

Second  
Semester

## Lesson 1:

# VERB TENSES: Simple and Complex Tenses

**Introduction:** Besides the eight parts of speech, there are three other parts— participles, gerunds, and infinitives—called verbals. Verbals are hybrids that don't act as verbs in a sentence, but as other parts of speech.

**1. Participles:** A participle is part of verb but it can be used as an adjective too.

In English, there are three types of participles. *The present participle* is formed from a verb in continuous tenses to describe an action going on. e.g., He is watching TV, They are playing , I am asking you) and it can function as a verb when used in the present progressive. *The past participle* is formed from a verb +ed for regular verbs but or irregular verbs it is not systematic, which is used to make compound verb forms in perfect tenses to indicate completed action (e.g., She has been in London before, I have done my homework). **The perfect participle** is formed by adding *having* to the past participle: *Having completed* the project, I can get my PhD.

**2. Gerunds:** Like a present participle, a gerund is a word derived from a verb plus -ing. Unlike a participle, a gerund acts like a noun or a subject of a sentence. e.g., *Running regularly will make you feel better.*

*Studying requires most of my time during the day. Do you mind my asking you?*

Gerunds phrases take a singular verb: *Borrowing from banks is preferable to getting startup company.*

E.g. Our son's life ambition is *studying* to be a doctor.

The following verbs **must** be followed by a gerund: *avoid, give up, discuss, stop, quit, keep, enjoy, mind.*

**3. Infinitives:** An infinitive is composed of **to** plus a **verb** (e.g., to go, to carry, to drive). Most of the time you will see infinitives used as nouns, but sometimes they crop up as adjectives or adverbs.

e.g., *I want to go home!* ( as a noun.) e.g., *We come to bury Caesar.* ( as an adverb; it tells why we came.)

e.g., *Harry was the first student in our class to succeed.* (*To succeed* acts as an adjective; it describes student.)

Sometimes the first part **to** of an infinitive is omitted.

“Please help me solve the task” That sentence means the same as “Please help me **to solve** the task”

These verbs are followed by infinitives: *want, need, would like, expect, appear, mean, forget, try, seem, agree.*

Split infinitive is to insert a word between **to** and **the verb**.

e.g., He needs **to** better **understand** the rules of grammar. He needs **to understand** better the rules of grammar.

### Read and Consider

**Queen Elizabeth II** is set to overtake her great-great-grandmother Queen Victoria as the longest-reigning monarch in British history. Her Majesty, Head of State of the UK and 15 other Commonwealth realms, is the elder daughter of King George VI and Queen Elizabeth. She became queen at the age of 25 in 1952 and has reigned through more than six decades. The Queen will celebrate her 91<sup>st</sup> birthday on April 21<sup>st</sup>, 2017, making her the world's oldest monarch. Queen Elizabeth II is first British monarch to reach Sapphire Jubilee making 65 years on the throne. This remarkable achievement is being marked by a weekend of national celebration and this is your chance to be in London to experience the unforgettable event.

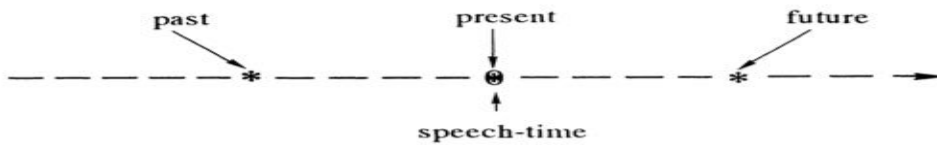
– Queen Elizabeth II's quote: 'It's all to do with the training; you can do a lot if you're properly trained'

*Test your English: In your copybook, classify the above-mentioned verb according to their aspects.*

**1. Verb Tenses:**

A **tense** is a form of the verb which shows the time at which an action happens in the **time of speech** to specify reference-point for **event time**. It comes from the Latin word "tempus", which means "time".

**Tense and time**



Aspect	Tense		
	Present	Past	Future
<b>Simple (Indefinite)</b>	<i>Simple Present</i>	<i>Simple Past</i>	<i>Simple Future</i>
<b>Continuous (Progressive)</b>	<i>Present Continuous</i>	<i>Past Continuous</i>	<i>Future Continuous</i>
<b>Perfect (Complete)</b>	<i>Present Perfect</i>	<i>Past Perfect</i>	<i>Future Perfect</i>
<b>Perfect Continuous</b>	<i>Present Perfect Cont.</i>	<i>Past Perfect Cont.</i>	<i>Future Perfect Cont.</i>

1.1. **Present Simple:** Read the following text and find out when to use the present simple

Henry **is** a cowboy. He **lives** on a farm. He **has** a horse named Ginger. Henry **loves** Ginger. He **rides** his horse every day. Sometimes they **walk** slowly, and usually they **run** fast. They always **have** a good time. Ginger **has** light brown hair and a long tail. After long rides, Hank always **washes** and **brushes** Ginger. He usually **brooms** his tail. Then he **gives** him food and fresh water.

Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
<b>Simple Present</b>	++++++ ----- <i>every day</i> <i>sometimes</i> <i>always often</i> <i>usually</i> <i>seldom</i> <i>never</i> <i>first ... then</i>	<b>General usage:</b> - Repeated actions or permanent. - For habits or facts. - With the verbs (love, hate, think, etc) <b>Special usage:</b> -Planned future event or a definite action. - Past related as present or historic present	Infinitive he/she/it+s	I work.	I <b>don't</b> work.	<b>Do</b> I work? <b>Does</b> he work?
				He works.	He <b>doesn't</b> work.	<b>Do</b> I go? <b>Does</b> she go?
				I go.	I <b>don't</b> go.	
				She goes.	She <b>doesn't</b> go.	
				<b>Stem (s)</b>	<b>Do/does + not + stem</b>	<b>Do/does + subject + stem</b>

**Subject-verb agreement:** The basic form, *speak*, takes an additional *s* when (*he, she, it*) precedes it as a subject.


-----	<b>First Person</b>	<b>Second Person</b>	<b>Third Person</b>
<b>Singular</b>	I speak	you speak	he/she/it speaks
<b>Plural</b>	we speak	you speak	they speak

Examples:

1. Pupils usually **go** to school in time.
2. Birds **fly**, and **fish** swim.
1. Water **boils** at 100°C.
2. Honesty **is** the best policy.
1. Next Monday **is** my birthday.
2. The plane **leaves** at 9 from Algiers, and arrives in London at 11.
1. In 1830, France **occupies** Algeria.
2. Mohamed Dib **draws** his characters from the Algerian society.

1.2. *Past Simple*: Read the following text and find out when to use the past simple

On Saturday, I **was** so tired that I **slept** all morning. When I **woke up** I **had** a terrible headache and my throat **was** sore. My nose **ran** and I **coughed** a lot. My mother **made** me some soup for lunch and I **ate** it in bed. I **drank** some lemon juice. I **tried** to read a book but I **couldn't keep** my eyes open. I **lay** in bed all afternoon. I **felt** miserable all afternoon. I **got out** of bed at dinner time. My parents **ordered** pizza for dinner and I **was able to** eat some of it. I felt a bit better after dinner so I **stayed up**. I **snuggled** under a blanket on the couch and **watched** some TV with my parents.

Tense	Signal words	Use	Form	Examples affirmative	Examples negative	Examples interrogative
Simple Past	 Last week... Ago In 1990 Yesterday Once upon a time	- Action took place at particular time in the past (began & ended). - An activity connected with an expression of time (in the past) - To ask about past time in a question. - Repeated actions in the past.	<b>regular:</b> Infinitive +ed  <b>irregular:</b> Spelt  Did  Abode	I <b>watched</b> . He <b>worked</b> . I <b>went</b> . He <b>went</b> . Stem+(ed)	I <b>did not</b> watch He <b>didn't</b> work. I <b>didn't</b> go. He <b>didn't</b> go. <b>Did + not + stem</b>	<b>Did</b> I work? <b>Did</b> he work? <b>Did</b> I go? <b>Did</b> you go? <b>Did</b> they go? <b>Did + subject + stem</b>

Examples:

1. I **went** to the grocery store.
2. I **walked** to the park *yesterday*.
3. The French **invaded** Britain in 1066, which is also known as the Norman Conquest.
4. When **did** you meet John?
5. Last year, I **played** tennis every day.

*N.B:* We use past simple rather than past perfect when we simply talk about a single activity or event in the past.

Exercise: Underline the correct answer (Adapted from *English Grammar in Use*, advanced level, page 19)


1. By the time I got back to the bathroom, the bath (*had overflowed / overflowed*).
2. She walked into the station only to find that the train (*had left / left*).
3. I was just about to leave when I (*had remembered / remembered*) my briefcase.
4. My friend told me that Joe (*had died / died*).
5. He (*had looked / looked*) at his watch again and began to walk even faster.
6. In a surprise move, the Prime Minister (*had resigned / resigned*) last night.

**1.1.2 Irregular Verbs:**

Many verbs don't follow the regular patterns already described as the **main verb+ed** to form the past tense. These verbs are called the **irregular verbs**, which do not follow a specific rule as listed below:

1.3. *Future Simple:* Read the following text and find out when to use the future simple

Brent is an American astronaut. Today, he **will travel** into outer space. At noon, his space shuttle **is going to launch** into space. Brent and the other astronauts **are going to stopover** the International Space Station. They **will stay** in space for almost 6 months. The crew **is going to continue** research at the space station. They **will do** some experiments. They **will record** their data. They **are also going to make** some repairs on the space station. Brent **will learn** a lot in space. His family **will watch** him on NASA TV channel. They **will see** what Brent is doing in space.

Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Simple Future	 Next time... Tomorrow In 2020 Later	- You decide to do sth. spontaneously at the time of speaking.	will + Infinitive	I'll work. He will go.	I will not watch	Will I work? Will he work?
		- When you think to do sth in the future.	(I, we)shall + Infinitive	I shall be there.	He won't work.	Shall I go? Will you go?
		- We can use <b>shall</b> instead of <b>will</b> in statements about the future.	be (am/are/is) + going to + Infinitive	I'm going to work.	I shan't go.	Will they go?
		- Predictions about the future ( <i>be going to</i> )		He's going to work. We're going to work.	He won't go.	Are you going to participate in next round.
				They're going to leave.	Will + not + stem	Will + subject + stem

**N.B:** **going to** is preferred in spoken English and **will** is preferred in formal written English.


Examples:

- John **will** meet us in the restaurant at 8 o'clock. (*To talk about the future*)
- Will you / Are you going to** come back this evening? (*an event that is just about to happen*)
- What's that matter with her? She thinks she's **going to** faint. (*prediction we have some evidence for it now*)
- When I retire, I **shall/will** have more time for my painting. (*an event because we know that it will happen*)
- I imagine the stadium **will** be full for the match on Saturday. (*prediction based on past experience*)
- The meeting **will** begin at 10.00. Coffee pause **will** be at 12.30. (*Formal style, we use will not going to*)
- The phone is ringing? Don't worry. **I'll** get it. (*To state a decision made at the moment of speaking*)

Exercise: Choose will or (be) going to, whichever is correct or more likely (*English Grammar in Use, page 23*)

- Get out of the building! It sounds like the generator..... (*explode*).
- Tim..... (*retire*) early before he reaches 65. He mentioned it at the meeting recently.
- I think I..... (*walk*) home across the park. That's a good idea.
- Next year, no doubt, more people..... (*enter*) the competition as the prize money increases.
- Can we meet at 10.00 outside the station? Okay. I..... (*see*) you there.
- Don't sit on that bench, I..... (*paint*) it.
- I'm not feeling well. In fact, I think I..... (*be*) sick!
- Closed over the *New Year* period. This office..... (*re-open*) on 2<sup>nd</sup> January. (*Sign on an office window*).

**1.4. Present Continuous:** Read the following text to find out *Who are they? What are they doing?*



Now the children are at school. Amy **is sewing**. She **is practising**. She **is sitting** on a bench. Timmy is at school too. Timmy **is studying**. He wishes he could play with the other children. John and Susan **are playing** outside. They **are picking** flowers for their teacher. John **is carrying** his hat. Susan **is wearing** a bonnet. At this moment, Sarah **is walking** by the door. She **is helping** the teacher. She **is carrying** textbooks to the shelf.

Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Present <i>Progressive</i>	now at the moment at present currently just still Look! Listen!	- Something is happening ( <i>going on</i> ) at the time of speaking or around it.  - We use the present continuous to imply that a situation is or may be temporary.  - Future meaning: when you have already decided and arranged to do it (a fixed plan, date)	to be (am/are/is) + Infinitive +ing	I am working. He is working. We are going. They are travelling.  To be+ infinitive+ing	I am not watching He isn't working. We aren't going. They are not coming.  To be+ not+infinitive+ ing	Am I working? Is she arriving? Are they coming? Are you studying?  To be + subject + infinitive+ing

Examples:

1. The car **isn't starting** again.
2. Who **are** you **phoning**? I'm **still getting** through to Joe.
3. *Have you done* the shopping? I'm **just going**.
4. The police **are searching** for some thieves these days.  
*(this is what usually happens).*
5. Banks **lend** money to make a profit.  
Banks **are lending** more money (these days) to encourage businesses. *(a temporary arrangement)*  
She's **teaching** Maths in a school in Berlin. *(implies that this is not, or may not be, permanent)*
6. I'm **considering** taking early retirement. *(This is something I'm thinking about now)*
7. I'm **beginning** to realise how difficult it is to be a teacher. *(we talk about changes and developments)*
8. I **am leaving** soon. We **are meeting** on Monday. *(we talk about definite arrangements in the near future)*

Exercise: Complete the sentences with the present continuous if possible; if not, use the present simple.

1. a. It (to cost) ..... us a fortune at the moment to send our daughter to dance classes.  
b. It (to cost) ..... a fortune to fly first class to Japan.
2. a. I (to enjoy) ..... sitting down at the end of a long day and reading a good book.  
b. It's a wonderful book. I (to enjoy) ..... every moment of it.
3. a. We've always wanted a house in the country, but we (to disagree) ..... on where it should be.  
b. They always agree with each other, I can't understand why they (to disagree) ..... now on this trivial matter.
4. a. With growing concerns about the environment, people (to prefer) ..... to use recycled paper products.  
b. He doesn't like publicity, and (to prefer) ..... to stay firmly in the background.
5. a. 'Can I speak to Henry?' 'He (to have) ..... a football match. Can I take a message?'  
b. My brother (to have) ..... three children, all girls.

6. a. Although he (*to own*) ..... three cars, all of them are extremely old.  
 b. In the north of the country, fewer and fewer people (*to own*) ..... the houses they live in.

**1.5. Past Continuous:** Read the following text and find out **What was happening?**

Yesterday, it **was raining** and **thundering** all day. Ann **was playing** inside the house. She wanted to be outside. She **was feeling** tired of being trapped inside the house. Ann **was trying** to keep busy inside the house. She **was reading** her book until the electricity went out. Then, she decided to practice her sewing. She **was practicing** sewing until lunchtime. After lunch, she sat by the window. While Ann **was watching** the rain, the phone rang. Her mother **was calling** to say she **was coming** home. She brought a new game. Ann and her mother played the game. As they **were playing**, the rain stopped! But Ann didn't even notice. She **was having** such a good time with her mom!



