

SIMPLE PRESENT

	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
PRESENT SIMPLE	Repeated actions 	I go to the cinema every Saturday I live in Florence	· Habits and routines · Things that are true in general, Facts, permanent situations, states	A: I work. He/she/it works. You/we/they work.	always, every day/month/year
	Facts or Generalizations 	He shoots, he scores! The plane leaves at eight. I don't like apples.	· Commentaries, narratives, headlines · Future schedules	N: I do not (don't) work. He/she/it does not (doesn't) work. You/we/they do not (don't) work.	never, often, normally, seldom, sometimes, usually, twice a week/day..., all the time
	Scheduled Events in the Near Future 	The bus arrives tonight at 8 PM. The bus does not arrive at 8 AM, it arrives at 8 PM.		Q: Do I work? Does he/she/it work? Do you/we/they work?	

- John: Hi, Sarah! Do you _____ (play) tennis on weekends?
- Sarah: Yes, I _____. I _____ (play) tennis every Saturday.
- John: That's great! I _____ (not/ play) any sports regularly.
- Sarah: Really? Why _____ you join me this Saturday? (-)
- John: That sounds like a good idea. I will.

PRESENT CONTINUOUS / PROGRESSIVE

	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
PRESENT CONTINUOUS	Ongoing action 	Look! The boys are playing football. Hurry up! The train is coming.	· An action in progress at the time of speaking	to be (am/is/are) + verb + -ing	now, at the moment, at present; Look!, Listen!
	Longer action in progress 	We are studying very hard these days. We have to prepare for our exams.	· Trends or currently developing situations	A: I am (I'm) working. He/she/it is (he's) working. You/we/they are (we're) working.	these days, this morning, today
	Near future 	-What are you doing on Saturday? -I am meeting my friend at the station. She is arriving at 8 pm.	· Future plans or personal arrangements	N: I am not (I'm not) working. He/she/it is not (isn't) working. You/we/they are not (aren't) working.	
	Repetitions with "always"			Q: Am I working? Is he/she/we working? Are you/we/they working?	

PAST PRESENT FUTURE	He is constantly talking. I don't like them because they are always complaining.	- To emphasise frequent actions - Repetitions with always		
----------------------------	---	--	--	--

John: Hello.

Mum: Hi, John. Is everything OK?

John: Of course it is, mum.

Mum: What you..... (do)?

John: I (watch) TV.

Mum: I can hear people.

John: That's Tom and Sarah. We (watch) a video.

Mum: They (not watch) a video. They (talk).

John: We (have) a pizza at the moment.

Mum: you (have) a party?

John: No, mum.

Mum: And your brother? What he (do) ?

John: He is in his bedroom.

Mum: he (study)?

John: I think so. What you (do)?

Mum: We are in the car. We (come) home.

John: Today?!

Mum: See you in about two hours...

PRESENT PERFECT

	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
PRESENT PERFECT	Unspecified time before now PAST PRESENT FUTURE Duration From the Past Until Now (Non-Continuous Verbs) PAST PRESENT FUTURE	He has lived in Florence since 1997. Where have I put my keys? I have read that book three times. I have lost my keys. I can't open the door. I have seen this film and I can discuss it with you now. When did you see this film?	- An action that started in the past and continues to the present - An action that happened in the past and affects the present - An action that happened in the	have/has + participle II - regular verbs +ed worked, asked -irregular verbs-III column gone, eaten <i>Am</i> I/we/you/they have worked/gone. <i>Is</i> He/she/it has worked/gone. <i>Are</i> I/we/you/they have not (haven't) worked/gone. <i>Is</i> He/she/it has not (hasn't) worked/gone. <i>Q:</i> Have Has I/we/you/they he/she/it worked/gone? worked/gone?	already, ever, just, never, not yet, so far, till now, up to now, of late, lately, recently; with for and since; with This is the first time ...

		Have you called your mother today?	past at a non-specified time · with this morning/evening, today this week, this year (when the time periods are not finished at the time of speaking)		this Morning/evening, today, this week, this year
--	--	------------------------------------	--	--	---

Verb	Simple Past	Past Participle	Present Participle
talk	talked	talked	talking
cry	cried	cried	crying
ring	rang	rung	ringing
swim	swam	swum	swimming
eat	ate	eaten	eating
rise	rose	risen	rising
chase	chased	chased	chasing
go	went	gone	going

What has Ryan done?

