

TENSE	TIME EXPRESSIONS	USES	EXAMPLE SENTENCES
Present Simple	sometimes, usually, often, always, never every day, in the morning, on Mondays, once a week, etc.	<ul style="list-style-type: none"> • Regular or repeated actions, habits, routines • Permanent situations and opinions • Facts, laws of nature • Instructions • Dramatic narration – describing or referring to the contents of films, plays, books, newspapers, etc.; and telling jokes and anecdotes (to give more immediacy to the story) • Sports commentaries, particularly when the action is over before the description finishes • Arranged future actions (timetables, programmes, etc.) • It is used in news headlines to talk about events that have recently happened • It is used, chiefly with the verb say, when we are asking about or quoting from books, notices or very recently received letters • It is used in conditional sentences, type 1, and in time clauses: <ul style="list-style-type: none"> (a) when there is an idea of routine (b) when the main verb is in a future form • State verbs related to: senses (see, hear, smell, feel, taste); thinking (think, agree, believe, consider, doubt, feel=think); emotion & feeling (forgive, hate, loathe, like, dislike, love, mind, wish); other (appear/seem, be, belong, have=possess, keep=continue, matter, owe, possess/own) 	<p>He works there once a month. I don't live in the city. Where does he work? I think New York is exciting. He doesn't like pasta. The sun doesn't go round the earth. Ice melts when heated. From here you cross the road, go through an iron gate and follow the path west ... At the beginning of the book, three men find \$4 million in a crashed plane. She goes up to the man and looks straight into his eyes.</p> <p>France kicks off, Vieira passes to Henry, Henry cuts inside ... and it's a goal! The match begins at 8:30 next Monday evening.</p> <p>SECOND QUAKE HITS JAPAN</p> <p>Shakespeare says, 'Neither a borrower nor a lender be.' I see you've got a letter from Ann. What does she say? ~ She says she is coming to London next week. If I see Ann, I'll ask her. Unless you take the brake off, the car won't move. As soon as he gets home, he takes a bath. When it stops raining, we'll go out. Do you hear music? I don't believe in luck. Does she like her present? The door appears to be locked. These drinks contain Vitamin C.</p>
Present Continuous	now, at present, at the moment, these days, still, currently, today, tonight, nowadays etc.	<ul style="list-style-type: none"> • Actions in progress at or around the time of speaking • Repeated actions with always, forever, constantly, continually (often to show annoyance, or to emphasise that something is done so often that it is characteristic of a person, group or thing) • Repeated events or actions, usually if they happen within a temporary period, or a series of actions that are more frequent than we would normally expect • It is used to describe something we regularly do at a certain time with usually, generally • Current trends and developments • Arrangements for the near future involving other people or fixed time/place • Explaining why we can't do something in the future • It is used in live commentaries (for example, on sports events) when the report takes place at the same time as the action • Giving more immediacy to a story or an anecdote (we use the present continuous for actions which form a background and the present simple for the actions that make up the narrative) • Describing what is happening in a photo or picture 	<p>He's sleeping at the moment. They aren't eating. Are you coming? You're always leaving the cap off the toothpaste. You're constantly changing your mind.</p> <p>I'm feeding the neighbour's cat while she's away. Now that I've bought a Toyota Prius, I'm seeing them everywhere!</p> <p>At eight o'clock I'm usually driving to work, so phone me on my mobile. Seven o'clock is a bit early. We're generally eating then. Oil prices are rising at present. They are going on an excursion tomorrow. I am meeting Peter at 6 o'clock. 'Can you come to lunch on Saturday?' 'No, I'm afraid I can't. I'm working on Saturday.' She's playing magnificent tennis in this match...</p> <p>There's an old woman with thick glasses who's serving the hot drinks, so I go up to her and ask...</p> <p>That's my niece in the photo. She's riding her brother's bike.</p>
Present Perfect	since, for, yet (in negatives and questions), already (in positives), always, just, ever/ never,	<ul style="list-style-type: none"> • Indefinite past actions or experiences (we do not know when) with <i>ever, never, before</i> 	<p>She has seen this film. Have you driven an automatic car before? I haven't travelled a lot. My parents have gone to New York on holiday. (=They are there now.) My parents have been to New York. (=They have visited it in the past, and have returned home.)</p>

