

**Present Perfect is used:**

- for complete past actions connected to the present with a stated or unstated time reference.

*She **has gone** to Madrid.* (unstated time; we don't know when she went – she's still there)

*Jim **has typed** five letters **this morning**.* (stated time; it's still morning – action connected to the present)

*I've **spoken** to Prince Charles.* (He's still alive – action connected to the present)

*He **has lived** in Spain for two years.* (He's in Spain now. – action connected to the present)

- to announce news or give new information.

*The Prime Minister **has decided** to call a general election.*

**Past Simple is used:**

- for complete past actions not connected to the present with a stated or implied time reference.

*She **went** to Madrid **last year**.* (When? Last year. The time is stated.)

*Jim **typed** five letters **yesterday morning**.* (When? Yesterday morning.)

*She **once spoke** to James Dean.* (action not connected to the present – James Dean is dead.)

*She **lived** in France for three years.* (She doesn't live in France now. – action not connected to the present)

- to give additional details of a news story.

*He **announced** the decision to Parliament **this morning**.*

**15 Fill in with the present perfect or the past simple.**

- 1 A: ..... *Did you see* ..... (you/see) the Jackie Chan film on TV last night?  
B: No. But I ..... (already/see) all of his films on DVD this year.
- 2 A: I ..... (already/go) to the cinema three times this month. What about you?  
B: Not once! But last month, I ..... (go) five times.
- 3 A: ..... (you/ever read) *The Picture of Dorian Gray* by Oscar Wilde?  
B: Yes. We ..... (read) it in school last year.
- 4 A: George and I ..... (have) dinner at that new Vietnamese restaurant in town last night.  
B: Really? I ..... (never/try) Vietnamese food before. What's it like?  
A: Delicious. In fact, we ..... (already/make) a reservation to eat there again next week.

**16 Fill in with the past simple or the past perfect.**

The biggest event in Tom's life 1) ... *happened* ... (happen) by chance. He 2) ..... (be) 22 years old and he 3) ..... (just/graduate) from university. He was looking for a job. He 4) ..... (want) to be a journalist but he 5) ..... (know) he 6) ..... (not/have) enough experience. You see, as a student, he 7) ..... (spend) most of his time in the university theatre. He 8) ..... (apply) to many newspapers but he 9) ..... (not/receive) any replies. Then one day, the phone 10) ..... (ring). It was a woman who 11) ..... (offer) him a job as an actor. She 12) ..... (see) him in a play at the university and 13) ..... (enjoy) the performance. He 14) ..... (take) the job and ever since then he's been a very successful actor. Last night he 15) ..... (discover) he 16) ..... (win) an award for his performance in the play.





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## Tense Forms

## Used to – Be used to + -ing form / noun / pronoun – Would – Was going to

- **Used to** expresses past habits, regularly repeated actions in the past or past states.  
She **used to tell** me stories. (ALSO: would tell me ...)  
He **used to live** in the country. (NOT: ~~would~~ – state)  
He **used to have** a beard. (NOT: ~~would~~ – state)
- **Would** expresses regularly repeated actions and routines in the past. (Stative verbs are not used with 'would'.)  
Mum **would** always make me a big breakfast. (ALSO: Mum used to make ...)
- **Be used to** means 'be accustomed to', 'be in the habit of'.  
She **isn't used to living** in tropical climates. (= she isn't accustomed to living ...)
- **Was going to** expresses actions one intended to do but didn't.  
She **was going to move** to London but then she decided to stay in York.

17 Write sentences using *used to*.

Ten years ago

he was overweight.  
he had long hair.  
he didn't wear glasses.  
he rode a bicycle.  
he didn't wear suits.



NOW

he is thin.  
he has got short hair.  
he wears glasses.  
he drives a car.  
he wears suits.



He used to be overweight, but now he is thin.

18 Fill in: *used to*, *be used to*, *would* or *was going to*.

Although my friend Tom has lived in the city for three years, he still 1) *isn't used to* it. He 2) *used to* live in the country so he 3) *used to* living in a more peaceful environment. His first few days in the city were so unpleasant that he 4) *used to* move straight back home, but he found a job and decided to stay. That's when I met him. He 5) *used to* come into the office with his coffee every morning and he 6) *used to* often stop and talk for a while about what his life 7) *used to* be like in the country. His family 8) *used to* have their own vegetable garden and his mother 9) *used to* prepare wonderful meals. In autumn, they 10) *used to* go for long walks and they 11) *used to* collect wild mushrooms. Tom made it sound so wonderful that, at one point last year, I 12) *used to* quit my job and leave the city forever. But I didn't. I 13) *used to* the noise and excitement of the city and I know I wouldn't feel at home in the country.