There are three main verb tenses in English: the past, the present and the future, which each have various forms and uses. In this lecture, four different aspects of the present tense are explored: the present simple, the present continuous, the present perfect and the present perfect continuous.

The present tenses

These are the four present tenses in English and how they are used in a sentence:

Present simple	Ex: I play tennis.
Present continuous	Ex: I am playing tennis.
Present perfect	Ex: I have played tennis.
Present perfect continuous	Ex: I have been playing tennis.

Present simple

The present simple is usually the first tense that all students learn. It is use to talk about yourself and other people as well as things that occur habitually in the present.

Uses:

➢ **Habits:** I usually **walk** home after work/ She never **drinks** milk.
➢ **General truths:** London **is** the capital of England/ The sky **is** blue.
➢ **Fixed arrangements/ Timetables:** The shop **opens** at 9:00 am/ The bus **leaves** at 6:30 pm.
➢ **Feelings / Opinions / Belies:** She **prefers** tea / I **feel** excited.
➢ **Instructions:** First, **put** the water in the pot, and then **bring** to a boil.

 The form: in the present simple, the base form of the verb is the same for every subject pronoun, except of (He, She, It), where you add an "**s**" or "**es**" to the end of the verb.

 Ex: Ahmed draw**s** nicely/He go**es** with me.

You draw nicely/They go with me.

Present continuous

The present continuous (also called present progressive) is a verb tense which is used to show that an ongoing action is happening now, either at the moment of speech or now in a larger sense. It can also be used to show that an action is going to take place in the near future.

- ➤ **Actions happening in the moment:** We **are learning** grammar/ Look! She **is going** to jump.
- ➤ **Fixed arrangement for the future:** I **am getting** married in March.
- ➤ **Temporary events:** He **is living** in Canada for the moment.
- ➤ **To complain, or emphasize continuous behaviour with words like "always, forever and constantly:** you **are always coming** late.

The form: Use the verb **to be** + base verb+ ing.

Ex: I **am reading** a book.

Leila **is preparing** the dinner.

Stative verbs: there are some verbs we cannot use in the continuous tense. These are called stative verbs. They refer to states, feelings, or sense rather than action. In these cases, we use the present simple instead. Here are some examples of stative verbs:

×I am understanding you ⇩ (stative verb)	✓I understand you
×I am believing you ⇩ (stative verb)	✓I believe you
×I am loving her ⇩ (stative verb)	✓I love her
×I am preferring it ⇩ (stative verb)	✓I prefer it
×I am knowing you ⇩ (stative verb)	✓I know you

Present perfect

The present perfect tense refers to an action or state that either occurred at an indefinite time in the past (e.g.; we **have talked** before) or began in the past and continued to the present time (e.g; He **has grown** impatient over the last hour).

Uses:

- ➤ **To emphasize the result of a past action without mentioning the actual time when it happened:** I **have met** that girl before/ we **have discussed** this issue a few times.
- ➤ **Actions performed in a period that has not finished yet (the same day, week, month, etc.):** I **have had** several tests this month. (The month has not finished yet)/ **have** you **seen** Lucy today? (The day is not over yet.)

- **Actions that started in the past and has continued until now.** Often used with **since** (indicating the beginning of action) or for indicating the duration of action: They **have lived** here for ten years. John and Emma **have known** each other **since** they were in the high school.
- **It is used to indicate completed activities in the immediate past (with just):** He **has** just **taken** the medicine.

  The form:

  > Have (in the simple present) + verb (in the past participle form)

  Remember:
  1. The past participle of regular verbs is:

Rule	Examples
Verb + ed	Play → play**ed** visit→ visit**ed**

  2. The past participle of irregular verbs cannot be predicted (there is no rule). But there is a list of irregular verbs that you have to learn.