	<p>before, so far, recently, lately, still (in negatives), how long, how many etc.</p>	<ul style="list-style-type: none"> • Recently completed actions with <i>just</i> • Action completed in the past which has a present result • Actions occurring in unfinished time periods • An action or repeated actions beginning in the past and continuing up to the present, <u>focusing on the result</u>, with <i>for</i> and <i>since</i>; when we use <i>since</i> to introduce a new clause, we usually use the past simple after it • British English uses the present perfect after superlatives, e.g. <i>the best/worst, the greatest, the only</i>, often followed by <i>ever</i> (Past simple with the superlative in American English) • As the present perfect simple expresses relevance to the present, news reports often start with this tense, before moving into past tenses; similarly, we often use it to introduce a new topic of conversation • With time clauses introduced by <i>after, when, until, as soon as, once, by the time</i> and the time expressions <i>the minute/ second/ moment</i> the present perfect refers to future events (the past simple refers to past, completed events) 	<p>She has just painted her room. The avalanche has devastated the skiing industry in the area. (result: The skiing industry is still having big problems.) She has written <u>three books</u>. (result) I've only been to Hong Kong once. (My life is still continuing, so I may go there again.) He has worked as a teacher for four years. (He is still a teacher.) They have lived in London since 2003. (They still live there.) You've been really moody ever since that letter <u>arrived</u>. It's the worst sports show I have ever seen and the first I have ever complained about!</p> <p>The largest car plant in Detroit has shut down. It <u>closed</u> its doors for the last time yesterday.</p> <p>I've heard from Maurice - he's been in Australia for the last two months. After Lucas has left school (future), he will be spending six months in India. (Compare: After she left hospital (past), she had a long holiday.) I'll contact you the minute I've got my exam results. (future) (Compare: The minute I got the news about Anna (past) I telephoned my parents.)</p>
<p>Present Perfect Continuous</p>	<p>for, since, how long, lately, recently etc.</p> <p>We don't usually use the present perfect continuous with <i>always</i>, <i>already</i> and <i>yet</i>.</p>	<ul style="list-style-type: none"> • Past actions producing visible results in the present, or expressing the idea of an activity (a task, piece of work, etc.) in progress until recently or until the time of speaking. <u>We use both the present perfect and the present perfect continuous to talk about something that has recently finished if we can still see its results.</u> The present perfect suggests the activity is completed, or it happened only once or on a specified number of occasions, while the present perfect continuous emphasises that an activity is ongoing, extended and repeated, and uninterrupted: we do not mention the number of times that we have done an action. • An action beginning in the past and continuing up to the present, <u>focusing on the action or duration</u>, especially with <i>for</i> or <i>since</i>. In this case, we don't usually use time adverbs. • Action showing annoyance, irritation or surprise, criticism • Temporary situations or actions; with <i>lately</i> or <i>recently</i>, it often refers to new developments which may be temporary 	<p>She has been painting her room. (It smells of paint.) Have you been working in the garden all day? You look exhausted. I've been playing squash and need a shower! (more likely than I've played ...) (Compare: He's broken his finger and is in a lot of pain. (NOT He's been breaking ...)) Prices have been decreasing recently. (OR Prices have decreased...AND Prices have decreased by 7%. NOT Prices have been decreasing by 7%.) I've been writing letters this morning. (Compare: I've written six letters this morning.)</p> <p>She has been waiting for two hours but there's still no sign of him. He hasn't been relaxing so well for months. We have been working on the project since May. What have you been doing to my computer?</p> <p>We've been subscribing to one of the satellite TV companies. (not fixed - we may change) Helen's been spending a lot of time at the club lately. (She didn't use to do this.)</p>
