

THE PRESENT

Present simple: **routine, every day**
I work every Saturday.

Present continuous/
Present progressive: **happening now**
Joan is not working today.

THE PAST

Past simple: **complete finished actions**
I wrote 10 letters yesterday.

Past continuous/
Past progressive: **talk about actions that were unfinished at a past time**
What were you doing at 10.00 last night? I was writing letters.

THE FUTURE

Present continuous: **plans for a fixed time/place**
He's seeing Jim on Sunday afternoon.

'going to': **we can see the future in the present intentions (things people have decided to do)**
She's going to have a baby.

'will': **predicting**
I think it will rain tomorrow.

deciding
I really will stop smoking.

refusing
The car won't start.

promising
I'll talk more slowly.

Present simple: **timetables, cinema/theatre**
Our train leaves at 8.10.

PERFECT TENSES

Positive Sentence	<i>Victor has just visited Manchester.</i> <i>I have visited Liverpool twice.</i> <i>We've already received our tickets, thank you.</i>
Negative	<i>You haven't done very well on that deal.</i> <i>Ali hasn't met Younis yet.</i> <i>They have never been to Ireland.</i>
Question	<i>Has Peter ever been to Blackpool Pleasure Beach?</i> <i>Have Samia and Feroza arrived yet?</i> <i>You have reserved the hotel, haven't you?</i>

Present perfect:
(have + past participle)

Experience at a non-specified past

I've been to China

To give news: OR unspecified time in the past

A plane has crashed at the airport.

Actions started in the past until now

*I've done 6 different jobs **since** Christmas.*

With 'already & yet':

I have already paid.

Talk about actions in an unfinished time

I wrote 3 letters this month

Present perfect
Progressive:
(have been + ...ing)

To say how long things have been going on up to now; unfinished actions:

I've been learning English for 4 years.

Past perfect:
(had + past participle)

To talk about an earlier past time when we are already talking about the past:

I couldn't get in because I had forgotten my keys.

After 'when', to show something is completely finished:

When I had watered all the flowers, I sat down and had a cool drink.

PASSIVE

When **A** does something to **B**, there are often 2 ways to talk about it:

We use active verbs if we want A to be the subject.

Mrs. Harris cooks our meals.

We use passive verbs if we want B to be the subject.

Our meals are cooked by Mrs. Harris.

We use the passive to say what is done to the subject.

Simple present
Passive:
('be' + past participle)

Things that always happen:

I am paid every 2 weeks.

Future passive:
('will be' +
past participle)

Things that we think, guess or know about the future.

The motorway will be closed for 3 days.

Simple past
Passive:
('was' + past participle)

Complete finished actions.

This table was made by my grandfather.

Present progressive
Passive:

Things that are happening now:

The grass is being cut.

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('is being' + past participle)

Present perfect

To talk about past actions which are important now,
for example when we give people news.

Passive:

('has been' + past participle)

A new university has been opened.