

TENSES (ACTIVE VOICE)

aspect	present	past	future
S I M P L E	<ul style="list-style-type: none"> <li>-<b>routine; facts; habits</b></li> <li>-<b>timetable future</b>; itineraries</li> <li>-immediate future</li> <li>-<b>narration</b></li> <li>-<b>reports</b></li> </ul>	<ul style="list-style-type: none"> <li>-<b>action (un)completed in the finished past</b></li> <li>-<b>single action</b> taking place at a <b>specified time</b> in the past</li> <li>-<b>chain of actions</b> in the past</li> </ul>	<ul style="list-style-type: none"> <li>-<b>distant/neutral future, promise</b></li> <li>-facts, events we cannot control</li> <li>-<b>predictions and suppositions</b></li> <li>-in the main clause of the <b>First Conditional</b></li> </ul>
e.g.	<ul style="list-style-type: none"> <li>-<i>We usually get up at 6 am.</i></li> <li>-<i>The plane takes off at 14.00.</i></li> <li>-<i>Where do we go from here?</i></li> <li>-<i>Look! Here he comes!</i></li> <li>-<i>Come to think of it: I enter my room and see Martin, he says...</i></li> <li>-<i>Well. I see your point now.</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>Pushkin was born in Moscow in 1799, then the family moved to St. Petersburg.</i></li> <li>-<i>When were you last ill?</i></li> <li>-<i>She worked as a teacher for 30 years and at the age of 60 retired and left London.</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>I will see the desert some day.</i></li> <li>-<i>In 2050 most people will drive electric cars.</i></li> <li>-<i>I'm sure he'll pass the test.</i></li> <li>-<i>I will lend you the money if you return it in two weeks.</i></li> </ul>
C O N T I N U O U S	<ul style="list-style-type: none"> <li>-<b>action in progress now</b></li> <li>-<b>tendencies and changes</b></li> <li>-<b>planned future</b></li> <li>-<b>annoying/repeated</b> behaviour</li> <li>-emotional refusal</li> <li>-often with one of the two sentences denoting routine</li> </ul>	<ul style="list-style-type: none"> <li>-<b>action in progress</b> at a certain moment <b>in the past</b></li> <li>-<b>annoying habit; behaviour</b> in the past</li> <li>-<b>describing pictures; scenes</b> in the past</li> <li>-<b>reported future plans</b></li> </ul>	<ul style="list-style-type: none"> <li>-<b>action in progress</b> at some specified time <b>in the future</b></li> <li>-<b>describing a scene, picture, or routine</b> in the future</li> <li>-<b>future arrangement</b> based on routine or previous plan</li> <li>-<b>asking politely</b> about plans</li> </ul>
e.g.	<ul style="list-style-type: none"> <li>-<i>What are you doing here?</i></li> <li>-<i>More and more people are buying organic food nowadays.</i></li> <li>-<i>He isn't coming to dinner.</i></li> <li>-<i>He's always shouting at me!</i></li> <li>-<i>I'm not wasting money on trifles any longer!</i></li> <li>-<i>What do you do when you are not working?</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>As we were walking along the Boulevard, the sun went down.</i></li> <li>-<i>At that time companies were firing staff and cutting salaries.</i></li> <li>-<i>We couldn't speak: she was always interrupting us!</i></li> <li>-<i>The day was fantastic! The birds were singing in the trees.</i></li> <li>-<i>It read they were leaving for....</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>Don't call me after midnight: I will be sleeping.</i></li> <li>-<i>Ten years from now we'll be living on a villa in Greece.</i></li> <li>-<i>Tomorrow I will be visiting my parents, as usual.</i></li> <li>-<i>Will you be seeing Mark at the meeting?</i></li> </ul>
P E R F E C T	<ul style="list-style-type: none"> <li>-life <b>experience</b></li> <li>-<b>action (un)completed by now</b> with a <b>result</b> related to the present</li> <li>-<b>action or state</b> in an <b>unfinished period</b> of time</li> </ul>	<ul style="list-style-type: none"> <li>-<b>prior action</b> in the past</li> <li>-<b>action or state in the past resulting</b> in the <b>succeeding action</b></li> </ul>	<ul style="list-style-type: none"> <li>-<b>action supposed to be completed</b> by a certain time <b>in the future</b></li> </ul>
e.g.	<ul style="list-style-type: none"> <li>-<i>Have you ever tried oysters?</i></li> <li>-<i>He hasn't booked the flight yet.</i></li> <li>-<i>I've known her for five years.</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>By 10 pm everybody had left.</i></li> <li>-<i>She was surprised as she had never seen a ballet before.</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>By 7 o'clock I will already have finished the preparations.</i></li> </ul>
P C O N T I N U O U S	<ul style="list-style-type: none"> <li>-action (un)completed that has been <b>in progress for some time</b> before now</li> <li>-<b>explanation</b> to the result in the present</li> </ul>	<ul style="list-style-type: none"> <li>-<b>action</b> that has been <b>in progress for some time</b> in the past</li> <li>-<b>explanation</b> to the result in the past</li> <li>-<b>reported prior action in progress</b> in the past</li> </ul>	<ul style="list-style-type: none"> <li>-<b>action supposed to be in progress for some time</b> before a certain moment in the future</li> <li>-<b>explanation</b> to the result in the future</li> </ul>
e.g.	<ul style="list-style-type: none"> <li>-<i>How long have you been wearing these shoes?</i></li> <li>-<i>My hands are dirty because I have been mending my car.</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>By 11 am they had already been working for six hours.</i></li> <li>-<i>He failed the exam because he hadn't been studying hard.</i></li> <li>-<i>My sister asked how long I had been going out with Tom.</i></li> </ul>	<ul style="list-style-type: none"> <li>-<i>Next year she will have been working here for 10 years.</i></li> <li>-<i>They'll be dog-tired when they come back: they'll have been shopping for the whole day.</i></li> </ul>