<p>Past Simple</p>	<p>(the day before) yesterday, then, when, ago, the other day/ week, How long ago ... ?, last night/ week/ year; frequency adverbs (always, sometimes, usually, often, never) etc.</p>	<ul style="list-style-type: none"> • Actions completed in the past when there is direct or indirect time reference, as well as with <i>for</i> (+ periods of time): • Past habitual actions • Sequences of past completed actions • Past actions which won't be repeated • One action resulting in another • We often use the past simple in a narrative (e.g. a report or a story) to talk about a single complete past event and the past continuous 	<p>He left an hour ago. (direct time reference) She phoned before the boss came. (indirect time reference) The economic crisis lasted for two years. When did you meet him? I met him in 2009. He travelled/used to travel a lot when he was young. He stood up, picked up his briefcase and left the office. Marilyn Monroe starred in "The Seven Year Itch". Wall Street traders lost a fortune when the Asian markets collapsed. Erika dropped her bag while she <u>was getting</u> into her car. She <u>was shaking</u> with anger as she left the hotel.</p>

		<p>to describe the situation that existed at the time</p> <ul style="list-style-type: none"> •The simple past is used in conditional sentences, type 2, and in the unreal past after as if, as though, it is time, if only, wish, would sooner/rather, 	<p>I would come if I knew you needed my help. He behaved as if he was happy. It sounds as though you had a good time. If only I knew her name. It's about time you cleaned your room! I wish I were taller. I'd rather you didn't go out tonight</p>
<p>Past Continuous</p>	<p>while, when, as, all/ yesterday morning/evening, day, night, still etc.</p>	<ul style="list-style-type: none"> •Past actions in progress (unfinished actions)/ at a given point in time •Temporary past situations and actions •Changing or developing past actions •Past action in progress interrupted by another action in past simple •Simultaneous past actions •Background situations in the past, or 'setting the scene' for a story or account of something that happened, the actions that follow are in the past simple •Polite inquiries •The past continuous of verbs like <i>plan, hope, intend</i> shows that the action or plan did not happen •We can use the past continuous (with <i>always</i> and other adverbs) to talk about repeated actions that happened very often, or to express annoyance, or to emphasise that repeated actions went on for a limited and temporary period of past time, particularly in spoken English •Fixed arrangements for the future in the past 	<p>She was still working at 8 o'clock yesterday evening. We were living in Beijing at the time of the 2008 Olympics. (We don't live there now.) His symptoms were becoming more pronounced each day. She was leaving when the phone rang.</p> <p>While Jane was getting dressed, Tom was enjoying his drink. When we <u>arrived</u> at the beach, the sun wasn't shining. Dana was living in Istanbul that summer. Isik was working at the same school as her. As soon as they <u>met</u>, they immediately <u>got on with</u> each other... I was wondering if you could help me. We were planning to come to your party, but Mike was ill so we couldn't make it.</p> <p>They never saved their money. They were always borrowing cash from us.</p> <p>When Kata was in hospital, we were visiting her twice a day.</p> <p>He was busy packing, for he was leaving that night. (The decision to leave had been made some time previously.)</p>
<p>Past Perfect</p>	<p>before, after, already, just, for, since, till/ until, by the time, never, how many etc.</p>	<ul style="list-style-type: none"> •A past action which happened <u>before another past action</u> •A single action, or repeated actions, completed <u>before a time in the past</u>, we often include a specific time reference, such as a clause with <i>when</i> or <i>by the time</i> •The past perfect is the past equivalent of the present perfect and it can be used similarly with <i>for/since</i> for an action which began before the time of speaking in the past, and <ul style="list-style-type: none"> (a) was still continuing at that time, or (b) stopped at that time or just before it But it can also be used for <ul style="list-style-type: none"> (c) an action which stopped some time before the time of speaking •We can use <i>just</i> with the past perfect to show that the earlier action was very recent, or we can use <i>already</i> to show that the action happened sooner than we expected •We can use either the past perfect or past simple (and often past continuous and past perfect continuous) with verbs such as <i>hope, expect, want, plan, think about, wish</i> to describe past intentions which were unfulfilled in the future •We can use the past perfect to give a reason for an action or situation, often with <i>because</i> •We often use the past perfect (and ever) with superlative adjectives, e.g. <i>the best/worst, the greatest</i>, ordinal numbers, e.g. <i>the first (second, third), the only + ever</i> 	<p>She had already typed all the letters before her boss <u>arrived</u>. By the age of twenty-six, Grace Kelly had given up her film career.