Yes, I've _____ (live) in a foreign country. In Japan, actually. I lived in Osaka for a year. I enjoyed it very much. I loved the food. And, yes, I have _____ for a big company. I worked for Nissan, the car company, that's why I was in Japan. That was three years ago, then I got a job back in London.

Have I _____ (stay) in an expensive hotel? No, never – only cheap hotels for me, I'm afraid, but I have _____ (fly) in a jumbo jet – lots of times, actually. Oh, I've never _____ (cook) a meal for a lot of people. I love food but I don't like cooking much. Sometimes I cook for me and my girlfriend Tara, but she likes it better if we go out for a meal! And I've never _____ (meet) a famous person – oh, just a minute, well not met, but I've _____ (see) ... er... I saw a famous politician at the airport once – oh, who was it? I can't remember his name, um ... I've only seen one Shakespeare play, when I was at school, we saw Romeo and Juliet. It was OK. I've _____ (ride) a motorbike though. My brother's got one. It's very fast. Fortunately, I've never _____ (be) to hospital. My brother has – he fell off his motorbike! Unfortunately, I've never _____ (win) a competition. I do the lottery every week, but I've never, ever _____ (win) a thing!

PAST SIMPLE

PAST SIMPLE	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Completed action in the past Series of completed actions in the past. Duration in the past. Past Facts or Generalizations	I worked all day yesterday. I met my friend yesterday. Did you go to the seaside last summer? He tripped, fell and broke his arm. He opened the door, switched on the light and fed his cat. The train was late. I lived in Amsterdam for two years. He fell asleep while the teacher was explaining new grammar rules. He was shy as a child, but now she is very social.	An action completed at a specific time in the past or in a series of actions in the past where time is not mentioned An action completed in the past where time is not mentioned to talk about an action taking place in the middle of another action Habits in the past Past Facts or Generalizations	Regular verbs + ed : worked, played, irregular verbs – II column: went, ate A: I worked /went. He/she/it worked /went. You/we/they worked /went. N: I did not (didn't) work /go. He/she/it did not (didn't) work /go. You/we/they did not (didn't) work /go. Q: Did I work /go? Did he/she/it work /go? Did you/we/they work /go?	yesterday, 2 minutes/hours/days/years ago, in 1970, the other day, last month/year/ week/ Sunday

Complete the story, using Past Simple:

It was a hot day yesterday. It _____ (be) sunny. The sky _____ (be) blue. The children _____ (go) to the beach. Leo _____ (swim) in the waves. Sam _____ (sit) on the seashore. Fred _____ (run) along the seashore. Joe _____ (make) a sand castle. Tess _____ (look) for seashells. Ben _____ (jump) on the waves. Dan, Eddy and Amy _____ (try) to surf. Tony _____ (play) with a ball. Bob _____ (dig) a hole in the sand. Ron _____ (did) exercises. They _____ (spend) a great time together and _____ (enjoy) the weather very much.

PAST CONTINUOUS

PAST CONTINUOUS	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Interrupted or stopped action in the past Parallel actions in the past Repetitions with "always"	What were you doing last night at eight? They were sleeping when the phone rang. The man was wearing a trench coat. I was studying while he was watching television. She was always coming to class late. He was constantly talking.	- An action in progress at a specific time in the past - An action in progress at a specific time in the past - Interrupted or stopped by another past action - To describe background information in a narrative - PARALLEL ACTION IN THE PAST - Repetitions with "always"	to be(was/were) + verb + -ing A: I was working. He/she/it was working. You/we/they were working. N: I was not (wasn't) working. He/she/it was not (wasn't) working. You/we/they were not (weren't) working. Q: Was I working? Was he/she/it working? Were you/we/they working?	at 6 o'clock yesterday, from 3 to 6 On Monday, when Mum came, while

Yesterday, at 9 AM, I (1) _____ (work) on an important project.

While I (2) _____ (type) an email, my colleague (3) _____ (discuss) the budget.

The team (4) _____ (have) a meeting when the boss (5) called (call) in.

At noon, I (6) _____ (attend) a training session on new software.

While I (7) _____ (analyze) data, my manager (8) _____ (review) the report.

The phone (9) _____ (ring) constantly as we (10) _____ (resolve) client issues.

Last night, my coworkers (11) _____ (celebrate) a successful project completion.

As I (12) _____ (prepare) a presentation, my desk mate (13) _____ (make) calls.