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
<b>Past Progressive</b>	<b>While</b> <b>As</b>	- an action happened in the middle of another action.  - Someone was doing something at a certain time (in the past)  - you don't know whether it was finished or not	(was/were) + Infinitive +ing	I <b>was</b> <b>working</b> . He <b>was</b> <b>working</b> . We <b>were</b> <b>going</b> . They <b>were</b> <b>travelling</b> .  Was/were+ infinitive+ing	I <b>was not</b> <b>watching</b>  He <b>wasn't</b> <b>working</b> . We <b>weren't</b> <b>going</b> . They <b>were not</b> <b>coming</b> . Was/were + <b>not</b> +infinitive+ing	<b>Was</b> I <b>working</b> ? <b>Was</b> she <b>arriving</b> ?  <b>Were</b> they <b>coming</b> ?  <b>Were</b> you <b>studying</b> ?  Was/were + <b>subject</b> + infinitive+ing

**Examples:**

- a. From 10 to 12 I **was washing** my car. I was in the garage. (*actions in progress, not completed, in the past*)  
 b. From 10 to 12 I washed my car. (*I finished my work, that is, I started before 10 and completed after 12*)
- a. The sun **was setting**. The beach **was changing** its colours. (*The sun was still in the sky when I was watching it.*)  
 b. Finally, the sun set. It was dark and we did not see the beach anymore. (*The sun completely disappeared.*)
- a. Tom **was watching** TV on Sunday. ( *We use the past continuous for uninterrupted activities*)  
 b. Tom watched TV in the morning and in the evening. (*we did many things one after another*)
- a. When they saw me, I **was looking** at the trees. (*the two actions happened at the same time and continued.*)  
 b. When they saw me, I looked at the trees. (*These two activities happened one after another.*)
- a. I **was reading** a book yesterday. And today I **am going to continue**. (*incomplete activities in the past*)  
 b. I read the book yesterday. I can lend it to you now. (*finished activity in the past*)
- a. I **was talking** to my friend yesterday. We had a nice chat. (*to show casual action, I didn't do it on purpose*)  
 b. I talked to my friend yesterday. And he promised to help me. (*I did it on purpose. I needed to ask for help.*)



**Exercise 1:** Correct the sentences if necessary or put a (✓) if it is correct.

- 1 Whenever I called in on Sam, he talked on the phone.
- 2 When I lived in Paris, I was spending three hours a day travelling to and from work.
- 3 Peterson was winning the tournament four times before he retired.
- 4 We were having to play netball twice a week when I went to school.
- 5 The weather was so good last summer that we went to the beach most weekends.

**Exercise 2:** Complete the sentences using the past simple or the past continuous in the other or both.

1. Just as I ..... into the class the fire alarm ..... off. (go/get)
2. Helen ..... her leg while she ..... in Switzerland. (break/ski)
3. When his mother ..... in the other direction Steve ..... away quietly. (slip/look)
4. I ..... the windows as soon as ..... it to rain. (work/meet)
5. I'm sorry, I ..... I ..... about Jim. (concentrate/think)
6. It was an amazing coincidence. Just as I ..... to Anne, she ..... to my house to come and see me. (write/drive)
7. When the taxi ..... I ..... my suitcase on the back seat. (come/put)
8. He ..... the cake out of the oven and it ..... carefully on the table. (take/place)

**1.6. Future Continuous:** Read the following text and find out **What is going to be happening?**



Tomorrow afternoon, the ship **will be sailing** to Antarctica. The sailors **are going to be working** very hard when the ship sails. Some sailors **will be pulling** ropes on the sails. Others **are going to be watching** for icebergs. The captain **is going to be navigating** the ship while it is sailing. When the ship arrives at its destination, some sailors **are going to be resting**. Others **will be making** repairs to the ship. The captain **is going to be exploring** the land. His assistant **will be drawing** a map of the land. Everyone **is going to be having** a good time.

Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Present Progressive	Tomorrow	- An action will be in progress at a certain time in the future. This action has begun before the certain time.	will + be +Infinitive +ing	I will be working. He will be working. We will be going.	I will not be watching He won't be working. We won't be going.	Will I be working? Will she be arriving? Will they be coming?
	When Today	- Something happens because it routinely occurs.  - To indicate future planned events.	am/is/are +going to + be +Infinitive +ing	They will be travelling.  Will+ be+ infinitive+ing	They won't be coming.  Will+ not + be+infinitive+ing	Will you be studying?  Will + subject + be+ infinitive+ing

Examples:

1. At 8 o'clock I **will be travelling** to Dorset. (*an action that will be in progress in the future and after it*)
2. This time tomorrow we'll **be studying** oral expression. (*the point of time in the future is given*)
3. I'll **be sleeping** when you come back. (*the point of time that we refer to is given by another activity*)
4. I'll **be writing** to you again. (*this is what usually happens, as a routine, not an intention, decision or plan*)
5. Everybody **will be working** on a computer sooner or later. (*If nothing special happens.*)
6. The shop will be closed. We won't be working? (*To indicate future planned events.*)

1.6.1 Future continuous vs present continuous

We are going to the cinema next weekend. (*The present tense means that we have already arranged it.*)

We'll be going to the cinema next weekend. (*The future continuous only tells us how we will spend the weekend.*)

I am seeing Susan tomorrow. (*I have some reason. Susan and I have arranged the time and place.*)

I'll be seeing Susan tomorrow. (*She is my classmate and I will go to school tomorrow, so I will see her as usual.*)