     Examples:

Infinitive	Simple past	Past participle
Be	Was/ were	Been
Go	Went	Gone
Meet	Met	Met

Present perfect continuous

The present perfect continuous tense shows that something started in the past and continuing at the present time. It is used to talk about an action that started in the past but perhaps gas still not finished in the present. The focus in on the process as well as the result. The process may be still going, or may have recently finished.

<u>Uses</u>

- **Actions that started in the past and continue in the present:** I **have been watching** Game of Thrones.
- **To emphasise the duration or 'how long' (with for and since):** Henry **has been playing** the piano since he was eight.
- **Recently finished actions, with present results:** It **has been raining,** the ground is wet.

The form: the present perfect continuous is made up of two elements: the present perfect of the verb "to be" (have/ has been) and the present participle of the main verb (base + ing).

Example: she **has been** swimm**ing.**

The Past tenses

There are four past tenses in English that are used to talk about actions that started and ended in the past or events that started in the past and continue to the present, the following tenses are the past tenses:

Simple past is used for actions starting and ending in the past.

Past continuous is used for actions starting in the past and continuing to the present.

Past perfect is used for actions that started and ended in the past before another action that that is also in the past.

Past perfect continuous is used for actions that were going on the past up until another action in the past happened.

Past simple	I played
Past continuous	I was playing
Past perfect	I had played
Past perfect continuous	I had been played

In brief, the past tense in English is used:

- To talk about the past.
- To talk about hypotheses(when we imagine something)

Past simple

The past simple tense is used to refer to actions that were completed in a time period before the present time.

Uses: we us the past simple tense to talk about an action or a situation, an event too, in the past:

➢ The simple past is used for actions that started and finished at a specific time in the past: I **saw** a movie last week.

➢ To describe past habits: I often played football when I was young.

➢ To describe several actions that was completed in the past: I finished work, walk to the beach and met my friends.

The form:

For regular verbs, add "ed" to the root form of the verb (or just "d" if the root form already ends with an "e").

Example: play → play**ed**

Listen → listen**ed**

For irregular verbs, things get more complicated. The simple past tense of some irregular verbs looks exactly like the root form:

Example: put →put

Hit → Hit

For other irregular verbs, including the verb "to be", the simple past forms are more erratic:

Example: see →saw

I am /is / are→ was/ were.

Past continuous

The past continuous tense, also known as the past progressive tense, refers to a continuing action or state that was happening at some point in the past.

The form: the past continuous tense is formed by combining the past tense of "to be" (i.e., was/were) with the verb's present participle(ing form).

Example: The sun was shining every day that summer.

Uses:

➢ A common use of the past continuous is to show that a longer action interrupted (usually by a shorter action in the past simple). It is often used with the time expression **when:** She **was playing** golf **when** it began to rain.

➢ When two continuous actions are happening at the same time, we use the time expression **while:** We **were playing** while my mother **was cooking** dinner.

➢ It can be used to add some description to a story: It was a beautiful day. The sun **was shining** and the birds **were singing**. We **were walking** around our favourite park.

The past perfect

The past perfect tense is used when we wish to mention an action which was completed sometime in the past before another action took place.

That is to say, when two actions take place in the past we use the past perfect tense for the action that occurs first and the simple past tense for the action which take place next. In brief, the past perfect tense refers to an action or event that was completed at some point in the past before something else happened.

The form: it is formed by combining the auxiliary verb **had** with **the past participle** of the main verb.

Subject	+ had	+ past participle

Example: He **had learned** Spanish before he went to Spain.

Uses:

➢ **A completed action before something in the past:** it means that the past perfect expresses the idea that something occurred before another action in the past→ the train left at 9:00 am. When we arrived, the train **had left**.

<p style="text-align:center">Past perfect continuous</p>

The past perfect continuous tense shows an action that started in the past continued up until another time in the past.
The form: the past perfect continuous tense is constructed using had been+ the verb's present participle (root + ing).

Uses:

➢ It is used to indicate that an action which started in the past continued up to another point in the past: Emma had been living in Italy for three years when she lost her job.
➢ It is used to talk about the cause of something in the past: Susan was sweating because she **had been running.**

Note:

> With the past perfect we use time expressions such as for five hours, for two weeks, for a long time, by the time.

