not hungry. I \_\_\_\_\_ (eat/already).
9. When Jack was at school, he \_\_\_\_\_ (learn) to play the saxophone. He \_\_\_\_\_ (play) it ever since.
10. The printer \_\_\_\_\_ (not work). It \_\_\_\_\_ (break) or somebody \_\_\_\_\_ (change) the settings.
11. Maria lives in Boston. Before she \_\_\_\_\_ (move) here, she \_\_\_\_\_ (live) in Seattle for 3 years.
12. Peter \_\_\_\_\_ (go) to Paris last year. That means that he \_\_\_\_\_ (be) to Paris 3 times so far!
13. I \_\_\_\_\_ (try) to call you all morning! Where \_\_\_\_\_ (you be)?
14. Maria \_\_\_\_\_ (be) from Puerto Rico. She \_\_\_\_\_ (not see) snow in her life before she \_\_\_\_\_ (come) to study to Canada.
15. How long \_\_\_\_\_ (you/study) in Vienna before moving to Belgrade?

## M

### 4. Your turn! Fill gaps with an appropriate verb. Watch the tenses!

1. Peter \_\_\_\_\_ football all afternoon long yesterday.
2. They \_\_\_\_\_ the car. Now it looks new again.
3. Last year we \_\_\_\_\_ to Italy on holiday.
4. John and Peggy \_\_\_\_\_ that film in the cinema last night.
5. I \_\_\_\_\_ a computer game with my friend two days ago.
6. We \_\_\_\_\_ never to another country before.
7. She \_\_\_\_\_ a new laptop in 2006.
8. I'm sorry, but I \_\_\_\_\_ my homework.
9. They \_\_\_\_\_ for their exams at the moment.
10. We \_\_\_\_\_ English since we were 10 years old.
11. The computer had crashed before she \_\_\_\_\_ his document.
12. Tom \_\_\_\_\_ an electrical engineer. He \_\_\_\_\_ in an international telecommunications company for 2 years.

## M

### 5. Choose the right answer!

1. Hi Jane, you \_\_\_\_\_ sad! What's up?  
a. will look b. looks c. look d. is looking e. are looking
2. \_\_\_\_\_ your homework?  
a. Have you done b. Have you do c. Has you done d. Has you done e. Did you do
3. When \_\_\_\_\_?  
a. have you arrived b. has you arrived c. do you arrived d. did you arrived e. did you arrive
4. She \_\_\_\_\_ in this house for years.  
a. has been living b. have lived c. have lived d. lived e. lives
5. The weather forecast says the sun \_\_\_\_\_ tomorrow.  
a. is going to shine b. is shining c. may shone d. shines e. will shine
6. We \_\_\_\_\_ my aunt next week on Friday. It will be her birthday.  
a. are visiting b. have visited c. is visiting d. visited e. will visiting
7. Columbus \_\_\_\_\_ the American continent while he \_\_\_\_\_ towards the west.  
a. was discovering / sailed b. has discovered / were sailing c. has discovered / was sailing d. discovered / was sailing e. discovered / sailed

8. Many things \_\_\_\_\_ this month with the new boss.  
a. changed b. didn't changed c. has changed d. have changed e. would change
9. He \_\_\_\_\_ mineral water every day.  
a. are drinking b. drink c. drinks d. is drinking e. will drink
10. Look! She \_\_\_\_\_ whisky from a large whisky-bottle.  
a. are drinking b. drink c. drinks d. is drinking e. will drink
11. He was late. When he \_\_\_\_\_ at the airport, the plane \_\_\_\_\_.  
a. left / had arrived b. has arrived / left c. had arrived / left d. had arrived / had left e. arrived / had already left
12. After he \_\_\_\_\_ painting the kitchen, he \_\_\_\_\_ a shower.  
a. has finished / had b. had finished / had had c. had finished / had d. finished / had e. finish / have
13. If you \_\_\_\_\_ water to 100 degrees Celsius, it \_\_\_\_\_.  
a. heating / boil b. heat / boils c. heated / will boil d. would heat / would boil e. is heating / is boiling
14. He \_\_\_\_\_ about colleagues to our boss!  
a. will always complain b. is complaining c. is always complaining d. always complains e. always complain
15. Harry \_\_\_\_\_ and we \_\_\_\_\_ him the news.  
a. woke up / were telling b. woke up / told c. was waking up / told d. wakes up / told e. had woken up / told
16. Which books \_\_\_\_\_ to school yesterday?  
a. took you b. take you c. have you taken d. do you take e. did you take
17. We \_\_\_\_\_ that film.  
a. will already seen b. have already seen c. has already seen d. already saw e. already did see
18. \_\_\_\_\_ rugby?  
a. Have you ever played b. Have you ever play c. Has you ever played d. Do you ever played e. Did you ever played
19. I \_\_\_\_\_ positive reviews about that film in the papers so I am going to see it.  
a. has read b. have read c. read d. readed e. will read
20. I \_\_\_\_\_ doing this exercise.  
a. am finishing b. has just finished c. have just finished d. just finished e. just have finished



## 6. Choose the right answer!

1. The headquarters of this company in New York \_\_\_\_\_ address last year.  
a. changed b. had changed c. has changed d. is going to change e. will change
2. Did you see Spielberg's last movie last week? No, I \_\_\_\_\_.  
a. didn't b. don't c. hadn't d. haven't e. won't
3. Do you usually watch TV on Mondays? Yes, I \_\_\_\_\_.  
a. did b. do c. had d. have e. will
4. Have you ever seen Tom Cruise's first movie? Yes, I \_\_\_\_\_.  
a. will b. have c. has d. do e. did
5. Have you got a digital camera? No, I \_\_\_\_\_.  
a. haven't b. don't c. didn't d. hasn't e. doesn't
6. How long \_\_\_\_\_ for the Maths test?  
a. you study b. will you studied c. studied d. have you been studying e. has you been studying
7. I \_\_\_\_\_ for the maths test since August and I still have a lot to revise.  
a. was studying b. has studying c. had studying d. have been studying e. will studying
8. I saw a terrible accident while I \_\_\_\_\_ on the beach.  
a. were walking b. has been walking c. was walking d. has walked e. had walked
9. It's the beginning of September. I \_\_\_\_\_ my summer job.  
a. have just finished b. had finishing c. will finishing d. has just finished e. will just finishing
10. If the weather stays nice like this, we \_\_\_\_\_ to the park probably.  
a. will go b. is going c. are going to d. is going to go e. go
11. In the future, people \_\_\_\_\_ more modern houses and flying cars.  
a. had b. has c. have d. will have e. will have had
12. In the past, people \_\_\_\_\_ to the cinema more often.  
a. did go b. do go c. go d. use to go e. used to go
13. Latest news: The price of oil \_\_\_\_\_ at Wall Street.  
a. will change b. change c. changes d. had changed e. has changed

14. Mary \_\_\_\_\_ a lot lately.

a. has worked b. is working c. will work d. worked e. works

15. Nowadays the beaches \_\_\_\_\_ polluted.

a. are b. have been c. is d. was e. were

16. Soon, people \_\_\_\_\_ most of the time at home.

a. works b. worked c. had worked d. will work e. have worked

17. Sometimes people \_\_\_\_\_ to stay at home watching TV.

a. won't prefer b. will prefer c. preferred d. prefer e. have preferred

18. Tom \_\_\_\_\_ dinner when you arrived.

a. was cooking b. had cooked c. has cooked d. were cooking e. were cooked

19. Twenty years ago, people \_\_\_\_\_ more.

a. did read b. had read c. has read d. used to read e. will read

20. Yesterday I \_\_\_\_\_ a great TV talk show from 11:00 pm till midnight.

a. watch b. watches c. will watch d. watched e. had watched

## Plural of Nouns Solutions

### 1. Fill the gaps with the correct plural form of the words.

1. Do you like strawberries?
2. Tom's children live in Canada.
3. The radii of these circles are 15 inches.
4. My feet hurt from walking.
5. We are growing tomatoes in our garden.
6. Men are not better engineers than women.
7. I have packed all my books in boxes.
8. New York is one of the most fascinating cities in the world.
9. Scientists couldn't explain these phenomena.
10. He analyzed all the data from the experiment.
11. The analyses are successful.
12. The criteria for the exam are low.

### 2. Fill the gaps with the plural forms

1. people
2. mice
3. teeth
4. men
5. children
6. women
7. wolves
8. fish
9. leaves
10. data

### 3. Add the correct plural forms.

1. agency – agencies
2. mother – mothers
3. library – libraries
4. uncle – uncles
5. mouse – mice
6. house – houses
7. tooth – teeth
8. life – lives
9. tomato – tomatoes
10. sheep - sheep

### 4. Complete the sentences with the following words: that, those, this, these, here, there

1. That
2. this
3. these
4. those
5. here ... there.

### 5. Complete the sentences with: there is / there are.

1. There is a big tree in the garden.
2. There are some big trees in the garden.
3. Is there a cheap hotel near here?
4. Are there cheap hotels near here?
5. There is a modern sports centre in London.
6. There is a famous university in Oxford.
7. How many days are there in a week?
8. How many small apples are there in this bag?
9. Is there a tired student in the class?
10. There are no results for this experiment yet.