</p> <p>(a) Ann had lived in a cottage for sixty years/ever since she was born, and had no wish to move to a tower block. (The past perfect continuous tense be possible here.) (b) Peter, who had waited for an hour/since ten o'clock, was very angry with his sister when she eventually turned up. (The past perfect continuous tense would also be possible here.) (c) He had served in the army for ten years; then he retired and married. His children were now at school. We wanted to talk to the manager in charge but she'd just left. When we got back, we were shocked to find that the babysitter had already gone home. I had hoped to visit the gallery before I left Florence, but it's closed on Mondays. (OR I hoped..., I was hoping..., I had been hoping...)</p> <p>Eileen Collins became the commander because she had already flown as a space pilot. It was the worst meal I had ever eaten! I never went there again. We went to Egypt in 1996. It was the first time we'd travelled outside Europe.</p>

		<ul style="list-style-type: none"> We can use the past perfect with the past simple to make a sequence of events clear: the past perfect for the earlier action and the past simple for the later one. With <i>before + past perfect</i> the action in the past simple happens first The past perfect is used in conditional sentences, type 3 We use the past perfect to talk about how many times something happened in a period up to a particular past time, or when we focus on the length of a situation up to a particular past time expressed with state verbs 	<p><u>When we got back</u>, the babysitter had put the children to bed.</p> <p>I <u>left</u> university before I'd finished the course I was taking.</p> <p>I wouldn't have bought so much food if you had told me. How many times had you met him before yesterday? We had only owned the car for six weeks when the clutch broke. (NOT We had been owning the car for six weeks ...)</p>
Past Perfect Continuous	for, since, how long, before, until etc.	<ul style="list-style-type: none"> A long past action which continued <u>up to another past action</u> A situation or activity (with <i>since/for</i>) that went on <u>before a particular past time</u> and <ul style="list-style-type: none"> (a) finished at that time, (b) continued beyond it, or (c) finished shortly before it <p>If we are not interested in how long the activity went on, we can use the past continuous instead of the past perfect continuous.</p> <ul style="list-style-type: none"> Actions producing visible results in the past Emphasising time and giving reasons for an action or feeling in the past The past perfect continuous is mainly used in written texts and is less common in speech 	<p>She had been cooking all day long when Tom <u>came</u> home with some fish and chips.</p> <p>(a) We'd been driving for about an hour when the engine suddenly stopped. (b) She felt terrible during the interview because she had been suffering from flu since the previous day. (c) When I last saw Omar, he'd been running and was out of breath.</p> <p>When the merger was announced, it became apparent that the two companies had been discussing the possibility since last year. (Compare: A friend told me about a conversation she'd recently overheard. Two women were discussing their holiday plans...)</p> <p>She was covered in paint because she had been painting her room. Pizarro had been exploring for <u>twenty years</u> when he went to Peru. Derek <u>was very tired</u> when he arrived - he'd been driving in heavy traffic all afternoon. The body of a climber who went missing in the Alps was finally found yesterday. Carl Sims had been climbing alone near the Harz Waterfall, which has claimed many lives in the past. (an example in a newspaper article)</p>
Used to + infinitive	Frequency adverbs: always, often, sometimes, usually etc.	<ul style="list-style-type: none"> Past habitual <u>action</u> that do not happen now; we often use adverbs of frequency (e.g. always, once a week, every year) with used to Past <u>situations/states</u> that are no longer true We often use used to, not the past simple, when we want to emphasise a difference between the past and the present 	<p>He used to work till late at night. (He doesn't anymore.) She didn't use to get up early. Did they use to have breakfast? I always used to swim before breakfast. This theatre used to be a hospital. He used to be a soldier. (But now he's an explorer.) My sister <u>works</u> in an office <u>now</u> but she used to work on a farm.</p>
Would + infinitive		<ul style="list-style-type: none"> Repeated past <u>action and routine</u> that do not happen now; would + infinitive is not used for situations/states <p>To avoid confusion with other uses of would, we usually mention the past time or situation</p> <ul style="list-style-type: none"> When we start descriptions of past actions with <i>used to</i>, we usually continue with <i>would</i> 	<p>When I was at my grandparents' cottage, I would wake up early and go for a ride.</p> <p>He would give her a lift to work <u>in the days before</u> she passed her test. When he was younger, he <u>used to go</u> on very difficult expeditions and he would take risks...</p>