The future

Just like the past and present tenses, there is more than one future tense in English. This change depends on the function and what we want to say.
There are four future tenses: the future simple, the future continuous, the future perfect and the future perfect continuous.

Future simple	I **will live** in Canada
Future continuous	I **will be living** in Canada
Future perfect	I **will have lived** in Canada
Future perfect continuous	I **will have been living** in Canada

<p style="text-align:center; color:green;">The future simple</p>

In grammar, the future tense is the verb form you use to talk about things that have not happened yet, which mean that it refers to a time later than now. When you say, "the ceremony will be so organized" here, "will be" is in the future tense. It refers to a time later than now.

Uses:
- To predict a future event: It **will rain** tomorrow.
- To express willingness: I **will do** the washing-up.
- Future predictions based on a belief: I am sure you **will pass** the test.
- Promises: I **will not tell** anyone your secret.
- Request: will you tell Henry I called?
- Threats: If you do that again, I will tell mum.

The form: the future simple is made up of the verb will/won't + base infinitive (infinitive without to).

Example: we **will meet** as soon as possible.

<p style="text-align:center; color:green;">**Future continuous**</p>

Generally, this tense is used to talk about things in progress at a particular time in the future.

The form: the structure of the future continuous is as follows:

> Will/ won't + be + ing form

Example: I **will be** work**ing** / I **won't be** work**ing.**

Uses:

- **An action we see as new or temporary**. I'll be working for my Dad until I find a new job.
- **Predictions or guesses about future events**: He'll be coming to the party, I guess.
- **Predictions about the present**: She'll be getting married right now, I imagine.
- **Polite enquiries**: Will you be joining us for dinner?

<p style="text-align:center; color:green;">**The future perfect**</p>

The future perfect is used to talk about a completed action in the future.

The form:

The form of the future perfect is will/won't + have + past participle.

Regular past participles : end in - ed.

: don't follow the common conjugation pattern.

Uses:

➢ **An action that will be completed before a specific time in the future**: Next September, we'll have been married for 50 years.
➢ **Use by or by the time to mean some time before**: I'll have finished this report by the time you're home.
➢ **Use in, in a day's time, in two weeks' time, in three months' time etc. to mean at the end of this period**: In three years' time, I'll have completed my degree.

The future perfect continuous

We use the future perfect continuous to show that something will continue up until a particular event in the future. It is used to emphasize how long something will have been happening for.

The form:

The form of the future perfect continuous is will/won't + have + been + ing (present participle).

Example: He **will haven** teach**ing** grammar for three hours.

Uses:
➢ **To show that something will continue up until a particular event in the future:** In October, I'll have been working here for ten years.
➢ **To show something finished just before another time action (cause and effect):** When I arrive, I'll have been working all day, so I'll be tired.
➢ **With time expressions (by + then / tomorrow / next year etc., by the time, when):** By the time we arrive, we'll have been travelling for fifteen hours.

The conditional

The conditional tense is used to say what **might** happen under certain conditions. It is called the conditional tense because it is dependent on a certain condition, eg you can only fulfill one thing on the condition that another thing happens.

The conditional tense allows you to express imaginative ideas about what might, would, could and should happen in the future. It's a great way to describe your wildest dreams and fantasies.

There are **four main** kinds of conditionals:

- **The Zero Conditional:**
  (if + present simple ... +present simple)
  If you heat water to 100 degrees, it boils.

- **The First Conditional:**
  (if + present simple ... will + infinitive)
  If it rains tomorrow, we'll go to the cinema.

- **The Second Conditional:**
  (if + past simple ... would + infinitive)
  If I had a lot of money, I would travel around the world.

- **The Third Conditional**
  (if + past perfect ... would + have + past participle)
  If I had gone to bed early, I would have caught the train.