11. There are n't any serious problems at this college.
12. How many tall players are there in a basketball team?
13. There is a big black cloud in the sky.
14. There is a lot of rain in autumn.
15. Is there any water in the glass?
16. How many planets are there in our solar system?
17. There isn't enough snow to go skiing.
18. Is there anyone from Germany in here?
19. There isn't enough air in the lift.
20. There aren't any interesting films on TV tonight.

#### 6. Choose the right answer.

1. How b. many 2. How a. much 3. How a. much 4. How b. many 5. How b. many
6. How a. much 7. How b. many 8. How a. much 9. How b. many 10. How b. many

## Articles Solutions

### 1. Use *the* or *x*

- 1 I think we must call a doctor.
- 2 Do you know the Browns? They live next to us.
- 3 The Queen lives in x Windsor.
- 4 There are some beautiful towns in the north of Italy.
- 5 x Greece is in the south.
- 6 The President is the head of state in the US.
- 7 The Odeon cinema is in x Green Street.
- 8 x Trafalgar Square is in x London.
- 9 The White House is the home of the President of the US.
- 10 The British Museum has some very interesting exhibitions.
- 11 Mr. Smith arrived at x Heathrow Airport yesterday.
- 12 x Hyde Park is very famous all over the world.
- 13 I stayed at the Hilton when I was in x London.
- 14 Do you read the Daily Telegraph or the Times?
- 15 Did you visit the Tower, too?
- 16 My son studies at x Cambridge University.
- 17 Are you going to the theatre tonight?
- 18 My brother is in x hospital, because he needs an operation.
19. The bag is in the car.
20. x democracy is important.

### 2. Choose the right answer

1. I love living in this a. x city.
2. Generally speaking, a. x boys are physically stronger than girls.
3. Bill enjoys reading a. x detective stories.
4. c. the girl that I told you about is standing over there.



5. Where did you go last night? We went to c. the restaurant that you recommended.
6. He is b. a really good person.
7. My brother is b. an expert at fixing cars.
8. a. x Paris is a beautiful city.
9. My a. x teacher's name is William.
10. He saw c. the laptop on the table.

## Possessive Adjectives, Genitives Solution

### 1. Fill the gaps with: my, you, his, her, its, our, their

- John Anderson forgot his book.
- Mary and Susan talk like their mother.
- Alex and I were late for our class .
- My sister is wearing her new coat.
- Where are my keys? I can't find them.
- Where do you keep your money, in the bank?
- The company paid a bonus to its employees.

### 2. Rewrite the sentences, add the correct form of 'be' and the possessive case.

1. is Jeremy's. 2. is Rebecca's. 3. is my father's watch. 4. is the teacher's car. 5. are Mrs. Jackson's. 6. is my grandparents' 7. are Matthew's 8. is our friend's 9. are the manager's 10. is Peter's 11. are the gardener's. 12. is Samantha's.

### 3. Write the 's or the of-genitive into the gaps

1. (a glass) milk - a glass of milk
2. (my friend) bike - my friend's bike
3. (two days) work - two days of work
4. (Mrs. Smith) car - Mrs. Smith's car
5. (the head teacher) office – the head teacher's office
6. (ten minutes) walk – ten minutes of walk
7. (the window) room – the window of the room
8. (the number) house – the number of the house
9. (the waiter) shoes - the waiter's shoes

## Basic Personal Information, Numbers Solution

### Measurements

- 70 mph = 112 km/h  
 50 pounds = cc 25 kg  
 30 feet = cc 9 m  
 2 inches = cc 5 cm

**1. Make questions with the given words and answer them!**

1. A: name / you / what? What is your name
2. A: surname / what / you? What is your surname?
3. A: where / study / you? Where do you study? B: I study at Subotica Tech.
4. A: date / birth / you / of? What is your date of birth?
5. A: place / birth / of / you? What is your place of birth?
6. A: where / live / you? Where do you live?
7. A: you / what / job? What is your job?
8. A: do / you / Masters studies / your? Are you doing your Masters studies?

**3. Write down the following mathematical tasks.**

1.  $89 + 47 = 136$  eighty-nine plus forty-seven equals one hundred and thirty-six
2.  $515 + 235 = 750$  five hundred and fifteen plus two hundred and thirty-five equals seven hundred and fifty
3.  $975.534 + 120 = 975.654$  nine hundred and seventy-five thousand five hundred and thirty-four plus one hundred and twenty equals nine hundred and seventy-five thousand six hundred and fifty-four
4.  $53 - 17 = 36$  fifty-three minus seventeen equals thirty-six
5.  $278 - 153 = 125$  two hundred and seventy-eight minus one hundred and fifty-three equals one hundred and twenty-five
6.  $326.431 - 320.130 = 6301$  three hundred and twenty-six thousand four hundred and thirty-one minus three hundred and twenty thousand one hundred and thirty equals six thousand three hundred and one
7.  $4 \times 15 = 60$  four multiplied by / times fifteen equals sixty
8.  $12 \times 100 = 1200$  twelve multiplied by / times one hundred equals twelve hundred
9.  $56 \times 92 = 5152$  fifty-six multiplied by / times ninety-two equals five thousand one hundred and fifty-two
10.  $72 : 8 = 9$  seventy-two divided by eight equals nine
11.  $270 : 6 = 45$  two hundred and seventy divided by six equals forty-five
12.  $7488 : 96 = 78$  seven thousand four hundred and eighty-eight divided by ninety-six equals seventy-eight

**4. Complete the mathematical operations with numbers and words**

1.  $65 + 18 = 83$  – sixty-five plus eighteen equals eighty-three
2.  $34 - 14 = 20$  – thirty-four minus fourteen equals twenty
3.  $2/3 - 1/3 = 1/3$  – two thirds minus one third equals one third
4.  $\sqrt{16} = 4$  – the square root of sixteen is four
5.  $250 : 2 = 125$  – two hundred and fifty divided by two equals one hundred and twenty-five
6.  $18 \times 3 = 54$  – eighteen multiplied by / times three equals fifty-four

**5. Fill in the missing ordinal numbers in words!**

1. third 2. fifth 3. second half of the ninth 4. eleventh 5. twelfth 6. fifteenth 7. seventeenth 8. ninth decade of the eighteenth 9. nineteenth 10. twentieth

## Present Simple Tense Solutions

**1. Use the correct forms of the verb 'be' in the following sentences:  
am, are, is.**

1. The boss is angry, because the project is not finished on time.
2. I am tired, I work a lot every day.
3. They are late again, they never arrive on time.
4. She is not (not be) the right person for this job.
5. Are you sure this application works fine?
6. We are not (not be) important people, we don't get VIP tickets.
7. It is cold outside.

**2. Insert the right personal pronouns: I, you, he, she, it, we, they**

1. They always work in their office from 9 to 5.
2. He calls his boss in New York every day.
3. I answer my emails early in the morning.
4. We go on our holiday every year to Greece.
5. Do you generally save your documents on your computer?
6. She writes her seminar work in the evenings.
7. It is important to save its backup copies, too.

**3. Complete the sentences with the verb 'use'.**

1. They use AUTOCAD in their jobs generally.
2. You usually use your car to drive to work.
3. She rarely uses a dictionary to translate the text.
4. We use dinars in this country.
5. He always uses a laptop to write computer applications.
6. I sometimes use my cell phone to call a taxi.
7. It uses too much electricity when you leave the computer screen turned on.

**4. Match the rules and example for the Present Simple Tense**

- a. Actions that are repeated or habitual: 1.
- b. States: 4, 5.
- c. Statements that are always true (laws of physics): 2, 3, 6

**5. Why use the Present Simple Tense? Choose the right answer.**

1. a. Verb of senses
2. b. Habitual actions

3. c. Future plans
4. c. Feelings and emotions
5. a. Habitual actions
6. b. Habitual actions
7. c. Future plans
8. a. Permanent states

## 6. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: Mary drives a car.  
b. interrogative: Does Mary drive a car?  
c. negative: Mary doesn't drive a car.
2. a. interrogative: Do you write emails every day?  
b. affirmative: You write emails every day.  
c. negative: You don't write emails every day.
3. a. negative: Tim doesn't have a laptop.  
b. affirmative: Tim has a laptop.  
c. interrogative: Does Tim have a laptop?
4. a. interrogative: Does she hand in her seminar works on time?  
b. negative: She does not hand in her seminar works on time.  
c. affirmative: She hands in her seminar works on time.
5. a. affirmative: The new PC works well.  
b. interrogative: Does the new PC work well?  
c. negative: The new PC does not work well.
6. a. negative: I am not a mechanical engineer.  
b. affirmative: I am a mechanical engineer.  
c. interrogative: Am I a mechanical engineer?

## 8. Correct the mistakes!

1. He does not go to parties during the week.
2. She never does not writes her homework on time.
3. Do the computers works? No, (he) they doesn't work. I have to call the serviceman.
4. Does they have a car?
5. I don't need~~ing~~ a new laptop.
6. Why does she not print this document?
7. Generally the cars do only drives at 80km/h on open roads.
8. He buys a new hard disc every year.
9. Can do I hand in the seminar work on a CD?
10. John does not works in a bank.