Future Simple (will/shall/won't + infinitive)	tomorrow, the day after tomorrow, tonight, soon, next week/ month/ year, in a week/ month/ year etc.	<ul style="list-style-type: none"> Predictions based on our own personal opinion, knowledge, or experience; we often use <i>will</i> to talk about events that are certain to happen, and to make our predictions more or less certain we use the adverbs <i>probably</i>, <i>certainly</i> and <i>definitely</i> <p>Note the word order of the adverbs with a negative verb</p> <ul style="list-style-type: none"> Immediate/ spontaneous/ on-the-spot decisions Future facts 	<p>The rain will stop in a minute. (I know it never rains for long here.) In the future, people will live on other planets. (This is my opinion.) There will be a full moon tomorrow. I'll definitely/certainly pass the test. (I'm sure this will happen.) We definitely won't go to Portugal. (I'm sure this will not happen.) ! Compare: <u>We're probably going to move</u> to Spain next year. (I think this will happen, but <u>I'm not sure</u>.) I'm tired. I think I will go to bed now.</p> <p>Next year will be a leap year.</p>

		<ul style="list-style-type: none"> •Offers, promises, requests, warnings <p>We use <i>shall</i> (not will) for suggestions</p> <ul style="list-style-type: none"> •Opinions, hopes, fears, especially with think, expect, suppose, imagine, fear etc. •We can use <i>will</i> or <i>be going to</i> with little difference in meaning in the main clause of an if-sentence, type 1, when we say that something (often something negative) is conditional on something else <p>When the future event does not depend on the action described in the if-clause, we use <i>be going to</i>, not <i>will</i>. This kind of sentence is mainly found in spoken English.</p> <p>However, we use <i>will</i>, not <i>be going to</i>, when the main clause refers to offers, requests, promises, etc. and ability, and when one thing is the logical consequence of another.</p>	<p>Don't worry about a taxi. We'll take you to the hospital. (offer) I'll work harder next year, I promise. I will never do that again. (promise) Will you help me with the dishes? (request) I will not allow bad behaviour in my house. Don't lift that - you'll hurt yourself! (warning) It's hot in here. Shall I open a window? I <u>think</u> he'll pass the test.</p> <p>You'll/ You're going to knock that glass over if you're not careful.</p> <p>Compare: <u>I'm going to open</u> a bottle of lemonade, if you want some. (= I'm going to open a bottle of lemonade. Do you want some?) AND I'll open a bottle of lemonade if you want some. (= If you say you want some, I'll open it.) If Erik phones, I'll let you know. (= an offer; '... I'm going to let you know' suggests 'I intend to let you know when Erik phones') If you look to your left, you'll see the lake. (= you'll be able to see; '... you're going to see ...' suggests 'I know this is what you can see when you look to your left') If you don't switch on the monitor <u>first</u>, the computer won't come on.</p>
<p>Future Continuous</p>	<p>by this time next week/ month/ year, this time tomorrow, at + an hour + (next) time reference, tomorrow, tonight, this morning/ afternoon/ evening etc.</p>	<ul style="list-style-type: none"> •Actions in progress at or around a certain time in the future •Future actions with possible results <p>(a) something that is predicted to start before a particular point of future time, and that may continue after this point (<u>often the result of a previous decision or arrangement</u>)</p> <p>(b) a future activity that is part of the normal course of events or that is one of a repeated or regular series of events</p> <p>(c) a future action which may make another action possible or necessary</p> <ul style="list-style-type: none"> •Logical assumptions about sb's actions in the present •Previously planned actions, or arranged activities or events in the future (instead of present continuous) <p>•Asking about plans</p> <p>We use the future continuous to ask polite questions about personal plans and arrangements. It is less direct than the present continuous or going to.</p> <p>When we don't want to indicate willingness, intention, invitation, etc., we prefer to use the future continuous instead of <i>will</i>.</p> <ul style="list-style-type: none"> •A tactful way of refusing an invitation, or saying that we can't do something in a formal situation. 	<p>I'll be flying to Paris this time tomorrow.</p> <p>(a) When it goes into orbit, the spacecraft will be carrying 30 kilos of plutonium. Anna will be helping us to organise the party. (there is no intention) (b) Dr Lin will be giving the same talk in room 103 at ten next Thursday. Will you be driving to work, as usual? (c) I'll be seeing the doctor tomorrow. Do you want me to ask her about your prescription? He will be sleeping now. (It's midnight.)