PAST PERFECT

PAST PERFECT	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Completed action before sth in the past PAST PRESENT FUTURE	I had never seen such a beautiful place before I went to Zurich. They got to the party at 10:00, but she had already left. I wanted to see <i>Spiderman</i>, but they had already seen it. We had had that stereo for ten years before it broke down.	- An action completed in the past before another past action - To express a reason for a past state - Duration Before Something in the Past (Non-Continuous Verbs)	had + participle II • regular verbs +ed : worked, asked • irregular verbs -III column: gone, eaten A: I/you/we/they had worked/gone. He/she/it had worked/gone. N: I/we/you/we/they had not (hadn't) worked/gone. He/she/it had not (hadn't) worked/gone. Q: Had I/you/we/they worked/gone? Had he/she/it worked/gone?	when I entered, by 5 o'clock yesterday, (with the same adverbs as Present Perfect but in the past context); no sooner...than ... Already Yet

By the time I arrived at the airport, the plane _____ already _____ (depart), leaving me stranded. I realized I _____ (leave) my passport at home, causing the delay. The company _____ already _____ (fill) the position when I finally submitted my application, a mistake I deeply regret. The team _____ (complete) the project before I returned from vacation, and I missed the chance to contribute to its success. My friend _____ (finish) reading the book, so our discussion lacked the connection I _____ (hope) for. Despite these setbacks, I learned valuable lessons about preparation and timing, experiences that have shaped my approach to life.

FUTURE SIMPLE

FUTURE SIMPLE	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	PAST PRESENT FUTURE	☐ You are going to meet John tomorrow. ☐ Are you going to meet John tonight? ☐ I will confirm the appointment. ☐ Will you help me move this heavy table? ☐ Don't worry, I'll be careful. ☐ I won't tell anyone your secret. ☐ He is not going to spend his vacation in Hawaii. ☐ I'm going to be a doctor when I grow up. ☐ John's new book will be a very interesting one. ☐ John's new book is going to be a very interesting one.	• "Will" for spontaneous decisions, predictions, future uncertainties, future facts, threats, promises, offers, requests, refusal • "Going to" form for future intentions or near certainties Predictions – both "will" and "going to"	A: I/we shall */ will work. He/she/it will work. You/they will work. N: I/we shall not (shan't) * work will not (won't) work. He/she/it will not (won't) work. You/they will not (won't) work. Q: Shall/will I/we work? Will he/she/it work? Will you/they work?	*NOTE!!! Shall is used mostly in the questions <u>shall I...?/shall we...?</u> <u>In spoken</u> English we normally use I'll and we'll. • I Am going to • He/ She/ It IS going to • You/We/They ARE going to

As the year unfolds, there are numerous exciting plans on the horizon. I _____ embark on a journey to explore new cultures and destinations. Meanwhile, I _____ forget to prioritize self-care and wellness, dedicating time to fitness and healthy habits. In the professional realm, the team is enthusiastic about upcoming projects; we' _____ launch innovative initiatives that will shape our future. Personally, I'm optimistic that I will accomplish my long-awaited goals. Life's unpredictability won't deter my determination. I will embrace challenges, learn from experiences, and cultivate a positive outlook. The journey ahead holds a blend of adventure, growth, and accomplishments.

Future Continuous

Future Continuous	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Interrupted action in the future Parallel action in the future	I will be watching TV when he arrives tonight. I am going to be staying at the Radisson Hotel, if anything happens and you need to contact me. I am going to be studying and he is going to be making dinner. Don't call me at eight - I'll be watching <i>Eastenders</i>. We'll be driving spaceships by 2050. Will you be joining us for dinner?	- An action in progress around a point in the future - To predict the future – what may be happening - For polite enquiries about other's plans to talk about an action at a particular moment in the future. - The action will start before that moment but it will not have finished at that moment	shall/will + be + verb + -ing A: I/we shall*/will be working. He/she/it will be working. You/they will be working. N: I/we shall not (shan't) *be working. will not (won't) be working. He/she/it will not (won't) be working. You/they will not (won't) be working. Q: Shall/will I/we be working? Will he/she/it be working? Will you/they be working? *NOTE!!! Shall is used mostly in the questions. shall I...?/shall we...? In spoken English we normally use I'll and we'll.	at 5 o'clock tomorrow, this time on Sunday, when I come