## 9. Match the sentences about student life with the times of happening

1. – g: The semester starts the first week of October.
2. – d: The students don't finish their exams in May.

3. – g: There are rarely classes or lectures on Saturdays.
4. – e: The students never have classes in summer.
5. – b: First year students have Math classes every week.
6. – c: There are exam periods in January, June and September.
7. – a: Some classes start at 8 o'clock in the morning.
8. – h: Many students come to school by bike when the weather is nice.

## 10. Read this text and fill in the missing verbs.

### John's day

John gets up at 7 o'clock in the morning. He takes a shower, then he gets dressed. He always wears a suit and tie. Then he drinks a cup of coffee and reads the newspaper. He does not eat breakfast. John has a car, but he always travels to work by underground. He needs about 45 minutes to his office. He arrives around 8.30. On a typical day he receives many emails, sends answers. He makes important calculations, then he prints them and shows them to his boss. Sometimes John does not like his job. He feels it is boring. Around noon he goes out with his colleagues for lunch, usually he eats a sandwich and a salad. He leaves work at 5 o'clock but he does not go home directly. First he goes jogging for an hour. If the weather is nice, then he goes to the park for jogging. If it is cold or raining, then he visits the gym. In the evening he often meets with friends or watches a film in the cinema. But sometimes he works on his computer at home because he must finish an important project on time. John rarely falls asleep before midnight.

## 11. Choose the correct form of the verb.

1. Most Austrians speak German. The capital of Austria is Vienna.
2. Water freezes at 0 degrees centigrade. On the Fahrenheit scale the is equivalent to 32 degrees.
3. A supersonic plane flies faster than the speed of sound. True
4. The U.S. president and his family live in The White House. The White House is in the state of Washington, true
5. The Russian alphabet has more characters than the English alphabet. The English alphabet has 26 characters
6. Canada shares two borders with the United States. Is the above statement true? Yes, on the south and Alaska on the north-west.
7. The comic-book characters Batman and Robin live in a large city, in Gotham City.
8. One of North America's largest cities is also known as 'the big apple', that is New York.
9. The River Danube empties into the sea off the Rumanian coast. The Nile empties into the sea off the coast of Egypt.
10. Cyprus is an island country which has two official languages. One language is Turkish. Greek is the other one.

## 12. Choose the correct answer.

1. A tornado b. doesn't happen very often in Central Europe.
2. She c. doesn't go to the library frequently.
3. They a. don't like the new sales manager, he is very unfriendly.
4. He d. doesn't have the time to print the document, the secretary will do it.
5. These folders a. don't look very organized.
6. Nobody d. wants to pick up the guest professor from the airport.
7. Somebody b. doesn't want you to be the project leader.
8. My assistant d. doesn't have an invitation or the business dinner yet.
9. This gadget c. doesn't need a battery.
10. Those managers who a. don't like the idea are very angry.

## 13. Rewrite the complete sentence using the adverb in brackets in its correct position.

- 1) He often listens to the news on the radio.
- 2) They sometimes read a book about electrical engines.
- 3) Pete never forgets deadlines.
- 4) Tom is usually very friendly with his clients.
- 5) I sometimes take the train to work.
- 6) Raymond and Frank are often tired because they work at night.
- 7) My brother always goes jogging in the evening.
- 8) Walter usually helps his boss in the laboratory.
- 9) They never watch TV in the afternoon.
- 10) Christine never smokes.

## Present Continuous Tense Solutions

### 1. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We are working on a computer application.  
**b. interrogative: Are we working on a computer application?**  
**c. negative: We are not working on a computer application.**
2. a. interrogative: Is he working at the weekend?  
**b. affirmative: He is working at the weekend.**  
**c. negative: He is not working at the weekend.**
3. a. negative: I am not writing an email.  
**b. affirmative: I am not writing an email.**  
**c. interrogative: Am I writing an email?**
4. a. negative: They're not coming to the party.  
**b. affirmative: They're coming to the party.**  
**c. interrogative: Are they coming to the party?**
5. a. affirmative: She is making dinner for her guests.  
**b. interrogative: Is she is making dinner for her guests?**  
**c. negative: She isn't making dinner for her guests.**

6. a. interrogative: Are you bringing some wine to the party?

**b. affirmative: You are bringing some wine to the party.**

**c. negative: You are not bringing some wine to the party.**

## **2. Complete the sentences with the Present Continuous Tense!**

1. **Are they going** out for dinner tonight?
2. Currently John **is looking** for a better job.
3. We **are not travelling** to Greece this summer, but to Malta.
4. **Is the new secretary working** in the office today?
5. When **are you starting** your computer programming course?
6. I **am not doing** anything at the moment, we can go out for a cup of coffee.
7. She **is not studying** right now, so she **is coming** to the party with us.
8. **Am I talking** too fast now? Can you understand me?

## **3. Why use the Present Continuous Tense? Choose the correct answer!**

1. **a. now** 2. **b. around now** 3. **b. around now** 4. **a. now** 5. **c. future** 6. **b. around now** 7. **c. future** 8. **a. now** 9. **b. around now** 10. **b. around now**

## **4. Rewrite these sentences to Present Simple or Present Continuous Tense!**

1. We play on the computer a lot.
2. Are you thinking about a new job?
3. He does not buy a laptop for his wife.
4. Do you travel to New York?
5. Tom sends an email to Jane.
6. I am not living in a flat.
7. Does she drive a Ferrari 911?
8. He is taking English lessons.

## **5. Correct the sentences if they have mistakes!**

1. correct / **incorrect**: John is being an electrical engineer.  
**John is an electrical engineer.**
2. correct / **incorrect**: Peter doesn't watch TV now.  
**Peter isn't watching TV now.**
3. correct / **incorrect**: I looking for a better flat at the moment.  
**I am looking for a better flat at the moment.**
4. correct / **incorrect**: It rains tomorrow. **It is raining tomorrow.**
5. **correct** / incorrect: Does she understand Spanish?
6. **correct** / incorrect: Are you not coming to the party tonight?
7. correct / **incorrect**: Is they arrive in the evening?  
**Are they arriving in the evening?**
8. correct / **incorrect**: Do John drive to work every day?

**Does John drive to work every day?**

9. correct / incorrect: We are not buying a new house now.
10. correct / incorrect: I rarely travel alone.

**6. Match the sentences with the adverbs of time!**

1. We are going on holiday next Friday.
2. Is John arriving this afternoon by train?
3. This morning she is travelling to work by bus.
4. Are you working at the moment?
5. I can't go to the pub now. I am finishing my homework.
6. The serviceman is fixing my computer right now.
7. She is not coming to the party tonight.
8. Currently they are looking for a nice house in London.

**7. Choose the right tense: Present Simple or Present Continuous Tense?**

1. I A. am a student of mechanical engineering.
  2. That man C. is a banker.
  3. D. Are engineers hard-working?
  4. Computer technicians D. aren't on time.
  5. Are C. they a student?
  6. A. There is a letter on your desk.
  7. C. Where is the office?
  8. A. What's the address of your college?
  9. She D. is going to the office.
  10. B. Is he driving his car?
  11. C. I am not going to the meeting, John is.
  12. He B. drives to work every morning.
  13. I A. smoke cigars
  14. B. Do you read newspapers?
  15. D. Is he staying at that hotel?
  16. She B. doesn't work in the laboratory.
  17. He C. can't finish the project on time.
  18. He C. has a good laptop.
  19. I C. don't have any money.
  20. A. Does he have a big car?
- P.S. The mistake in this exercise: 5. Are they (a) students? (a student is only 1 student)

**8. Put the verb in brackets in the correct form, Present Simple or Present Continuous Tense.**

1. I am reading a very interesting book at the moment.
2. John works eight hours a day.
3. Tonight we are watching a play at the theatre.
4. Who is using the telephone now? Is it Peter?



5. Tom **does not like** his boss.
6. You **are** never late for work.
7. Your train **leaves** at 17.25 from platform 3.
8. My secretary **is making** coffee right now.
9. What **do you usually eat** for breakfast?
10. What **is he doing** at the moment? Writing an email.
11. What **does she do?** She's a student.

## 9. Choose the right tense: Present Simple or Present Continuous?

1. They **usually travel** to the mountains for their holidays, but this summer they **are travelling** to the beach.
2. Bob **watches** the weather forecast on TV every morning.
3. We have to stop the tennis match. It **is getting** dark now.
4. Online courses **are** expensive.
5. They **are having** a great time at today's party.
6. Who **is he waiting?** I guess for his boss.
7. How often **do you eat out?** Not very often. Once a month.
8. You **are** worried. What's the problem?
9. Would you like some chocolate? No, thanks. I **hate** chocolate.
10. Don't go home. The manager **wants** to talk to you.
11. Who **washes** the dishes every day in your flat? My room mate.
12. Why **don't you believe** him? He **is telling** you the truth.
13. Peter **is living** with some friends until he **finds** his own apartment.