USE OF THE TENSES – PATTERNS WITH SIGNAL WORDS & EXPRESSIONS

aspect	PRESENT	PAST	FUTURE
S I M P L E	<p>-I don't <b>usually</b> have coffee.</p> <p>-Exams are <b>hardly ever</b> taken in January.</p> <p>-We meet <b>once in a while</b>.</p> <p>-<b>How often</b> do you wash up?</p> <p>-They <b>sometimes</b> go out for a coffee.</p> <p>-She works <b>every other day</b>.</p> <p>-Do you <b>always</b> go running before breakfast?</p>	<p>-He didn't go to university <b>but</b> went into the music industry <b>after school</b>.</p> <p>-She called me <b>in the morning</b>.</p> <p>-We met <b>the other day</b>, maybe a week <b>ago</b>.</p> <p>-<b>Last summer</b> was very cold.</p> <p>-<b>When</b> was the project done?</p> <p>-<b>How</b> did it happen?</p>	<p>-Take my word – I will <b>never</b> speak to him again.</p> <p>-I <b>believe</b> the future will be bright.</p> <p>-The winter will be cold, <b>according to the forecast</b>.</p> <p>-No cash at home? <b>OK</b>, I'll go to the bank.</p> <p>-<b>If</b> you ask me, I won't trust him.</p>
C O N T I N O U S	<p>-He is doing a degree in history (<b>at the moment</b>).</p> <p>-I'm <b>gradually</b> forgetting all the physics I learnt at school.</p> <p>-We're experiencing climatic change <b>these days</b>.</p> <p>-<b>Nowadays</b>, the world is getting smaller than ever.</p> <p>-You are <b>always</b> teasing me!</p> <p>-I'm a marine biologist, I enjoy <b>what</b> I am doing.</p> <p>-You're being rude <b>right now</b>.</p>	<p>-What were you doing <b>between 7 and 8 am yesterday</b>?</p> <p>-<b>While</b> you were sleeping I did all the housework.</p> <p>-His heart pounded <b>as</b> he was crawling towards the gate.</p> <p>-It was awful! It was raining <b>non-stop all the time</b>.</p> <p>-1999? <b>At that time</b>, I wasn't earning enough to buy a car.</p> <p>-In the mid 1970s the country's wealth was <b>steadily</b> growing.</p>	<p>-Will you be working late tonight? (=Are you working tonight? =Are you going to work tonight?)</p> <p>-Will you be driving to the airport, <b>as usual</b>?</p> <p>-<b>This time tomorrow</b> we'll be lying on the beach.</p> <p>-<b>Five years from now/in five years' time</b>, I'll be running my own company.</p>
P E R F E C T	<p>-Have you <b>ever</b> been to the Alps? – I have <b>never</b> been....</p> <p>-He's made 12 films <b>so far</b>.</p> <p>-It hasn't been done <b>yet</b>.</p> <p>-The report has <b>already</b> been submitted <b>this week</b>.</p> <p>-We haven't met <b>for ages</b>, <b>since</b> we left school.</p> <p>-Have you eaten out <b>recently/lately/for the past weeks</b>?</p> <p>-Nothing has changed here <b>over the years</b>.</p> <p>-We've <b>just</b> returned home.</p> <p>-I've <b>always</b> been keen on learning.</p> <p>-<b>What has happened?</b></p> <p>-<b>What have you been up to?</b></p> <p>-<b>It's been a 3<sup>rd</sup> time today</b>.</p>	<p>-<b>Before</b> she married him, she had been a widow for 10 years</p> <p>-<b>By the late 1980s</b> pop culture had become more popular than ever before.</p> <p>-<b>When</b> I finally got home I <b>found out that</b> the children had <b>already</b> run away.</p> <p>-She <b>wondered if</b> I had made the decision <b>yet</b>.</p> <p>-<b>It was not until the 2013</b> that they had started doing gigs.</p> <p>-Only <b>after</b> they had been married <b>for</b> 10 years, did they decide to have children.</p> <p>-<b>One day</b>, we were sitting in the garden <b>when</b> it started snowing!</p>	<p>-The project will have been completed <b>by</b> the 1<sup>st</sup> June. (=The project will be completed by the 1<sup>st</sup> June.)</p> <p>-Don't worry. <b>When</b> you come home, all the guests will <b>already</b> have left.</p> <p>-<b>In the year 2030</b> I will probably have saved up to move to London.</p>
P C O N T I N U O U S	<p>-<b>How long</b> have you been driving a Mercedes? <b>For</b> 10 years?</p> <p>-I'm <b>tired</b>: I've been working <b>since</b> 7 am, without a break.</p> <p>-"Who has been eating my porridge and has eaten it all up?"</p>	<p>-He <b>was unlikely</b> to win – his coach <b>said</b> he hadn't been training properly.</p> <p>-She <b>was exhausted because</b> she had been driving <b>all the way</b> from New York.</p> <p>-<b>After</b> he had been waiting <b>for</b> an hour he got so furious that he left without asking if anything had happened.</p>	<p>-<b>In five minutes</b>, I will have been waiting here <b>for</b> half an hour!</p> <p>-I don't think they will join us for dinner. <b>By that time</b> they will have been shopping <b>for</b> the whole day.</p>