REMEMBER

In the Simple Future, a specific time is used to show the time an action will begin or end. In the Future Continuous, a specific time interrupts the action. Examples:

☐ Tonight at 8 PM, I am going to eat dinner. (*I am going to start eating at 8 pm*)

☐ Tonight at 8 PM, I am going to be eating dinner. (*I am going to start eating earlier and I will be in the process of eating dinner at 8 pm*)

This time next week, I _____ (attend) a conference on innovative technologies, immersing myself in discussions about the future of artificial intelligence. While I _____ (listen) to renowned speakers, my colleagues _____ (present) our team's groundbreaking research. As they showcase our findings, I _____ eagerly _____ (anticipate) insightful feedback. The company _____ (implement) new strategies during my absence, and my team will be collaborating on cutting-edge projects. Simultaneously, I' _____ (participate) in workshops, gaining valuable insights that will shape our future endeavors. It's an exciting week ahead, filled with continuous learning and collaborative opportunities.

Future Perfect

Future Perfect	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Completed action before sth else in the future PAST PRESENT FUTURE Duration before sth in the future PAST PRESENT FUTURE	Next July, my parents will have been married thirty years. I'm sure I will have forgotten all this by the time I take the test. By next September, I will have received my promotion. By Monday, John is going to have had my car for a month.	<i>An action that will have been completed by a specific time in the future</i>	shall/will + have + participle II A: I/we shall • /will have worked/gone. He/she/it will have worked/gone. You/they will have worked/gone. N: I/we shall not (shan't) • will not (won't) have worked/gone. He/she/it will not (won't) have worked/gone. You/they will not (won't) have worked/gone. Q: Shall I/we Will he/she/it Will you/they have worked/gone? Will have worked/gone? Will have worked/gone?	by this time tomorrow, by 2 o'clock tomorrow, when you come back

REMEMBER No Future in Time Clauses

Like all future forms, the Future Perfect cannot be used in clauses beginning with time expressions such as: when, while, before, after, by the time, as soon as, if, unless, etc. Instead of Future Perfect, Present Perfect is used.

By the end of the year, I _____ (complete) my advanced certification in data analytics, a goal I' _____ diligently _____ (work) towards. The team _____ (implement) the new software, streamlining our processes and enhancing efficiency. Our company _____ (expand) its market reach, solidifying its position as an industry leader. Personally, I _____ (achieve) a better work-life balance, having incorporated healthier habits into my routine. By then, many of my colleagues _____ (attend) specialized training sessions, further honing their skills. The culmination of these accomplishments will set the stage for a successful and transformative year, marked by growth and achievement.

I'm afraid the chef (not/cook) the dish you have ordered before the closing time .

All these tourists (leave) the city by the end of the summer.

By the year 2025 I (graduate) from university.

The children (eat) all these cookies by the end of the day.

Children, you (do) your homework.

Emma has gone on a shopping spree. By the end of the day she (spend) all her savings.

By the end of the day he (realize) how much damage he has caused but it will be too late.

Nora wants to buy a new car. By the end of the year she (save) enough money to buy one.

The Principal's orders (carry) out by tomorrow.

Hurry up Angela! By the time you get ready all the shops (close).

Future Perfect Continuous

Future Perfect Continuous	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Duration before sth in the future 	They will have been talking for over an hour by the time Thomas <i>arrives</i>. She is going to have been working at that company for three years when it finally <i>closes</i>. By next Autumn, I will have been working here for twenty years. Next month I will have been living here for ten years and I still don't speak the language! Jason will be tired when he gets home because he will have been jogging for over an hour.	<i>To describe how long something will have been happening by a certain time in the future</i> Cause of Something in the Future	shall/will + have + been+ verb + -ing A: I/we shall/will have been working. He/she/it will have been working. You/they will have been working. N: I/we shall not (shan't) / will not (won't) have been working. He/she/it will not (won't) have been working. You/they will not (won't) have been working. Q: Shall/will I/we have been working? Will he/she/it have been working? Will you/they have been working? *NOTE!!! Shall is used mostly <u>in the questions</u> shall I...?/shall we...? <u>In spoken</u> English we normally use I'll and we'll.	for

Why are you so angry? They the road by the end of this year. (repair)

Your French is not perfect. Don't worry. I it for a year by the time I leave for France. (learn)

Look at Jane. She's so nervous. No wonder. She for Tim for five hours when his plane finally arrives. (wait)