## 10. Complete the story Present Simple or Present Continuous Tense!

### A Trekking Journal

Today **is** ... I am tired and my legs **are shaking...** My feet **are killing** me, but I still **want** to continue. Everything **is** so different, and I **am** continuously **trying** ... These days I **am learning** ... in general I **don't learn** ... I **am** currently **travelling** ... He **is** a nice guy. But he always **walks** faster than me and **says** that I **am** too slow. The problem **is** ... But I **am trying** ... Right now, Liam **is sitting** ... They **are talking** ... I **don't know** ... everybody just **calls** ... now he **is teaching** ... Tam **says** a new word, Liam **repeats** it... Liam **does not learn** ...

## 11. Complete this telephone conversation with the Present Simple or the Present Continuous Tense!

### Buying a new car

Sam: ... He **is welding** ...

Mark: I'm sure you **know** a lot about cars.

Sam: Well, that **depends**. Why? **Are you planning** to buy a car?

Mark: Yes, I am. I **do not have** ... **Do you have** any suggestions?

Sam: Please, give me more details. ... do you want to spend?  
 Mark: ...I want a small, economical car that needs little maintenance.  
 Sam: It's not much, but you can probably find ... My friend Peter owns ... he is ...  
 Mark: Ok. Does he want to sell it maybe?  
 Sam: No, but you can find ... But I think you should ... He is coming ... He wants ...  
 John: ... Is it true that you are looking for a used car?  
 Mark: Yes, it is. I need a car to get a job. Do you have any suggestions?  
 John: My friend Bill is selling his car. It's a 94 Honda Civic.  
 Mark: Sounds interesting. I suppose he is buying a new car now?  
 John: ... He is changing jobs ...  
 Mark: Do you know how much he is asking for his Civic.  
 John: ... I am meeting him ... We are celebrating Bill's new job.

## 12. Read this text and complete the missing tenses, Present Simple or Present Continuous

### That's life

... Jack is facing a problem... company is laying off ... Usually he works ... he is ... company has to ... Losing his job is ... he gets up ... has breakfast ... leaves for work... Jack is reading the paper ... he is currently feeling ... He knows ... he is a highly-trained ... His company understands ... they are helping him ... Jack is trying to ... he finds another job.

## 13. Complete the story with Present Simple or Present Continuous Tense!

One day a policeman stops a man who is driving ... which is filled ... He asks ... "What are you doing ... The man answers "I am a ... he shows the policeman ... couple are driving by ... wife says ... police officer makes that guy do ... he is speeding!"

## 14. Choose the answer that best completes the sentence.

1. b. don't hear 2. a. sound 3. a. feels 4. b. doesn't taste 5. b. am seeing 6. a. believe 7. a. hate 8. a. don't understand 9. b. is feeling / c. doesn't want 10. a. needs

## Present Perfect Tense Solutions

### 1. Complete the sentences using Present Perfect Tense!

1. has already left 2. has been 3. have lived 4. I have seen 5. has not had 6. has not opened 7. has never worked 8. haven't done 9. Has your boss ever flown 10. Has Mr. Smith called? 11. Have you seen? 12. Has the post arrived? 13. Have they fixed? 14. have you been? 15. have they had? 16. has he sent? 17. has she worked? 18. have we sold? 19. Have you ever lost? 20. haven't been 21. have moved 22. Has Jack already spoken 23. hasn't arrived 24. have you been? 25. have lived

## 2. Why use the Present Perfect Tense? Choose the right answer!

- You have broken my laptop! c. present result
- I have never been to Paris. a. experience
- How long have you been here? b. continues up to now
- Angela has bought a new flat. c. present result
- How many times have you been to New York? a. experience
- We haven't worked for IBM. a. experience
- This building has been an office since 1998. b. continues up to now

## 3. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: You have flown to London recently.  
**b. negative: affirmative: have not flown to London recently.**  
**c. interrogative: Have you flown to London recently?**
2. a. interrogative: Has she already arrived?  
**b. negative: She has not already arrived.**  
**c. affirmative: She has already arrived.**
3. a. negative: I haven't printed the document.  
**b. interrogative: Have I printed the document?**  
**c. affirmative: I have printed the document.**
4. a. affirmative: We have brought a guest to the party.  
**b. interrogative: have we brought a guest to the party?**  
**c. negative: We haven't brought a guest to the party.**
5. a. negative: You haven't written the report on time.  
**b. affirmative: You have written the report on time.**  
**c. interrogative: Have you written the report on time?**
6. interrogative: Has the secretary not read the emails?  
**b. affirmative: The secretary has read the emails.**  
**c. negative: The secretary hasn't read the emails.**

## 4. Rewrite these sentences into Present Simple, Continuous or Perfect!

1. John plays on the computer.
2. I haven't thought about a new job.
3. He is not buying a new laptop.
4. Have you travelled to New York?
5. They have sent an email to Jane.
6. Is she living in a flat?
7. Has he driven a Corvette?
8. I am taking English lessons.

## 5. Correct the mistakes in these sentences!

1. incorrect: I finished university in 1998.

2. incorrect: Peter hasn't called his office this morning yet.
3. correct
4. incorrect: I've already arrived in Paris.
5. incorrect: I have not seen John today.
6. correct
7. incorrect: You have studied engineering since 2003.
8. incorrect: He has learnt English for 8 years.
9. correct
10. incorrect: We have cooked dinner in the kitchen until now.

**6. Do we use for or since in the following sentences?**

1. since 2. for 3. since 4. for 5. since 6. since 7. since 8. for 9. since 10. since

**7. Decide if you need for or since with these time expressions.**

since last weekend / for ten seconds / since Christmas Eve / for a decade / since I finished school / for a couple of days / since my birthday / for a long time / for ten centuries / since the 70s / since I was a boy / since August / for three month / for fifteen years / since the accident / since then / since we bought this house / since last month / for a millennium / since I met you

**9. Look at the use of the adverbs ever and never. Decide if they go with Present Simple or Present Perfect tense.**

1. Do you ever use Linux? No. I usually work with Windows.
2. He has never flown to Vienna until now.
3. They never give a presentation at conferences, they only send their papers.
4. Has she ever been to Australia? No, this is her first time.
5. Until today, the company has never organized a business meeting in New York.
6. Does your boss ever come to work on Sundays? Well, sometimes he does, but generally he spends his weekends with his family.
7. So far, he has never used a Macbook, but now he wants to buy one for his work.
8. Does John ever go holiday? Yes, John travels every year in summer, but sometimes he goes on a skiing holiday, too.

**10. Which is activity is longer? Look at these sentences in Present Perfect Simple and Present Perfect Continuous!**

1. short activity / longer activity: John has finished his seminar work today.
2. short activity / longer activity: The students have been waiting for the professor for two hours.
3. short activity / longer activity: They have been driving since early this morning.
4. short activity / longer activity: I have known my best friend for more than ten years.

5. **short activity** / longer activity: He has just arrived.
6. **short activity** / longer activity: I have already read the important email.
7. short activity / **longer activity**: He has been reading this book for months.
8. short activity / **longer activity**: We have been having problems with this laptop.

## 11. Which version is correct?

**1. a. Germany hasn't won the World Cup.**

b. Germany hasn't been winning the World Cup.

**2. a. I've sold my bike to Mike.**

b. I've been selling my bike to Mike.

3. a. John's just swum.

**b. John's just been swimming.**

**4. a. I've started to take computer programming lessons.**

b. I've been starting to take computer programming lessons.

**5. a. David's cooked dinner. How do you like it?**

b. David's been cooking. How do you like it?

**6. a. Have you stopped playing video games?**

b. Have you been stopping playing video games?

## 12. Use the right tense: Present Simple, Present Continuous or Present Perfect Tense.

**The 10 a.m. newscast:** A hurricane **is approaching** the Florida coast. It **is not moving** very quickly so people have time to react. Meteorologists at the National Hurricane Center **is watching** the storm very carefully. They **have** already **warned** the people that a hurricane is approaching. Winds **are becoming** stronger. The people **are preparing** for the hurricane. Many schools and businesses \_\_\_\_\_ (close) early today. Parents **are keeping** their children safe at home. Usually the beach walk **is** full of people. Now everybody **is sitting** at home. Some people **are doing** their last-minute shopping for food at that moment. Supermarkets **are running** out of things like candles, flashlights and batteries. Many people **have not yet covered** their windows with wood, but they **are doing** that now. There **are** traffic jams on the roads because many people **are driving** away from the coast. People in the Red Cross **have helped** people for many days now. Everybody **is** worried, people **are standing** around the television, they **are waiting** for news.

**It is 3 p.m. now.** The hurricane **has just reached** the coast. The wind **is blowing** at top speed. There **are** high waves and they **are crashing** against the houses directly by the beach. It **is raining** heavily.

**The 6 p.m. newscast:** The hurricane **has hit** the coast recently. The hurricane **has caused** much damage in the city. Trees and branches **have fallen** to the ground, many windows **have broken**, and some roofs **have flown** off the houses. People **have not yet left** their houses. In some areas the power **has gone**. Only the police **are patrolling** the streets currently.

**13. Read this interview with two famous scientists and fill the blanks with the correct tense, Present Perfect or Past Simple Tense.**

Interviewer: They **have just published**...