1.6.2 Future simple vs Future continuous

Bill **won't play** football tomorrow. (*The fact is that Bill cannot play or does not want to play for some reason.*)

Bill **won't be playing** football tomorrow. (*Bill will not play, because he never plays on Fridays.*)

I'll **call** Merry tonight. I'll ask her. (*I will do it because I need to talk to her.*)

I'll **be calling** Merry tonight. I can ask her. (*I call her every night, that is why I will call her tonight too.*)

**N.B.** Future simple shows intentions while in the continuous there is no intention, it expresses routine actions.

**Notes:** we can use several forms for future events. But every form will have a different meaning:

I'll **be meeting** Jim next week. (*I meet Jim every week and it will be the same next week.*)

I'll **meet** Jim next week. (*I intend to meet Jim next week or I suppose that I will meet him.*)

I'm **going to meet** Jim next week. (*I decided to meet Jim some time ago and now I am expressing my intention.*)

I'm **meeting** Jim next week. (*We have arranged the time and place because we have some reason to meet.*)

It **will rain**, I'm afraid. (*I assume it will rain, it is my opinion. But who knows!*)

It's **going** to rain. (*I am sure it will rain because I can see the dark clouds in the sky. I have a clear evidence.*)

(I am meeting) is more definite than be going to (I am going to meet) and will is the least definite (I will meet).

**Exercise:** Choose a verb that can complete both sentences in the pair. Use will/won't (+ infinitive) in one sentence and the future continuous (will/won't be + -ing) in the other. (drive / go / open / organise / tell / try)

- 1 a Matsuki.....their first factory in Europe next year.  
b Here, give me the bottle. I.....it for you.
- 2 a Keno.....to win his third gold medal in the next Olympics.  
b I.....to get over to see you, but I've got a very busy weekend coming up.
- 3 a Sam.....to the dentist. He simply refuses to make an appointment.  
b I.....to the party, I'm afraid; I have to be in Spain that weekend.
- 4 a 'How old is he?' I've no idea, but I'm sure he.....you if you ask him.'  
b In this programme I.....you how to cook duck in a lemon sauce.
- 5 a It's odd to think that this time tomorrow we.....to Madrid.  
b He.....anywhere without first looking at a road map.
- 6 a I won't have time to meet you next weekend, I'm afraid. I.....the school timetable for next year.  
b Perhaps John.....the games at the party. I'll ask him. He's good at that sort of thing.



**1.7. Present Perfect:** Read the following text and find out **Who is she? What has happened?**

Marble Jones lives in Florida in the United States. Her grandchildren live in London, England. They **have lived** in London for 3 years. Marble **has not seen** her grandchildren in over a year. She **has** recently **talked** to her grandchildren on the phone. She **has** never **been** to England. They **have grown** so much since the last time they visited her in America. Marble knits scarves and blankets to send to her grandchildren in Britain. So far, she **has knitted** two large blankets. She **has** also **spun** a cloak for each grandchild.



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Present Perfect	just yet never ever already so far, up to now, since for recently	- You say that something has happened or is finished in the past and it has a connection to the present.	have/has + past participle	I <b>have</b> <b>worked</b> .	I <b>have not</b> <b>watched</b>	<b>Have</b> I <b>worked</b> ?
		- An action started in the past and continues up to the present.		He <b>has</b> <b>worked</b> .	He <b>hasn't</b> <b>worked</b> .	<b>Has</b> he <b>arrived</b> ?
		- An action completed in the past before another one.		I <b>have</b> <b>gone</b> .	We <b>haven't</b> <b>gone</b> .	<b>Have</b> they <b>come</b> ?
				He <b>has</b> <b>gone</b> .	He <b>has not</b> <b>done it</b> .	<b>Have</b> you <b>finished</b> ?
				<b>Has/have+</b> <b>PP (ed)</b>	<b>Has/Have</b> <b>+not+PP</b>	<b>Has/Have</b> + <b>subject + Past P</b>

Examples:

1. We **have lived** here since 2001. *(for actions or states that started in the past and still continue)*
2. I **haven't seen** him since Christmas.
3. How long **have they been** here?
4. We **have** always **worked** in York. *(We still work)*
5. It **has been** quite cold lately. *(It is still cold)*
6. She **has been** to London. *(so she knows London)*
7. I have been in Greece for a year. *(I am still in Greece)*
8. **Have** you **ever** tried it? *(with adverbs - ever, never, already)*
9. She **has** never **read** this book.

**N.B:** With the present perfect we do not specify when the action happened. If we give the time or it is clear from the context that we mention a certain time in the past, we must use the past simple.

**1.7.1 Present perfect vs past simple**

With the present perfect we do not specify when the action happened otherwise we must use the past.

1. Have you had breakfast? But: Did you have breakfast at the hotel?
2. I've read your letter. But: I read your letter last night.
3. They have told me. But: They told me when we met.
4. Have you had the operation? But: When did you have the operation?

**1.7.2. Present perfect vs present simple**

The present perfect is used for actions that began in the past and continue at present. It expresses how long the action has been. The present simple is used for repeated actions at present and how often the action happens.

1. She has worked here **for a long time**. But: She works here **every day**.
2. How **long** have you worked here? But: How **often** do you work here?