Note:

<div style="border:1px solid black; padding:20px;">

We can put 'if' at the beginning, or in the middle. It doesn't matter at all.

</div>

.

There are two types of participles in English, and each type is used in a variety of ways.
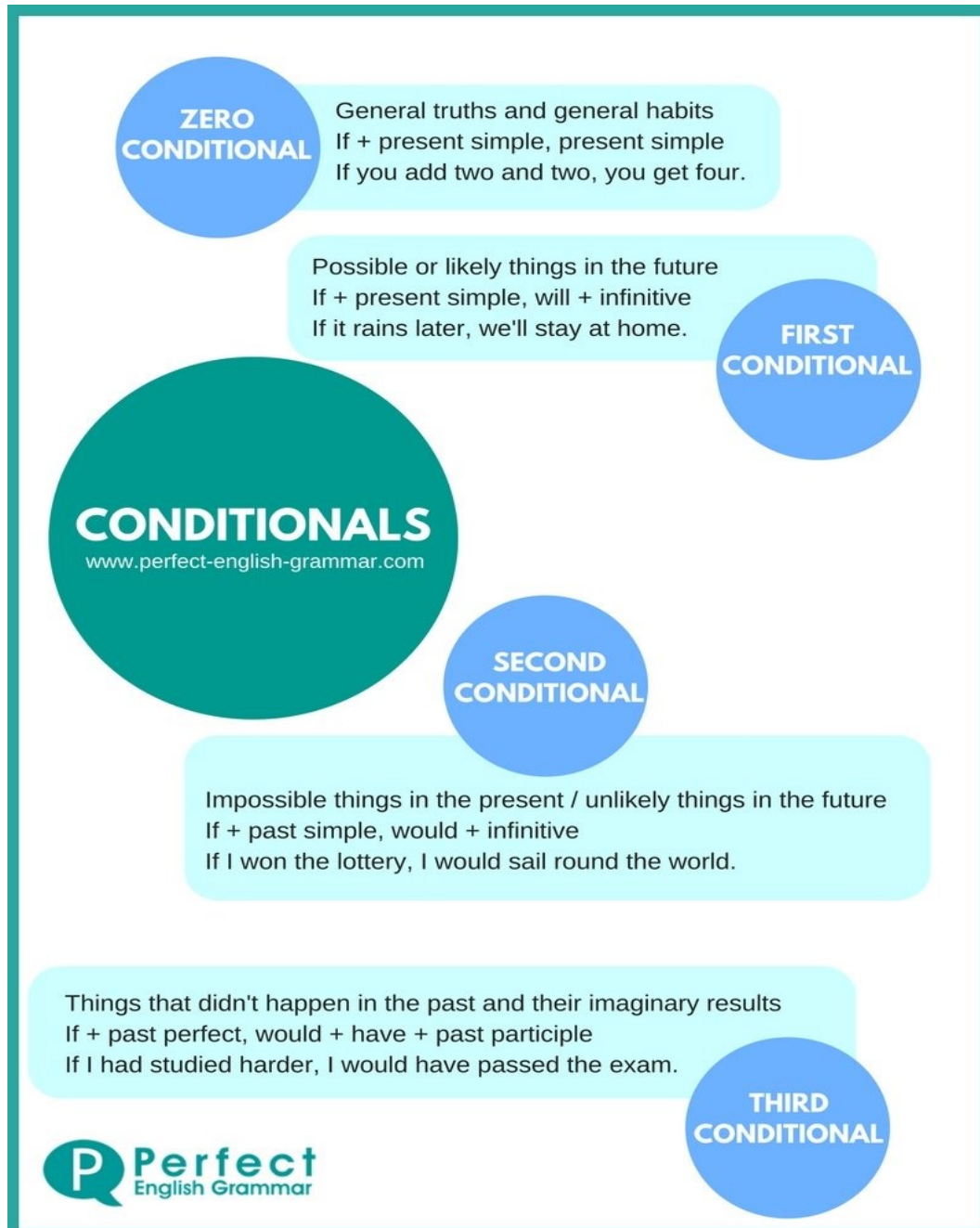
Present Participles:

The first type of participle is the present participle. The present participle is often referred to as the '-ing' form of the verb. Here are some examples of present participles in *italics***:**

- The sun was *shining* so I went for a walk.
- The man *speaking* English is our teacher.
- That movie was extremely *exciting*.