Interviewer: ... **have ever written**?

Dr. Thomas: No, we **have already published**... We **have compiled**...

Dr. Stephens: Yes, just after we **graduated** in 1993.

Interviewer: When **did you first meet**?

Dr. Stephens: I think I first **saw** ... I **was**...

Dr. Thomas: Yes, it **was** in the chemistry lab. We **were**...

Interviewer: Was it Professor Smith who **gave** you ...?

Dr. Thomas: Yes, it **was**.

Interviewer: How many projects **have you worked**...?

Dr. Stephens: We **have collaborated** on more than 15 projects until now.

Interviewer: What **have you been working** on lately?

Dr. Stephens: Recently we **have focused** on acid ...

Dr. Thomas: In our latest article we **have given** an overview of our most significant results in this field of chemistry.

Interviewer: Thank you very much for the interview. I **have enjoyed**...

## Stop and check – Present Tenses Solutions

**1. Use the right tense, Present Simple or Present Continuous Tense.**

1. **is staying** 2. **cries / are** 3. **pays** 4. **forgets** 5. **enjoys** 6. **is flying** 7. **teaches** 8. **is having** 9. **reads** 10. **calls / stays**

**2. Match the dialogues, then complete them with the right tense, Present Simple or Present Continuous Tense.**

**A:**

1. I **want** to start ... g. Who **is stopping** you? Go and **find**...

2. The fog **is beginning** to lift. d. Then I **hope**...

3. John and Susan **are making** a barbecue ... c. It **is raining** now and everything **is...**

4. What **are you buying** Tom ... b. He does not like... He **listens**...

5. Why **is Patrick sitting** in his room all afternoon long? e. He **is writing**...

6. Where **is** the general manager? a. She **is sitting**...

7. Jane says you **have** some ... f. I can't imagine what she **is referring** to.

### 3. Choose the right answer!

1. are having 2. Do you have 3. I am having / doesn't trust 4. are you doing / am having / I am seeing 5. Do you have 6. has to

### 4. Choose the word that best completes the sentence.

1. a. weighs 2. b. is weighing 3. a. costs 4. b. is costing 5. a. measures  
6. a. measures

### 5. Read about Pablo and complete the text with Present Simple or Present Continuous tense.

Hi! My name is Pablo. I am from Madrid. I am a engineering student, I want to be mechanical engineer and work for Seat, the automobile company. Next week I am leaving for the US where I am spending a semester at UCLA. My goal is to improve my English skills. I am studying English at college at the moment. I am taking three classes per week, but I am planning to add more classes. Currently, in my English class, we are learning how to "blog" on the Internet. At the same time, I am improving my typing skills!

### 6. Choose the right tense, Present Simple or Present Continuous Tense!

1. drives 2. work / am studying 3. is sleeping 4. is raining 5. always rains 6. are  
saying 7. is currently writing 8. am going 9. are / is not / provide 10. is

### 7. Use the Present Simple or Present Continuous Tense!

1. are you going 2. do / do you do 3. is singing 4. begins 5. goes 6. do not listen  
7. opens 8. does your husband cook 9. comes 10. are drinking 11. rains 12. is working  
13. isn't working 14. is studying 15. is looking 16. has just brought  
17. are rebuilding 18. have 19. goes 20. watches

### 8. Use the Present Simple or Present Continuous Tense!

1. does not own 2. is practicing 3. Are you going 4. are 5. is watching 6. sits / talks  
7. is having 8. works 9. is writing 10. does 11. is wearing 12. does not like 13. Do you ever work  
14. do not like 15. speaks 16. is he speaking 17. travel 18. are 19. talks 20. do not mix.

### 9. Present Simple practice. Fill the gaps with: does does does has has is is is is is

A: My sister is very clever.

B: What does she do?

A: She **is** a teacher in a primary school.  
 B: Where **does** she live?  
 A: She **has** a lovely house in the country.  
 B: **Is** she married?  
 A: Yes. Her husband's name **is** Ray.  
 B: **Does** she have any children?  
 A: Yes. A girl called Mary. She **is** eight years old. She **has** a lot of friends.

**10. Present Continuous Practice. Use these verbs and complete the sentences: do(2); go; meet; plan; study(!); play; practice.**

A: What **are you doing**?  
 B: I **am going** to the college.  
 A: What **are you doing** there?  
 B: I **am meeting** Sam, my friend.  
 A: Sam? Who is Sam? **Is he playing** in the same basketball team with you?  
 B: No, he isn't. He **studies** architecture, like me.  
 A: I understand. And what **are you planning** to do this afternoon?  
 B: We **are practicing** maths for our exam next week.

## Past Simple Tense Solutions

**1. Choose the correct form for Past Simple Tense.**

1. show - b. **showed** 2. open - b. **opened** 3. call - a. **called** 4. save - b. **saved** 5. play - b. **played** 6. cry - a. **cried** 7. study - c. **studied** 8. marry - a. **married** 9. share - b. **shared** 10. travel - b. **traveled (US)** - c. **travelled (UK)** 11. catch - c. **caught** 12. get - a. **got** 13. hit - a. **hit** 14. set - a. **set** 15. drink - b. **drank** 16. have - c. **had** 17. bring - a. **brought** 18. cut - c. **cut** 19. find - a. **found** 20. teach - c. **taught**

**2. Add the missing forms of the sentences (affirmative, interrogative or negative)**

1. a. affirmative: We worked on an important project.  
**b. interrogative: Did we work on an important project?**  
**c. negative: We did not work on an important project.**  
 2. a. interrogative: Did he buy a new laptop at the weekend?  
**b. affirmative: He bought a new laptop at the weekend.**  
**c. negative: He did not buy a new laptop at the weekend.**  
 3. a. negative: I did not find that document.  
**b. interrogative: Did I find that document?**  
**c. affirmative: I found that document.**  
 4. a. negative: They did not come to the meeting.  
**b. affirmative: They came to the meeting.**  
**c. interrogative: Did they come to the meeting?**



5. a. affirmative: She made enough copies.  
**b. interrogative: Did she make enough copies.**  
**c. negative: She did not make enough copies.**  
 6. a. interrogative: Did you drive to work?  
**b. affirmative: You drove to work.**  
**c. negative: You did not drive to work.**

### 3. Use the Past Simple Tense in the following sentences.

1. did not watch 2. Did he carry / helped 3. copied 4. didn't take / drove 5. didn't talk 6. Did Jack go 7. played 8. sent 9. rode / was 10. did not stop

### 4. Transform these sentences based on the adverbs of time.

1. Did they write an email to their boss yesterday?
2. They made dinner last night.
3. Did he send a text message two days ago?
4. You understood the text at the last lecture.
5. We did not bring the wine to the party last night.
6. I did not find the information last week.
7. She heard the noise outside when she was in the hotel.
8. The film began at 8 o'clock.

### 5. Correct the sentences if they have mistakes!

1. incorrect: has arrived 2. incorrect: started 3. correct 4. correct 5. incorrect: did you last see 6. correct 7. incorrect: was downloading 8. incorrect: Does John drive to work 9. correct 10. incorrect: has launched

### 6. Do we usually use the Present Perfect or the Past Simple tenses with the following time expressions?

<i>Time expressions</i>	<i>Past Simple</i>	<i>Present Perfect</i>
today		☺
in 2004	☺	
a long time ago	☺	
since we last met		☺
yet		☺
after I got married	☺	
last night	☺	
this month		☺
the day before yesterday	☺	
since last weekend		☺
at the weekend	☺	

**7. Use the right tense, Present Perfect or Past Simple Tense.**

1. have never seen 2. arrived 3. have known 4. hasn't directed 5. haven't had 6. has changed 7. bought / have had 8. have missed / have been 9. Has Sam ever flown 10. dreamed / saw 11. was / have written 12. have changed / changed 13. opened / has played 14. has climbed 15. have never visited / have travelled / went / drove

**8. Read the dialogue and fill the gaps with the Past Simple or Past Continuous Tense.**

Sam: didn't see

Jack: didn't go / spent

Sam: were you doing / Did you go / Did you visit

Jack: started / got

Sam: were you analyzing

Jack: checked / had / wrote

Sam: Was

Jack: was / did you enjoy

Sam: was playing / was / celebrated

**9. Underline the right version of the verb, regular or irregular!**

1. played 2. printed 3. sent 4. drove 5. spoke 6. burnt 7. learned / learnt 8. understood 9. stole 10. sold

**10. Match the sentences with their endings!**

1. – i. John burnt his hand while he was cooking dinner.

2. – a. They ordered pizza after they had arrived home from work.

3. – e. I haven't seen Thomas since we finished high school.

4. – f. While Sarah was watching her favorite TV show, someone rang the doorbell.

5. – d. Before she moved to London she had lived in Dublin.

6. – b. The phone rang as soon as she had come in the door.

7. – g. When the film ended they went for a drink.

8. – c. Her laptop crashed just after the guarantee period had run out.

9. – h. I opened the letter immediately when Jack gave it to me.