**1.8. Past Perfect:** Read the following text and find out **What had happened? What had I seen?**

I **had** never **seen** such beautiful sights before I visited Paris in 2012. I **had** **saved** money for 5 years before I booked my trip to Paris. I was very excited! Before my trip to Paris, I **had** never **been** out of the United States. When I was in Paris, I spent many days touring the city. I learned many French expressions. That was easy because I **had** **studied** French for 2 years before I visited Paris. By the time I left Paris, I **had** **toured** many beautiful places. The Eiffel Tower, Notre Dame Cathedral, Louvre Museum and Luxembourg Gardens were just a few of the places I saw. Before I visited Paris, I **had** only **seen** those places on television.



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Past Perfect	already just never	- Mostly when two actions in a story are related to each other: the action which had already happened is put into past perfect, the other action into simple past.  - It is used to refer to an activity that was completed before a point of time in the past.	had + past participle	I <b>had</b> <b>worked</b> . He <b>had</b> <b>worked</b> . I <b>had</b> <b>gone</b> . He <b>had</b> <b>gone</b> .  <b>Had+ PP</b> <b>(ed)</b>	I <b>had not</b> <b>watched</b> He <b>hadn't</b> <b>worked</b> . We <b>hadn't</b> <b>gone</b> . He <b>had not</b> <b>done it</b> . <b>Had+ not +</b> <b>PP</b>	<b>Had</b> I <b>worked</b> ? <b>Had</b> he <b>arrived</b> ? <b>Had</b> they <b>come</b> ? <b>Had</b> you <b>finished</b> ? <b>Had</b> she <b>gone</b> ? <b>Had+ subject +</b> <b>PP</b>

**Examples:**

- The door bell rang at last. I had been in the room since breakfast. *The bell rang at noon but I came in the morning.*
- When I arrived there Sarah had already left. *(I arrived after lunch. Sara went before lunch.)*
- I was so hungry! I had not eaten anything since the morning. *(It was late at night.)*
- In 2005, I had lived in the same place for ten years. *(the action already completed before 2005)*
- Had you ever travelled by plane before your holiday in Spain? *(the action done another one in the past)*

**1.8.1 Past perfect vs present perfect simple**

1. The past perfect is often used with expressions indicating that the activity took some time.

- When the plane landed Tim had travelled all day.
- They had lived there since they got married.

These expressions are also used with the present perfect. The difference is, however, that the present perfect refers to events that started in the past and still continue, the past perfect expresses events that began in the past.

- I have been in Paris for a week. *(Present perfect - I came a week ago and I am still in Paris.)*
- When I met Annie I had been in Paris for a week. *(Past perfect - I came to Paris and I am not there anymore.)*

2. If we use the past perfect, it does not always mean that an activity continued up to a point of time in the past. The event can end a long time before the point of time in the past that we refer to.

In 2001, Angie worked in Glasgow. In 1980's she had worked in Wales. (*Angie left her job in Glasgow in 1989*)  
 In 2001, she worked in Glasgow. (*But we do not know what she did in the meantime.*)

**1.8.2 Past perfect vs past simple**

1. The past simple is used for actions that happened some time ago. The past perfect is used for actions that happened before a point of time in the past.

- Jim returned at 4 o'clock. He had called Jane on the way back home and now she appeared at the door.

**1.8.3. Past perfect in time clauses**

In time clauses, (with *after, when*) we can use either the past tense or the past perfect tense. We use the past tense if we want to express that the first action led to the second and the second followed the first very closely.

- When the film ended he switched off the television.

We use the past perfect similarly with: as soon as, until, before, by the time.

- He got up as soon as he had heard the alarm clock.
- We did not stop until we had reached the coast.
- Maria had finished her meal by the time I arrived.
- Before she cut her hair she had consulted it.

**1.9. Future Perfect:** Read the following text and find out **What will they have done?**

John works in an automobile factory. He works on the assembly line. He works many hours every day. By the time he finishes working today, he **is going to have worked** 10 hours. He **will have assembled** over 50 cars. Chris also works on the assembly line in the same factory. In December, he **will have turned** 5 years in his work. By the time he finishes working today, he **is going to have lasted** over 8 hours. He **will have completed** about 40 cars today.



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Future Perfect	By the end of this year	- You say that something has happened or is finished in the past and it has a connection to the present.	will +have + past participle	I will <b>have worked</b> .	I <b>will not have</b> watched	<b>Will</b> I have worked?
	Till	- An action started in the past and continues up to the present.		He will <b>have worked</b> .	He <b>won't have worked</b> .	Will he have arrived?
	Until	- An action completed in the past before another one.		I will <b>have gone</b> .	We <b>won't have gone</b> . He <b>will not have done it</b> .	<b>Will</b> you have finished? <b>Will</b> she have gone?
				<b>Will + Have+ PP</b>	<b>Will+ not+ Have+ PP</b>	<b>Will+ subject +Have+ PP</b>

Use:

We use the future perfect simple for events that will be completed before or at a certain time. It is often used with a time expression beginning with *by*: *by then*, *till*, *by that time*, *by midnight*, *by the end of the year*. The time can also be given by other time expressions (*on Sunday*, *before 31 June*) or other activities expressed in different future tenses.