PATTERNS OF THE PASSIVE VOICE

	<i>Simple</i>	<i>Continuous</i>	<i>Perfect</i>	<i>Modal verbs; be going to</i>
present	<p><b>am/is/are (not) done</b></p> <p>-I am not married. -Are you often asked such questions? -Why is he bored?</p> <p><b>(not) have/get sth done</b></p> <p>-I have my hair cut once in two months.</p>	<p><b>am/is/are (not) done</b></p> <p>-Which point is being discussed now? -Nothing is being done to help them</p> <p><b>am/is/are having sth done</b></p> <p>-I'm having my bike fixed right now.</p>	<p><b>have/has (not) been done</b></p> <p>-What has been done to improve the situation? -They haven't been informed about the meeting yet.</p> <p><b>have/has had sth done</b></p> <p>-Have you had your car repaired yet?</p>	<p><b>can/must/should (not) be done</b></p> <p>-This job must be finished by Monday. -Cars can't be parked in front of the gate. -Should the text be translated now? -Is he going to be invited to the party?</p>
past	<p><b>was/were (not) done</b></p> <p>-He was born in Kent -Who were these letters written by?</p> <p><b>(not) had/got sth done</b></p> <p>-He didn't get the documents signed yesterday.</p>	<p><b>was/were (not) being done</b></p> <p>-When I entered the room, the forms were being printed. -I couldn't answer the phone: I was being examined by the doctor.</p>	<p><b>had (not) been done</b></p> <p>-Long before the book was first screened it had been published and sold in millions of copies.</p>	<p><b>could (not)/had to be done</b></p> <p>-It was so dark that the road signs could hardly be seen. -The project had to be launched in October.</p>
future	<p><b>will (not) be done</b></p> <p>-Will the parcel be delivered? -I hope they won't be offended by it.</p> <p><b>will (not) have/get sth done</b></p> <p>I won't get my car serviced there!</p>		<p><b>will (not) have been done</b></p> <p>-In 5 years' time my loan will finally have been paid off. -We won't have been told about the results until the end of the exam.</p>	<p><b>will (not) have to be done</b></p> <p>-I'm afraid you will have to be questioned by the police.</p>