**11. Choose the right tense: Past Perfect or Past Simple Tense.**

1. had spent / wanted 2. had phoned / left 3. turned / had washed 4. arrived / had already started 7. had come / watched 6. went / had bought 7. watched / had eaten 8. had drunk started 9. was / had studied 10. played / had bought

12. Look at the sentences in your language. Should we use Past Simple in their translation or another tense? Which one?

1. **No: Present Perfect:** He has just arrived home.
2. **Yes:** Tesla died in the middle of the 20th century.
3. **Yes / No: Past Perfect + Past Simple:** He had learnt Russian for 5 years before he started learning German.
4. **No: Present Perfect (Continuous):** He has worked / has been working in this company for five years.
5. **No: Past Continuous:** All afternoon long yesterday I was studying for my exam.
6. **No: Present Perfect:** I have received an email from my boss recently.
7. **No: Present Perfect :** He has lived in London for ten years.
8. **Yes:** He graduated a few months ago.
9. **No: Present Perfect (Continuous):** He has looked for / has been looking for a job since then.
10. **No: Present Perfect:** Is this the first time you have been in the United States?

13. Put the verbs into the correct tense (Past Simple or Present Perfect Tense).

1. was / didn't have 2. have worked / have come 3. have been 4. went / visited 5. haven't seen / have bought / have never been 6. have just copied 7. moved / has lived 8. Did you see / did not meet / talked / have not seen

14. Use the Past Simple, Past Continuous or Past Perfect Tense!

1. had finished 2. had mended 3. had stolen 4. had started 5. had not done 6. was watching / had lent 7. wanted / had already gone 8. arrived / had already started 9. were you doing / came 10. had lost / found 11. drove / met 12. had brought 13. had not worked / took 14. had been 15. was / wanted 16. was waiting / crashed 17. had left 18. knew

## Past Continuous Tense Solutions

1. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We were working in London.  
**b. negative: We were not working in London.**  
**c. interrogative: Were we working in London?**
2. a. interrogative: Was he travelling all day yesterday?  
**b. negative: He wasn't travelling all day yesterday.**  
**c. affirmative: He was travelling all day yesterday.**
3. a. negative: I was not downloading any material from the internet.  
**b. interrogative: Was I downloading any material from the internet?**  
**c. affirmative: I was downloading any material from the internet.**

4. a. negative: They weren't studying engineering.  
**b. interrogative: Were they studying engineering?**  
**c. affirmative: They were studying engineering.**  
 5. a. affirmative: She was making coffee before the meeting.  
**b. interrogative: Was she making coffee before the meeting?**  
**c. negative: She was not making coffee before the meeting.**  
 6. a. interrogative: Were you reading a book?  
**b. negative: You weren't reading a book.**  
**c. affirmative: You were reading a book.**

## 2. Complete the sentences with the Past Continuous Tense!

1. Were they travelling 2. was looking 3. weren't watching / were listening 4. Was the manager working 5. you were collecting / was watching 6. Were you dancing 7. was working 8. were people not buying

## 3. Change the sentences into Past Continuous Tense.

1. was speaking 2. was listening 3. was repairing 4. was (was being does not exist) 5. was reading 6. were doing 7. was planning 8. were having 9. were playing 10. was trying

## 4. Why use the Past Continuous Tense? Choose the correct answer!

1. a. longer action in the past 2. a. longer action in the past 3. b. parallel actions in the past 4. b. parallel actions in the past 5. a. longer action in the past 6. c. longer action ended 7. a. longer action in the past 8. c. longer action ended

## 5. Rewrite these sentences into the given tenses!

1. John played on the computer. 2. I wasn't thinking about a new job. 3. He bought a laptop for his wife. 4. Did we travel to New York? 5. Did they send an email to Jane? 6. She was not living in a flat. 7. You drove a Porsche 911. 8. I wasn't taking English lessons. 9. He studies at college. 10. He is coming home by train.

## 6. Rewrite these sentences based on the adverbs of time in the brackets!

1. He was speaking to his boss on the phone for almost one hour yesterday.  
 2. Tom cleans the flat (at this moment) every Saturday.  
 3. My friend has just arrived at the airport (soon) just.  
 4. The students are feeling nervous (before the exam) now.  
 5. I (usually) wasn't working a lot all last week.  
 6. Is it getting dark early (when you were in Sweden last April) these days?  
 7. My brother hasn't bought a new car (last year) since last year.  
 8. We don't have a class (all yesterday afternoon) Fridays afternoon.  
 9. Did the students make seminar works at the end of the last semester.  
 10. She has recently broken some cups.

**7. Choose the right answer!**

1. a. were doing 2. b. were playing 3. c. both 4. b. were swimming 5. b. were watching 6. b. were feeling 7. a. was leading 8. b. were hurting 9. a. were chasing 10. b. were making

**8. Choose the right tense: Past Simple or Past Continuous Tense!**

1. a. was sleeping 2. b. called 3. b. were you doing 4. a. stole 5. b. met 6. a. came 7. a. did you read 8. b. Did you save 9. b. were having 10. a. bought 11. a. saw 12. b. were having 13. a. finished 14. were / were driving c. were / were driving 15. a. overslept / was

**9. Fill the gaps with *when* or *while*.**

1. when 2. While 3. when 4. while 5. when 6. While 7. When 8. while 9. while 10. when

**10. Use the Past Simple, Past Continuous, Present Perfect or Past Perfect Tense!**

1. A: were you doing / happened? B: was trying 2. found / went / gave 3. told was playing / fell 4. arrived / was not / was sitting 5. wasn't watching / was working 6. A: called / weren't B: was working out 7. had just got / started / was / told 8. was watching / went 9. was / was not listening 10. had left / were cleaning 11. was crossing / struck 12. were lying / were drinking / was 13. moved / have lived bought 14. was working / was studying / needed 15. had lived / was living / came

**11. Make complete sentences from the given parts!**

1. While I was shopping, I met John.  
2. They were playing tennis when it began to rain.  
3. While we were travelling through Asia, we visited many interesting countries.  
4. I lost my wallet while I was jogging.  
5. Everybody was sleeping when the curtains caught fire.  
6. The car hit the woman while she was crossing the street.  
7. Tom broke the wine glass when he was washing the dishes.  
8. I was parking my car when I scraped the other car's door.

**12. Check the following sentences and decide if they are correct or incorrect. If incorrect, please give the right form!**

1. Correct  
2. Incorrect: When the telephone rang, we were watching television.  
3. Incorrect: The Smiths travelled to Vienna last summer.  
4. Incorrect: When did you have time to clean the house so thoroughly?

5. **Incorrect:** Jane was wearing a beautiful red dress at the party last night.
6. **Incorrect:** Mr. James, our boss walked in just as we were talking about him ...
7. **Correct**
8. **Incorrect:** I was watching the news yesterday when Peter came home.
9. **Correct**
10. **Incorrect:** He was trying to change a light bulb when I entered the room.
11. **Incorrect:** After the theatre performance we took a taxi home.
12. **Correct** 13. **Correct**
14. **Incorrect:** They were having a rough fight while the band were singing...
15. **Incorrect:** Large crowds were waiting for the Queen when she arrived.

### 13. Put the verbs into the correct tense (Simple Past or Past Continuous Tense).

1. welcomed / asked 2. broke / had 3. were playing / were swimming 4. came / looked / told 5. was preparing / were collecting 6. was holding / was correcting 7. turned off / went 8. ran / were waiting 9. was taking / dropped 10. was playing / was trying 11. ate / drank 12. was having / heard / fell 13. was working / took 14. went / took / began 15. started / stopped 16. was doing / visited 17. was / saw 18. did not understand / were talking / were speaking

### 14. Ask for the information in the bold part of the sentence.

1. When was Phil translating the document? 2. Where was Sheila waiting? 3. What were the pupils talking about? 4. Who was dictating a letter to his secretary? 5. What was Barbara looking for? 6. Who was Peter was talking? 7. Where were they eating last night? 8. Who was reading an interesting book?

## Past Perfect Tense Solutions

### 1. Complete the sentences with the Past Perfect Tense!

1. had arrived 2. had bought 3. Had you heard 4. had not driven 5. had seen hadn't read 6. had come 7. stopped / had already been 8. had sent

### 2. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We had built a new garage.  
b. interrogative: Had we built a new garage?  
c. negative: We hadn't built a new garage.
2. a. interrogative: Had he broken the window?  
b. negative: He hadn't broken the window.  
c. affirmative: He had broken the window.