</p> <p>I'll be seeing Sam tonight. Would you like me to tell him the news? We will be leaving for Istanbul at 7:00 in the evening. (<u>timetabled</u>; OR ... are leaving ...) When the race starts later this afternoon, the drivers will be hoping for drier weather than last year. (NOT... are hoping ... ; not reporting the details of a programme or timetable) Excuse me. Will we be stopping for a break during the journey? Will you be coming to the party? (future continuous: a less direct question, to your boss) Compare: Are you coming to the party? (present continuous: a direct question, to a friend) Will you be staying with us again tonight? (asking about their plans) RATHER THAN Will you stay with us again tonight? (they might think this is an invitation) Mr Jenkins is busy so I'm afraid he won't be meeting us. (future continuous: formal situation) Compare: Sally's working so she isn't coming to the party tonight. (present continuous: informal)</p>
<p>Future Perfect</p>	<p>by then, by now, by the time, by/before (in positive), until/till (in negative) etc.</p>	<ul style="list-style-type: none"> •Actions ended, completed, or achieved before or by a certain future time, usually with <i>before, by, by then, by the time, until/till</i> 	<p>By the end of July, he will have been in Athens for two months. She will have cleaned the house by 6 o'clock. She won't have cleaned the house until 6 o'clock. Will you have discussed this with your boss before you go to the conference? He will have gone to sleep by now.</p>

		<ul style="list-style-type: none"> • Logical assumptions about sb's actions <p>We can use the future perfect (as well as the future continuous and future perfect continuous) to say what we believe or imagine is happening around now.</p>	<p>Most people will have forgotten the fire by now. (AND We could ask to borrow Joe's car. <u>He won't be using</u> it today - he went to work by bike. Tennis fans <u>will have been queuing</u> at Wimbledon all day to buy tickets.)</p>
Future Perfect Continuous	by...for, next + time reference...for etc.	<ul style="list-style-type: none"> • An action up to a certain time in the future, emphasising the continuity/ duration of an activity in progress, usually with <i>by...for</i> • We can use the future perfect continuous to say what we think was happening at a point in the past 	<p>By next Sunday, they will have been living here for two weeks.</p> <p>Next year I will have been working in the company for 30 years.</p> <p>Motorist Vicky Hesketh will have been asking herself whether speed cameras are a good idea after she was fined £100 last week for driving at 33 mph in a 30 mph zone.</p>
Be going + to infinitive	tomorrow, the day after tomorrow, tonight, soon, next week/ month/ year, in a week/ month/ year etc.	<ul style="list-style-type: none"> • Predictions based on something we can see now, or that everybody knows • Intentions of doing something for which we haven't made all the arrangements yet and which doesn't involve other people ! For fixed arrangements for the near future we use the present continuous + a future time expression • Planned actions in the immediate future, or actions we have already decided to do (be going to can be used for the near future with a time expression as an alternative to the present continuous) 	<p>We're going to get soaked! (because it is raining now)</p> <p>I'm going to be late for work. (because my car has broken down)</p> <p>I know my clothes are dirty. I'm going to wash them tomorrow.</p> <p>We're going to meet Joe's mother next week. (but we haven't arranged a time yet)</p> <p>I'm going to make a sandwich - would you like one?</p> <p>I'm tired. I'm not going to stay any longer.</p>
Be + to infinitive		<ul style="list-style-type: none"> • We use <i>be to + infinitive</i> in formal English to talk about official arrangements in the future • This construction is common in writing, especially in news articles and news reports <p>The verb be is often omitted in headlines, both for 'formal' and 'informal' topics.</p> <ul style="list-style-type: none"> • We can also use <i>be (not) to + infinitive</i> for formal commands and instructions 	<p>The President is to hold an official reception for the visitors.</p> <p>Crash investigators are to release their findings to the press later today. The police are to start house-to-house enquiries this week. The driver of the stolen car is to appear in court tomorrow. These pills are to be taken three times a day.</p> <p>PRESIDENT TO HOLD OFFICIAL RECEPTION</p> <p>You are not to disturb the head teacher while the inspectors are here next week.</p>
Be about + to infinitive		<ul style="list-style-type: none"> • We use <i>be about to + infinitive</i> to talk about an action that will happen in the immediate future 	<p>Hurry up! The train's about to leave.</p> <p>I can't talk now - my phone battery is about to run out.</p>