Past Participles:

Past participles are used similarly to present participles. Here are some examples of past participles in *italics*:

- He has *flown* to Chicago twice.
- The *broken* boy returned home without a prize.
- That man looks *lost.*

ZERO CONDITIONAL

General truths and general habits
If + present simple, present simple
If you add two and two, you get four.

FIRST CONDITIONAL

Possible or likely things in the future
If + present simple, will + infinitive
If it rains later, we'll stay at home.

CONDITIONALS
www.perfect-english-grammar.com

SECOND CONDITIONAL

Impossible things in the present / unlikely things in the future
If + past simple, would + infinitive
If I won the lottery, I would sail round the world.

Things that didn't happen in the past and their imaginary results
If + past perfect, would + have + past participle
If I had studied harder, I would have passed the exam.

THIRD CONDITIONAL

Perfect
English Grammar

Conditional sentence type	Usage	If clause verb tense	Main clause verb tense
Zero	General truth	Simple present	Simple present
Type 1	A possible condition and its probable result	Simple present	Simple future
Type 2	A hypothetical condition and its probable result	Simple past	Present continuous or present conditional
Type 3	An unreal past condition and its probable result in the past	Past perfect	Perfect conditional
Mixed type	An unreal past condition and its probable result in the present	Past perfect	Present conditional

What is a *participle*?

To start, *participles* are words derived from verbs that can function as adjectives or as parts of verb phrases to create verb tenses.

Each verb in English has two participles which are the present participle and a past participle. You use the present participle in the present progressive tenses, which indicate that an action is ongoing. For regular verbs, the present participle uses the ***ing*** form of a verb.

The past participle helps form the present perfect tense because this tense spans both the past and present. Regular past participles are formed by adding **"*ed*"** to the verb.

Present Participles

The first type of participle is the present participle. The present participle is often referred to as the '-ing' form of the verb. Here are some examples of present participles in ***italics***:

- The sun was ***shining*** so I went for a walk.
- The man ***speaking*** English is our teacher.
- That movie was extremely ***exciting.***

Past Participles

Past participles are used similarly to present participles. Here are some examples of past participles in *italics*:

- He has *flown* to Chicago twice.
- The *broken* boy returned home without a prize.
- That man looks *lost.*

For regular verbs, adding *-ed* to the base form creates the *past participle*. For example, the past participle of *cook* is *cooked*.

Past participles formed from irregular verbs may have endings like *-en*, *-t*, *-d*, and *-n*. Examples include *swollen*, *burnt*, *hoped,* and *broken*. Some past participles remain the same as the base forms of irregular verbs, like *set* and *cut*.

What Are Gerunds?

A gerund is a noun formed from a verb. All gerunds end with *-ing*. For example:

- Swimming
- Running
- Drinking

Unlike a normal noun, a gerund maintains some verb-like properties. Like a verb, a gerund can take a direct object and be modified with an adverb.

- **Drinking** a flagon

  (The gerund *drinking* has a direct object, *a flagon*.)

- **Driving** Erratically

  (The gerund *driving* is modified with an adverb, *erratically*.)

- Regularly **Visiting** The Hospital

  (The gerund *visiting* is modified with an adverb, *regularly*, and has a direct object, *the hospital*.)

Gerunds

Definition
Gerund: a noun ending "ing" that has been formed from a verb

thinking playing painting eating

Properties
Unlike a normal noun, a gerund can be modified by an adverb and take an object

carefully painting the fence

adverb   gerund   direct object

As they are nouns, gerunds can function as one of the following:

➢ **The Subject of a Verb**.