3. a. negative: I had not understood the problem.  
**b. interrogative: Had I understood the problem?**  
**c. affirmative: I had understood the problem.**  
 4. a. negative: They had not sent a reply to the email.  
**b. interrogative: Had they sent a reply to the email?**  
**c. affirmative: They had sent a reply to the email.**  
 5. a. affirmative: She had brought friend to the party.  
**b. interrogative: Had she brought friend to the party?**  
**c. negative: She had not brought friend to the party.**  
 6. a. interrogative: Had the wind blown during your travel?  
**b. negative: The wind hadn't blown during your travel.**  
**c. affirmative: The wind had blown during your travel.**

### 3. Which actions happened earlier, later or at the same time?

1. **a. earlier** 2. **b. later** 3. **a. earlier** 4. **a. earlier** 5. **c. at the same time** 6. **b. later** 7.  
**b. later** 8. **a. earlier**

### 4. Fill the gaps with the right adverbs of time. Use: before, after, as soon as, just, when.

1. **as soon as** 2. **Before** 3. **when** 4. **just** 5. **after**

### 5. Correct the sentences if they have mistakes!

1. **incorrect: John arrived at the office at 9 a.m.** 2. **correct** 3. **incorrect: I have never been to Tokyo.** 4. **correct** 5. **correct** 6. **correct** 7. **incorrect: Three years ago they created a company.** 8. **correct** 9. **correct** 10. **incorrect: After he had finished his homework Jack went to the park to play football.**

### 6. Rewrite the sentences!

1. Had I sent him the reports via email? 2. The postman didn't bring the letters. 3. She had already heard the news. 4. They chose the right person for that job. 5. Had you made dinner for your colleagues? 6. Jack hasn't gone skiing in the Alps. 7. Our teacher had missed the bus. 8. Was Betty ordering her lunch at the restaurant? 9. Had Sophie taken a shower after work? 10. He is bringing some wine to the party.

### 7. Choose the right answer!

1. **a.** 2. **a.** 3. **a.** 4. **a.** 5. **b.** 6. **b.** 7. **b.** 8. **a.**

**8. Complete the sentences using Past Simple, Past Continuous, Present Perfect or Past Perfect Tense.**

1. arrived / had made 2. have taken / have written 3. had already began / was / was  
4. turned / were playing / hadn't heard 5. met / hadn't seen / left 6. entered / had  
lost / had grown 7. had disappeared / arrived 8. have visited / moved / had never  
heard

**9. Complete the sentences with the Past Simple, Past Continuous or Past Perfect Tense.**

1. was walking / was thinking / had spent 2. had finished / started 3. had read /  
replied 4. asked / had been 5. went / was / had already left 6. was / had called / did  
not answer 7. asked / was / told / had gone 8. met / told / was working 9. went / had  
heard / was 10. arrived / realized / had left

**10. Read the story and choose the right answer: Past Perfect Simple or Past Perfect Continuous Tense?**

1. had been trying 2. had drunk 3. had been waiting 4. had arranged 5. had already  
picked up 6. had been waiting 7. had almost gone 8. had been 9. had missed

**11. Choose the right answer!**

1. a. has gone 2. a. has been 3. c. was waiting / saw 4. d. took 5. b. got / had been  
working 6. b. hadn't eaten / didn't feel 7. b. had not reached 8. a. couldn't 9. a.  
had said 10. b. were typing

**12. Connect these two sentences with the given adverb of time.**

1. AFTER the examination had already begun, they discovered one of the pages was missing.  
2. His daughter had just given up hope WHEN she received a telegram saying she had been awarded first prize.  
3. The student had barely had a chance to use his new text book BEFORE he lost it on a bus.  
4. AFTER the online bookshop had already shipped the books, they realized they had sent it to the wrong address.  
5. He had barely come out of one financial difficulty WHEN another, more serious one hit him.  
6. AS SOON AS the couple had entered the house they began to argue.  
7. AFTER they had hired a new secretary, the old one asked for her job back.  
8. The car had hardly gone a mile BEFORE it had a flat tire.  
9. The football players had just entered the stadium WHEN the crowd started cheering.  
10. He had almost finished writing an email WHEN the internet connection broke down.



**13. Complete the sentences with the right tenses, Past Perfect or Past Simple Tense!**

1. had eaten / went 2. had made / took 3. played / had plugged 4. read / had organized 5. had made / ran 6. had stopped / saw 7. had been jogging / took 8. had cleared / initiated 9. had unlocked / started 10. had got / spent

## **Stop and Check – Past Tenses Solutions**

**1. Choose the correct answer, Past Simple or Present Perfect Tense!**

1. a. lived 2. a. sank 3. b. has stolen 4. b. has lost 5. a. graduated  
6. b. have seen 7. c. have walked / have still not arrived 8. b. didn't live 9. c. I've deleted 10. a. lost / had to

**2. Put the verbs into the correct tense (Simple Past or Past Continuous).**

1. were you doing 2. was finishing 3. was driving / tried / didn't reach 4. didn't you call 5. wanted / dialed / was not doing / liked

**3. Complete this dialogue with Past Simple, Past Continuous or Present Perfect Tense!**

Jack: Have you ever been / Sam: visited / Jack: did you order / Sam: drank /  
Jack: was / had / did not like / Sam: have you come / Jack: have taken

**4. Put the verbs into the correct tense, Simple Past or Past Continuous Tense.**

1. happened / was / got 2. arrived 3. was asking / were you doing 4. was watching 5. were 6. was 7. did you see 8. was driving / saw / took / was / returned 9. Did you hear 10. turned / did not hear

**5. Read this story and put the verbs into the correct tense: Simple Past, Past Continuous, or Past Perfect Tense.**

**A trip in Scotland**

When I got up yesterday, the sun was shining. It was a beautiful morning. I arrived in Edinburgh only two days before, and I wanted to see the surroundings. So I decided to rent a car and drive around a little. The wind was not strong, although I had thought that Scotland was always very windy. Before I travelled to Edinburgh, I had read about the many historic places in the area. I was especially interested in two places: Blackness Castle and the city of Stirling. In 1990 they shot some parts of the film 'Hamlet' in Blackness Castle, with Mel Gibson playing Hamlet. Stirling was the scene of one of the greatest battles in Scottish history. In the film 'Braveheart' William Wallace was fighting / fought for Stirling Bridge against the English invaders. I was glad that had bought this great guidebook before I came to Scotland. Now I could explore all these historic places.

**6. Use the correct tense to complete the sentences!**

1. have you worked out / have you been working out 2. were you doing / was reading  
3. have had 4. snowed / went 5. were you doing / was walking 6. came / have studied  
/ have been studying 7. has just arrived 8. live / moved / were / were climbing 9. left  
/ was drinking 10. have not managed

**7. Complete the sentences with Past Simple, Past Continuous or Present Perfect Tense.**

1. has cleaned 2. has taken it 3. didn't you go 4. have you read 5. decided 6. bought  
7. has gone 8. was 9. has seen 10. have not had 11. did the meeting end 12. have  
known 13. started / were playing 14. drank 15. have lost 16. has happened 17. has  
driven 18. left / have not seen 19. was having 20. have eaten

**8. Choose the right tense to fill the gaps.**

**The Trip of a Lifetime**

Mary Morris applied for her passport last month because she will soon be leaving on a trip that she **1. b. has been dreaming** about for many years. She **2. c. has been working** as a receptionist at Ardmore's Travel Agency for ten years. All this time, she **3. b. has looked** at pictures of exotic places on the wall and planning trips for others. For this reason she **4. a. has decided** to take an overseas trip herself.

After she **5. a. had planned** her trip, she **6. c. booked** her plane tickets and **7. a. reserved** hotel rooms. Mary **8. a. didn't have to** pay for her plane tickets because she **9. b. has worked** at the travel agency for so long. She **10. b. has wanted** to take this trip for a long time, but each year her boss **11. c. cancelled** her vacation because someone else **12. b. was going** on vacation or someone **13. b. had quit**. Mary **14. b. has heard** about many exciting vacations over the years.

Her boss, Ben, **15. a. went** to Japan, Kenya, Alaska, France and Moscow last year. Meanwhile, Mary **16. b. has only seen** these exciting places in photos! After looking at her boss' travel pictures, Mary finally **17. b. decided** to take a trip of her own.

**9. Find the Past Perfect forms of the following sentences.**

1. d. I had done the calculations. 2. a. She had made some presentations about the sales figures of the new product. 3. c. We'd visited Paris. 4. b. We had been driving a car. 5. d. It had been hot.