Bill is a good teacher. Definitely. He for five years by the time he's 30. (teach)

I could help you pick apples on Saturday. We apples for a week by Saturday. We'll be finished. (pick)

Do you think you will pass the exam? I hope so. I for it for two weeks when I take it. (revise)

Is Grace your neighbour? Yes, she is. She next door for a year next month. (live)

We could buy Lisa a new piano for her birthday. Good idea. When she turns twenty, she the piano for twelve years. (play)

Shall I wake Doris up? Yes, please. At nine o'clock she for ten hours. (sleep)

Your parents are experienced workers. Yes, they are. They together for thirty five years before they retire. (work)

Present Perfect Continuous

Present Perfect Continuous	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
	Duration from the past until now 	They have been arguing for the last hour. John has been working with that company for five years. I'm tired – I've been studying all afternoon. Their house is a wreck; they've been painting it since last weekend. Recently, I have been feeling really depressed. She has been watching too much theatre lately. Have you been exercising lately?	· Emphasises the continuous or repeated nature of an action completed in the past and continues to the present · Emphasises the continuous or repeated nature of an action completed in the past and affects the present -With recently / lately	have/has + been + verb + -ing A: I/we/you/they have been working. He/she/it has been working. N: I/we/you/they have not (haven't) been working. He/she/it has not (hasn't) been working. Q: Have I/we/you/they been working? Has he/she/it been working? NOTE!!! We don't use Present Perfect Cont. with be, know, have and other non-progressive verbs. How long have you had your car? (Present Perfect)	for, since; How long...?

1. My cat (sleep) all day.

2. A: Jim (do) exercise?

- B: Yes, he _____. He needs a rest.
3. It _____ (rain) _____ for several days.
4. I failed the test because I _____ not _____ (study) _____ hard.
5. We _____ (drive) _____ for two hours.
6. Tracy and Tom _____ (play) _____ tennis for an hour.
7. A: I'm sorry I'm late. _____ you _____ (wait) _____ a long time?
B: No, I _____.
8. Where _____ you _____ (spend) _____ your summer holidays?
9. Who _____ (eat) _____ my cookies?
10. A: You look tired. _____ you _____ (work) _____ hard?
B: Yes, I _____.
11. I _____ (think) _____ about quitting my job lately.
12. Why _____ you _____ (get) _____ up so early recently?

Past Perfect Continuous

	TIMELINE	EXAMPLES	USAGE	FORM	TIME PHRASES
Past Perfect Continuous	Duration before of sth in the past 	They had been talking for over an hour before John arrived. She had been working at that company for three years when it went out of business. How long had you been waiting to get on the bus? She hadn't been paying attention when the teacher asked her a question. They had been studying all day so they were too tired to go out.	- Emphasises the continuous or repeated nature of an action completed in the past before another past action - To explain the reason for a past state emphasising the duration of the action	had + been + verb + -ing A: I /we/you/they He/she/it had been working. He/she/it had been working. N: I/we/you/they He/she/it had not (hadn't) been working. He/she/it had not (hadn't) been working. Q: Had I/we/you/they been working? Had he/she/it been working?	since, for

Important: Past Continuous vs. Past Perfect Continuous

If you do not include a duration such as "for five minutes," "for two weeks" or "since Friday," many English speakers choose to use the Past Continuous rather than the Past Perfect Continuous.

Be careful because this can change the meaning of the sentence. Past Continuous emphasizes interrupted actions, whereas Past Perfect Continuous emphasizes a duration of time before something in the past.

Examples:

☐ He was tired because he **was exercising** very hard. (*This sentence emphasizes the fact that he was tired because he was exercising at that exact moment*)

☐ He was tired because he **had been exercising** very hard. (*This sentence emphasizes the fact that he was tired because he had been exercising over a period of time. It is possible that he was still exercising at that moment or that he had already finished exercising*)

Did you get in touch with Richard in time? Not really. But I had been trying to contact him all the time.

Was Grace your classmate? No, she wasn't. But she had been attending Class B for a year before she left.

Why were Matt and Sue so pale when they returned? Because they had been staying in their room all their holiday.

Why were you so red? Because I before we met. (jog)

Your test was absolutely correct. Really? I for it so long. (revise)

Did you see Jane? She was so angry. No wonder. She with her brother all day. (argue)

Bill was exhausted. Yes, he really was. He too long. (work)

Your parents went to bed very late. They all afternoon. (have a rest)