For example:
➢ Visiting New York is always an experience.

(**"Visiting"** is the subject of the verb "is.")

➢ **The Object of a Verb**.

For example:
➢ I love visiting New York.

(**"Visiting"** is the direct object of the verb "love.")

➢ **The Object of a Preposition**.

For example:
➢ I surprised them by visiting New York.

(**"Visiting"** is the object of the preposition "by.")

➢ **A Subject Complement**.

For example:
➢ My highlight was visiting New York.

("Visiting" is a subject complement. It completes the linking verb "was" and renames the subject, making it a subject complement.)

Using Gerunds

1 As the Subject of a Verb

gerund
verb
Running is a good way to explore.

2 As the Object of a Verb

verb
gerund
He likes running.

3 As the Object of a Preposition

preposition
gerund
I am thinking of running.

4 As a Subject Complement

gerund
My new hobby is running.

renames the subject

The imperative

An imperative is a command or order. It can also be used to give instructions, advice or a warning. Some examples include the following:

- Walk to the corner.
- Sit down please.
- Don't lose your key.

The base form of the verb is used without a subject. However, the implied subject is "you."

Why do we use imperatives?

Imperatives are used for a number of different purposes:

➢ **To give out orders:** Tidy your room.

➢ **To give someone instructions:** Take the first turning on the left.
➢ **To give informal advice:** Stay a little longer, its the weekend after all!

➢ **To offer something:** Have some cake, it's delicious.

How do I form an imperative sentence?

Main Verb (Infinitive) + Object or Complement

The **subject** of a sentence is **not required!** For example, take a look at the following:

1. You play tennis to stay fit and healthy (Incorrect)
2. Play tennis to stay fit and healthy (Correct)

3. You wear a jacket, its cold outside! (Incorrect)
4. Wear a jacket, its cold outside! (Correct)

By looking at the second sentence in each pair, we can see that by leaving out the subject, we are able to make the meaning of a sentence more emphatic through both the verb and the object.

The passive voice

What is the Passive Form?

The passive form is a special structure we use to change the focus of an action. In most cases we make active sentences where the focus is on the subject doing an action. For example:

This company *employs 2000 people.*

In passive sentences we put the focus on the object that receives an action. For example:

2000 people *are employed by this company.*

In order to make passive sentences the verb must be transitive, which means that the verb is followed by an object. For example:

- To make a cake.
- To direct a film.
- To hire someone.
- If a verb is intransitive we cannot use the passive form. For example:

- To think.
- To talk.
- To work.

The Most Common Uses of the <u>Passive Form</u>

The passive form is used to:

- **Describe an action when we are interested mainly in the object and not who did it**. For example:

The Cathedral **was built** in the 14th Century.

The roads **are cleaned** once a week.

- **Describe processes**

The grapes are picked in September.

Then they are packaged and sent to shops.

- **Describe the artist of a song, book, painting, film, etc.**

The Giaconda **was painted** by Leonardo da Vinci.

- **Make formal and polite statements by being indirect**

Visitors **are** kindly **asked** to turn off their phones in the waiting area.

The payment **has not** yet **been made**.

Active voice

When the subject of a sentence performs the verb's action, we say that the sentence is in **the active voice.** Sentences in the active voice have a strong, direct, and clear tone. Here are some short and straightforward examples of active voice.

Active voice examples:

➢ Babies like toys.
➢ The cashier counted the money.
➢ The dog chased the squirrel.

Reported speech

What is reported speech?

Reported speech is when you tell somebody else what you or a person said before.

Distinction must be made between direct speech and reported speech.

Direct speech and reported speech

Direct speech	Reported speech
She says: "I like salmon fish."	She says that she likes salmon fish.
She said: "l'm visiting London next week."	She said that she was visiting London the following weekend.