**10. Find the correct answer!**

1. b. telephoned 2. d. hadn't had 3. d. has returned 5. a. discovered 6. a. was playing 7. a. didn't want 8. b. had spent

### 11. Choose the right answer!

1. c) did you join 2. b) Have you ever worked 3. d) I've ever heard 4. c) I've ever had to deal with. 5. a) I spoke 6. a) We have signed 7. d) I've just come back  
8. b) rose / fell 9. d) hasn't listened / I've said 10. a) you haven't read

## Future Tenses Solutions

### 1. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We are going to stop this project.  
**b. negative: We are not going to stop this project.**  
**c. interrogative: Are we going to stop this project?**  
2. a. interrogative: Is he going to relax all weekend?  
**b. affirmative: He is going to relax all weekend.**  
**c. negative: He is not going to relax all weekend.**  
3. a. negative: I am not going to write an email.  
**b. affirmative: I am going to write an email.**  
**c. interrogative: Am I going to write an email?**  
4. a. negative: They're not going to come to the meeting.  
**b. affirmative: They're going to come to the meeting.**  
**c. interrogative: Are they going to come to the meeting?**  
5. a. affirmative: She is going to order pizza for dinner.  
**b. interrogative: Is she going to order pizza for dinner.**  
**c. negative: She is not going to order pizza for dinner.**  
6. a. interrogative: Are you going to take the train?  
**b. affirmative: You are going to take the train.**  
**c. negative: You are not going to take the train.**

### 2. Complete the sentences with the Going to Future Tense!

1. Are they going to meet 2. is going to apply 3. are not going to travel 4. Is the manager going to take 5. are you going to finish 6. am not going to call / is going to be 7. is going to post 8. Are you going to become

### 3. Add the missing forms of the sentences (affirmative, interrogative or negative)

1. a. affirmative: We will graduate next year.  
**b. interrogative: Will we graduate next year?**  
**c. negative: We will not graduate next year.**  
2. a. interrogative: Will he buy that painting?  
**b. negative: He will not buy that painting.**  
**c. affirmative: He will buy that painting.**

3. a. negative: I won't get to the party on time.  
**b. interrogative: Will I get to the party on time?**  
**c. affirmative: I'll get to the party on time.**
4. a. negative: They will not publish this interview.  
**b. affirmative: They will publish this interview.**  
**c. interrogative: Will they publish this interview?**
5. a. affirmative: She will listen to the CD.  
**b. interrogative: Will she listen to the CD?**  
**c. negative: She will not listen to the CD.**
6. a. interrogative: Will you call your brother on his birthday?  
**b. affirmative: You will call your brother on his birthday.**  
**c. negative: You will not call your brother on his birthday.**

#### 4. Complete the sentences with the Future Simple Tense!

1. Will it rain 2. will invite 3. will not accept 4. Will he go 5. will I get 6. will not buy 7. will wear 8. Will they elect

#### 5. Change these sentences into Going to Future and Future Simple Tense.

1. She usually comes to school on time.  
**Going to F.: She is going to come to school on time.**  
**F. Simple: She will come to school on time.**
2. They don't have new instruments in the laboratory.  
**Going to F.: They are not going to have new instruments in the laboratory.**  
**F. Simple: They won't have new instruments in the laboratory.**
3. We had eaten together in the cafeteria.  
**Going to F.: We are going to eat together in the cafeteria.**  
**F. Simple: We will eat together in the cafeteria.**
4. He is arriving this afternoon by train.  
**Going to F.: He is going to arrive this afternoon by train.**  
**F. Simple: He will arrive this afternoon by train.**
5. Have they sent you the photographs by email?  
**Going to F.: Are they going to send you the photographs by email?**  
**F. Simple: Will they send you the photographs by email?**
6. I'm having a very busy week at the office.  
**Going to F.: I'm going to have a very busy week at the office.**  
**F. Simple: I will have a very busy week at the office.**
7. We didn't go on holiday.  
**Going to F.: We aren't going to go on holiday.**  
**F. Simple: We won't go on holiday.**
8. They weren't happy with the quality of the products.  
**Going to F.: They aren't going to be happy with the quality of the products.**  
**F. Simple: They won't be happy with the quality of the products**

**6. Planned action or instant idea? Decide which answer is best for these situations.**

1. b. I'll pick it up. 2. b. I'll help you. 3. b. It's already been decided. I'm going to do it. 4. a. I'm going to travel across Europe. 5. a. I'm going to visit him tonight after work. 6. a. Oh, no! I'll call him right now. 7. a. I'll go. 8. a. I'm going to learn to play the piano.

**7. Use the Going to Future or Future Will to complete the sentences.**

1. a. I'll 2. b. I'm going to 3. b. is going to 4. a. I'll 5. a. I'll 6. b. She's going to 7. b. I'm going to 8. b. They're going to 9. b. I'm going to 10. a. I'll 11. a. I'll 12. b. is going to 13. b. it's going to 14. a. will 15. b. I'm going to 16. a. I'll 17. a. I'll 18. a. I'll 19. a. I'll 20. b. are you going to do

**8. Rewrite these sentences to the given tense!**

- John is going to play on the computer.
- Is he thinking about a new job?
- She won't buy a new laptop.
- We are not going to drive to New York, we are going to fly to N.Y.
- They sent her this email, too.
- Will she live in a flat?
- You had not brought some wine to the party.
- Am I going to take English lessons?

**9. Complete the sentences with the correct Future form: Future Simple, Going to Future, Simple Present or Present Continuous Tense.**

1. leaves 2. am meeting / going to meet 3. is going to snow 4. are going to have 5. flying / going to fly 6. will drive 7. starts 8. am going to see 9. are meeting 10. does your semester end 11. Are you planning 12. is 13. is going to meet / is meeting / is going to pick 14. is going to meet / is meeting / I'll go 15. is going to play

**10. Complete the sentences with the right Tense: Future Simple or Going to Future**

1. it's going to rain 2. will be 3. are going to fly 4. it is going to snow 5. I'll help 6. are going to be 7. will like 8. am going to have 9. I'll call 10. you going to start 11. is going to win 12. are going to have / will be

**11. Choose the correct Future tense!**

1. will be 2. will I say 3. is having 4. will be watching 5. I will make 6. arrives 7. will not go 8. I will be studying 9. leaves 10. is going to rain!

12. Choose the correct adverb of time for these sentences.

1. d. as soon as 2. c. before 3. b. while 4. a. as soon as 5. c. when 6. b. until 7. c. before 8. b. until 9. a. as soon as 10. a. until

13. Choose the answer that best completes the sentence .

1. b. get 2. b. have 3. b. will go 4. a. is 5. a. eat 6. c. comes 7. b. will finish / gets 8. b. arrive

14. Complete the sentences with the right tense, Simple Present / Simple Future, or Present Continuous Tense!

1. am working 2. are going 3. Do you have / will drive / is 4. will you do/ am going to travel 5. goes / is taking part 6. are studying / is taking 7. travel / carry / will need 8. get 9. is raining / will rain 10. need / will stay (am staying)

15. Complete the sentences with Future Simple or Going To Future Tense!

1. am going to write 2. will get / will wake 3. am going to watch 4. are going to visit 5. will come / is going to be 6. will turn 7. will be 8. am going to attend 9. will help 10. will walk

16. Use the correct tense, Present Simple, Future Simple or Going To Future Tense

1. Susan: are going / Sam: don't have / Susan: will lend 2. Tom: will drop 3. Barbara: am planning / Dave: will go 4. Gina: am going to visit / Margaret: lives, will give, will give, will show, never see 5. Jane: are you excited / Pam: am going to meet

17. Choose the *wrong* answer!

1. meet 2. are arriving is showing 3. will graduate / will receive / go / will plan 4. snow / go 5. will listen / are hearing 6. pass successfully 7. participates 8. are turning / are seeing

18. Find the right answer!

1. c. I'm playing 2. c. It starts 3. a. I'll lend 4. b. She's going to go 5. a. I'll get 6. b. lands 7. b. I'm travelling 8. a. I'll kill

## Stop and Check - All Tenses Solutions

### 1. Choose the right answer

1. d. fell ... was riding 2. c. has 3. d. had stayed up 4. b. wore 5. was 6. b. have met  
7. b. was watching 8. a. travelled 9. a. had just come 10. c. bought

### 2. Use the correct tense!

1. is playing 2. have just arrived 3. had finished / arrived 4. arrived / had finished 5. rang 6. told / had happened 7. are going 8. have not been 9. have not been 10. was writing / went off 11. had arrived / went 12. heard / was working 13. told / was thinking 14. have never heard 15. was / was flying 16. was waiting / had gone / came 17. sent / have not answered / have not received 18. are travelling 19. lands 20. are meeting

### 3. Complete the sentences with the right tenses.

1. has lived (has been living) 2. had worked / started 3. Have you finished 4. have never been 5. played / was 6. have finished 7. have worked (have been working) / began 8. have already eaten 9. has played (has been playing) 10. does not work / has changed 11. moved / had lived 12. went / has been 13. have tried / have you been 14. is / had not seen / came 15. have you studied

### 4. Your turn! Fill gaps with an appropriate verb. Watch the tenses!

1. was playing / was watching 2. have washed / have polished / have repainted 3. went / travelled 4. saw 5. played 6. have never been / have never travelled 7. bought 8. haven't done / haven't written 9. are studying / are learning 10. have been learning 11. saved / printed 12. is / has worked

### 5. Choose the right answer!

1. c. look 2. a. Have you done 3. e. did you arrive 4. a. has been living 5. a. is going to shine 6. a. are visiting 7. d. discovered / was sailing 8. d. have changed 9. c. drinks 10. d. is drinking 11. e. arrived / had already left 12. c. had finished / had 13. b. heat / boils 14. c. is always complaining 15. b. woke up / told 16. e. did you take 17. b. have already seen 18. a. Have you ever played 19. b. have read 20. c. have just finished

### 6. Choose the right answer!

1. a. changed 2. a. didn't 3. b. do 4. b. have 5. a. haven't 6. d. have you been studying 7. d. have been studying 8. c. was walking 9. a. have just finished 10. a. will go 11. d. will have 12. e. used to go 13. e. has changed 14. a. has worked 15. a. are 16. d. will work 17. d. prefer 18. a. was cooking 19. d. used to read 20. d. watched

## **References:**

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2. Quirk, Randolph & Greenbaum, Sidney: A University Grammar of English. London: Longman, 1976.