1. I will have sent the project by Friday.
2. On 11 August, this year we will have been married for five years.
3. When the mountaineers get back to the base, they'll have been in the snowstorm for two days.
4. We'll have reached the top before noon.
5. I will have retired by the year 2020. Yet, you won't have retired till the year 2025.
6. How long will she have worked here by the end of this year?

**Task 1:** Complete the story putting the verbs in present perfect or present simple (Longman Grammar Practice, p.18)

Cassandra De Pecol is one of the most interesting people I (meet) ....., she is only twenty-seven, but she (travel) ..... to over hundred countries. Five years ago, she (be) ..... a typist in Birmingham, but she (decide) ..... to give up her job and see the world. Since then, her life (change) ..... completely. The first time, she (go) ..... abroad was seven years ago, when she (be) ..... just eighteen. She (take) ..... a boat to France and then (hitch-hike) ..... around Europe for five weeks. She (visit) ..... 181 countries since then. Now she travels continually, she (make) ..... a lot of friends, and (learn) ..... quite a few languages. She (never think) ..... about giving up her travels.

**Task 2:** Use these pairs of verbs to complete the sentences. Choose the past perfect or the past simple.

(turn/caught) (come/start) (eat/pick) (check/go) (type/give) (collapse/phone)

1. After Michael ..... the letter, he ..... it to Kay to sign.
2. When she ..... into the hall, everyone ..... cheering.
3. When Jenny ..... that the children were asleep, she ..... out to the concert.
4. As soon as I ..... the ignition key, the engine ..... fire.
5. When Norma ..... I ..... for an ambulance.
6. After they ..... all the food, they ..... up their bags and left.

**Task 3:** Put in the simple future or the future perfect simple. (English Grammar Practice, p. 276)

By the middle of the 21<sup>st</sup> century, we (build) ..... space stations which (circle) ..... the earth and (probably circle) ..... the moon, too. We (establish) ..... bases on planets like Mars. At present, we use radar to 'watch' nearly 8,000 objects in space. These (increase) ..... in number by the year 2050 and (orbit) ..... the earth. Most of the stuff (stay) ..... up there (we hope)! The sad fact is that we who are alive today (not watch) ..... our achievements tomorrow.

**1.10. Present Perfect Continuous:** Read the following text to find out **What they have been doing?**

Nick **has been playing** the game of marbles since he was 5 years old. He likes to play marbles. He plays with the other kids. He also teaches other kids how to play the game. Lately, he **has been training** Brian how to play marbles. He **has been teaching** Brian all the rules of the game. Brian is Nick's friend. He recently learnt how to play marbles after he **has been wishing** to play the game for many years. The past few days, Brian and Nick has been enjoying the play. It is a fun game.



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Present Perfect Continuous	all day	- We use the present perfect continuous for events that began in the past, are continuing now and will probably continue in the future.	have/has + been+ present participle	I <b>have been watching</b> .	I <b>have not been watching</b>	<b>Have</b> I been <b>watching</b> ?
	the whole day			He <b>has been working</b> .	He <b>hasn't been working</b> .	<b>Has</b> he been <b>arriving</b> ?
	How long	- We use it for actions that began in the past and have only just finished.		We <b>have been going</b> .	We <b>haven't been going</b> .	<b>Have</b> they been <b>coming</b> ?
	Since			- How long the action has been happening (emphasis on length of time of an action)	<b>Has/have+ +been+PP (ing)</b>	<b>Has/Have +not+ been+ PP (ing)</b>
For						

**Examples:**

1. I **have been playing** tennis since I was 6 years old.
2. She **has been working** here for 15 years.
3. I've **been skiing** all day. I'm so tired.
4. Hello! We've **been waiting** for you since 5 o'clock.

**1.10.1. Present perfect simple vs Present perfect continuous**

1. The continuous is more usual in the English language. (With verbs: learn, live, rain, work, wait)

It **has rained** for a long time. But It **has been raining** for a long time.

2. Sometimes the simple form can describe a permanent state, while the continuous form a temporary.

I **have lived** here for ten years. It is my permanent address.

I **have been living** here for ten years. And now I am going to move.



**1.11. Past Perfect Continuous:** Read the following text and find out **What had they seen doing?**

Billy and the other scouts **had been hiking** on the mountain all morning when they realized they were lost. They did not see the camp and the river. The scouts were tired because they **had been mountaineering** for four hours. They sat down under a tree. But Billy was not worried. Billy **had been climbing** these mountains with his dad his whole life. Billy's dad **had been teaching** him how to use a compass for three years. Billy climbed a tree and saw the river. He knew the camp was north of the river. Billy looked at his compass. He guided the scouts back to the camp.



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
Past Perfect Continuous	how long since for	- The past perfect continuous is used for activities that began before a point of time in the past and were still continuing at that point of time.  -How long something had been happening before something else happened.	had + been+ present participle	I <b>had been watching</b> . He <b>had been working</b> . We <b>had been trying</b> .  <b>Has/have+ been+PP (ing)</b>	I <b>had not been watching</b> . He <b>hadn't been working</b> . We <b>hadn't been going</b> .  <b>Has/Have +not+ been+PP (ing)</b>	<b>Had</b> I been watching? <b>Had</b> he been arriving? <b>Had</b> they been coming?  <b>Had + subject + been+ PP (ing)</b>

Examples:

1. Last summer, Josh **had been renovating** his house for two years. (He started before last summer he was still renovating)
2. She **had been suffering** from flu when she was interviewed.
3. Bill **had been saving** since last year to buy a new car.