Different types of sentences

When you use reported speech, you either report:

• Statements
• Questions
• Requests / Commands

A. Reporting Statements

When transforming statements, check whether you have to change:

- pronouns
- tense
- place and time expression

1- Pronouns

In reported speech, you often have to change the pronoun depending on who says what.

Example:

She says, "My dad likes roast chicken." – She says that her dad likes roast chicken.

2- Tenses

- If the sentence starts in the present, there is *no backshift* of tenses in reported speech.
- If the sentence starts in the past, there is often *backshift* of tenses in reported speech.

	Direct speech	Reported speech
No backshift	"I **write** poems."	He *says* that he **writes** poems.
Backshift	"I write poems."	He said that he wrote poems.

Examples of the main changes in tense:

Direct speech	*Reported speech*
Simple Present	Simple Past
He said: "I **am** happy"	He said that he **was** happy
Present Progressive	**Past Progressive**

He said: "I**'m looking** for my keys"	He said that he **was looking** for his keys
Simple Past He said: "I **visited** New York last year"	**Past Perfect Simple** He said that he **had visited** New York the previous year.
Present Perfect He said: " I**'ve lived** here for a long time "	**Past Perfect** He said that he **had lived** there for a long time
Past Perfect He said: "They **had finished** the work when I **arrived**"	**Past Perfect** He said that they **had finished** the work when he **had arrived**"
Past Progressive He said: "I **was playing** football when the accident **occurred**"	**Past Perfect Progressive** He said that **he had been playing** football when the accident **had occurred**
Present Perfect Progressive He said:"I **have been playing** football for two hours."	**Past Perfect Progressive** He said that **he had been playing** football for two hours
Past Perfect Progressive He said: "I **had been reading** a newspaper when the light **went off**"	**Past Perfect Progressive** He said that he **had been reading** a newspaper when the light **had gone off**
Future Simple (will + verb) He said: "I **will open** the door."	**Conditional (would + verb)** He said that **he would open** the door.
Conditional (would + verb) He said: "I **would buy** Mercedes if I **were** rich"	**Conditional (would + verb)** He said that he **would buy** Mercedes if he **had been** rich"

The modal verbs *could, should, would, might, needn't, ought to, used to* do not normally change.

Example:

He said, "She might be right." – He said that she might be right.

Model	*Direct speech*	*Reported speech*
can	"I **can** do it."	He said he **could** do it.
May	"**May** I go out?"	He wanted to know if he **might** go out.
Must	"She **must** apply for the job."	He said that she **must/had to** apply for the job.
will	"They **will** call you."	He told her that they **would** call her.

3- Place, demonstratives and time expressions
In the following table, you will find the different changes of place; demonstratives and time expressions.

Time expression	
Today	That Day
Now	Then
Yesterday	The Day Before
… Days Ago	… Days Before
Last Week	The Week Before
Next Year	The Following Year
Tomorrow	The Next Day / The Following Day
Place	
Here	*That*
Demonstrative	
This	*That*
These	*Those*

B. Reporting Questions

When transforming questions, check whether you have to change:

- pronouns
- place and time expressions
- tenses (backshift)

Also note that you have to:

- transform the question into an indirect question
- use the question word (*where, when, what, how*) or *if* / *whether*

Types of questions	Direct speech	Reported speech
With question word (what,	"Why" don't you speak	He asked me why I didn't

why, where, how...)	English?"	speak English.
Without question word (yes or no questions)	"Do you speak English?"	He asked me whether / if I spoke English.

C. Reporting requests / commands

When transforming requests and commands, check whether you have to change:

- Pronouns
- Place And Time Expressions

Direct speech	Reported speech
"Nancy,do the exercise."	He told Nancy to do the exercise.
"Nancy, give me your pen, please."	He asked Nancy to give him her pen.

N.B

Tenses are not relevant for requests – simply use *to* / *not to* + verb (infinitive without "to")

Example:

She said, "Sit down." - She asked me to sit down.

She said, "don't be lazy" - She asked me not to be lazy