**1.11.1. Past perfect continuous vs Past perfect**

We use the past perfect continuous when we talk about the *continuity* or *duration* of a situation or activity, and the past perfect to talk about the *completion* of a situation or activity or its *effects*.

1. I'd **been working** hard, so I felt that I deserved a holiday, (emphasises the activity)
2. I'd **worked** hard, and the report was now finished, (emphasises the result)
3. They **had been travelling** for about 36 hours, (*rather than* They had travelled...) (*continuity*)
4. We **had been looking** at the painting for about ten minutes before we realised who the artist was. (*duration*)

**1.11.2. Present perfect continuous vs Past perfect continuous**

The past perfect continuous and present perfect continuous are basically very similar. The difference is, however, that in the first we refer to the point of time in the past, while in the second we refer to the present.

1. I **have been practising** since the morning. (I am still practising.)
2. At 11 o'clock I **had been practising** for two hours. (I began at 9 and at 11 I was still practising. But not now)

**1.12. Future Perfect Continuous:** Read the following text to find out **What will they have been doing?**

Pete is a window washer. Today, he **is going to be washing** windows on the 13<sup>th</sup> floor of a downtown office building. He **will have been working** windows for almost 10 hours when he finishes all of the windows on the 13<sup>th</sup> floor. He will be very tired tonight because he **will have been washing** so hard. Although the work is difficult, Pete enjoys his job. In August, he **will have been functioning** as a window washer for 5 years. He **will have been performing** that for the past 5 years.



Tense	Signal words	Use	Form	Affirmative	Negative	Interrogative
<b>Future Perfect Continuous</b>	<b>for</b>	- For activities that will continue until a point of time in the future and will not be completed. - Something will already have happened before a certain time in the future <i>Emphasis: length of time of an action.</i>	<b>Will+ have+ been+ present participle</b>	I will <b>have been watching</b> . He'll <b>has been working</b> . We will <b>have been going</b> . <b>Will+have+ +been+PP (ing)</b>	I <b>will not have been watching</b> . He <b>won't have been working</b> . We <b>won't have been going</b> . <b>Will+not+ have+been+ PP (ing)</b>	<b>Will I have been watching?</b> <b>Will he have been arriving?</b> <b>Will they have been coming?</b>  <b>Will + subject + have+ been+ PP (ing)</b>

**Examples:**

- I'll **go** home on 20 June. By then I'll **have been staying** at this hotel for a fortnight.
- At six o'clock we'll **have been waiting** here *for* three hours.
- When you arrive, we'll **have been sitting** in the classroom all day.
- On Saturday, we **will have been living** in this house for a year.
- Next year I **will have been working** in the company for 30 years.

**1.12.1. Future perfect simple vs Future perfect continuous**

It is used for incomplete, uninterrupted activities. If we refer to a number of individual actions or actions that were repeated, we must use the future perfect simple.

- When I am sixty, I'll **have been building** houses for thirty years. (*one incomplete activity*)
- When I am sixty, I'll **have built** more than fifty houses. (*fifty individual actions*)
- By 5 o'clock I'll **have been washing** this car for an hour and a half. (*one uninterrupted activity*)
- By 5 o'clock I'll **have washed** this car and replaced the tyres. (*two completed actions one after another*)

**Task 1:** Use the present perfect continuous or past perfect continuous. (*English Grammar Practice*, page 20)

1. For more than two years I (try) ..... to get permission to extend my house.
2. How long (they live) ..... next door to you?
3. For several years now, Glasgow (organise) ..... festivals to celebrate the cultures of other countries. This year the focus is on Sweden.
4. I (finish) ..... some work in the garden and (see) ..... Sue come home.
5. When I got home, water (leak) ..... through the roof.

**Task 2:** Use the future simple or the future continuous. (*English Grammar Practice*, page 136)

1. Sit down and fasten your seat belt. We (take off) ..... in a few minutes.
2. When (you go) ..... to the bank to draw some money?
3. Do you think you (still work) ..... here in five years' time?
4. They (sail) ..... from Dover, not Folkestone.
5. The President (meet) ..... the Prime Minister before flying back home
6. So you're stopping off in Dubai on your way to Beijing. How long (you stay) ..... there?
7. We (drive) ..... to London next Monday morning.
8. By this time next year, I (write) ..... my memoirs.
9. In five years' time a permanent space station (circle) ..... the moon.
10. I don't think I (see) ..... him tonight.

**Task 3:** Use the future perfect or the future perfect continuous. (*English Grammar in Use*, page 31)

1. Simon started to learn Spanish when he was 25. When He's 40 He will (learn) ..... Spanish for 15 years.
2. So many people enter New York Marathon that the last runners start several minutes after the ones at the front. By the time the last runners start, the ones at the front (run) ..... for two miles.
3. I started writing this book 3 years ago next month. By next month I (write) ..... 200 pages.
4. The company is spending \$5 million on developing the software before it goes on sale. By the time the software goes on sale, the company (earn) ..... \$20 million.
5. I'm going to paint the front door today. I'll finish it before you get back. When you get back, I (decorate) ..... the house.