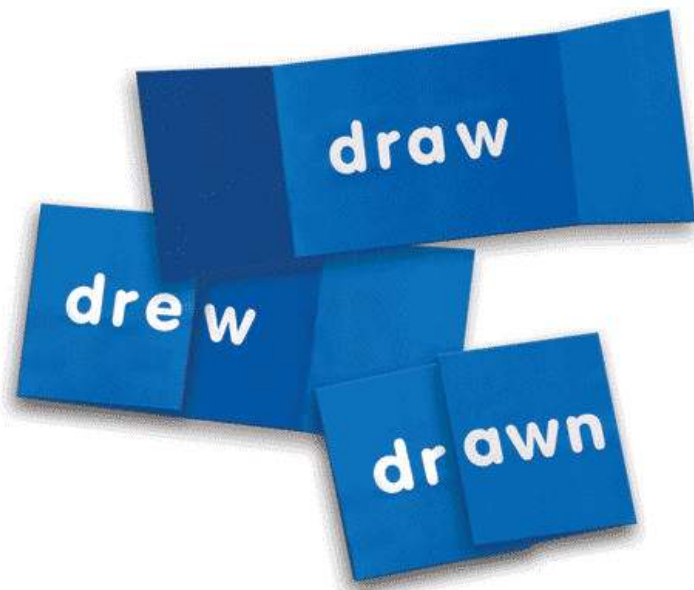


# Tenses

## Grammar and Exercises



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# Tenses

## Grammar and Exercises

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# Present Simple

## 1. Formation

The present simple has the **form of the infinitive**. But in the **3<sup>rd</sup> person singular** only, we add **-s**. **Negative statements** and **questions** are formed with **do/does**.

*I write. She writes.*  
*I don't write. She doesn't write.*  
*Do I write? Does she write?*

## 2. Use

We use the present simple to say that something happens **repeatedly, regularly, normally, often, always** or **never**. It often occurs with phrases of time such as *always, never, often, sometimes, and usually*, as well as *every summer, on Fridays, after midnight*, etc.

*She often goes to bed after midnight.*

The present simple is used to talk about something **permanent** which is not limited to a particular time.

*Most young people like trendy clothes.*

The present simple is used to talk about **texts**, e.g. novels, short stories, newspaper articles, **films** or **plays**.

*The novel describes life in an Irish village.*

We use the present simple to describe a **series of action**, e.g. when giving **information** or **instructions**.

*"How do I get to the station?"*  
*"First you go along Victoria Street, then you turn left ..."*

We use the present simple to say that a future event is a fixed part of a **timetable**, a **programme** of events, a **schedule** or suchlike (the "timetable future"). Verbs such as *arrive, open, close, start* or *stop* are often used this way.

*The next train from Dublin arrives at 10.13.*

# Present Progressive

## 1. Formation

We form the present progressive with **am/is/are + -ing**.

*I am writing.*

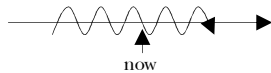
*You are not writing.*

*Is she writing?*

## 2. Use

The present progressive is used when we want to say that somebody is doing something or that something is happening **at the moment**. The action or event is **in progress** and **not yet complete**. Common phrases of time are *at the moment*, *now*, *just* and *still*.

*Fiona is washing her hair (at the moment).*



The present progressive is used for actions which are not yet complete but can be interrupted for a time. Strictly speaking, such interrupted actions are not in progress at the moment of speaking.

*I'm very busy. I'm redecorating my living-room.*

We use the present progressive to express the idea that a repeated action is **temporary**, i.e. it is happening for a limited period of time.

*Patrick is working at a restaurant during his holidays.*

We can use the adverb *always* with the present progressive to say that something happens again and again, although not at regular intervals. Here *always* means *very often* or *too often*. The structure expresses the speaker's **annoyance or surprise**.

*You're always forgetting your books!*

We use the present progressive to say that something is **definitely planned** or **arranged for the future**. It must be clear from the context or from the use of a phrase of future time (*this afternoon*, *on Sunday*, *next week*, *etc.*) that we are talking about the future.

*We're having a barbecue on Sunday.*

## Ex.: The Present Tenses

*Put the following verbs into the correct tense—either the present simple or the present progressive. Use all the elements in the brackets. Note the importance of certain key words. Use a highlighter to indicate the key words.*

1. They (sell) my grandfather six eggs every Saturday.
2. Mr Brown (have) a cold shower every morning, but at the moment he (have) a hot bath.
3. She (dislike) playing tennis but she (adore) swimming.
4. (he, not, work) in his room at the moment?
5. Mrs Poole seldom (eat) crisps.
6. The plane (leave) Heathrow at 8 a.m. and (arrive) at Kennedy seven hours later.
7. He always (phone) me every Saturday evening. He never (forget).
8. I (send) this book to Tim next week.
9. He (catch) the same train every evening.
10. I (look) for my glasses and I (not, can) find them anywhere.
11. We (have) lunch with the Smiths on Tuesdays.
12. We (have) dinner with the Browns on Friday.
13. Mr Green (come) to see us next week.
14. My cousins (go) to Greece this summer. They (go) there nearly every year.
15. James (want) a new pair of trousers.
16. Julie (need) to have her hair cut.
17. Mr Stowcrat (own) five cars and a plane.
18. I (not, know) who these socks (belong to), but they (smell) like cheese.
19. John (hardly ever, write) to me these days, but he (usually, phone) me once a week.
20. They (want) to stay here for another week.
21. This tea (taste) like dishwater.
22. Look! He (come) now.
23. What (you, do)? I (try) to make some jam but everybody (keep) asking me what I (do), so I (not, make) much progress.
24. My car (always, break) down.
25. She (not, earn) very much but she (buy) her first car next week.
26. We (think) of going there next week.
27. I (see) the doctor on Thursday.
28. He (always, forget) to bring his books.
29. This book (belong) to Brian.
30. What (you, do)? I (be) a dentist.
31. What (you, do)? I (think) about what I've got to do tomorrow.
32. (you, think) he would come if we asked him?
33. How much (you, owe) me?
34. (I, not, go) with you tomorrow? Isn't there enough room in the car?
35. It (look) as if it is going to rain.
36. (you, not, want) to come walking with me?
37. I hope you (understand) what I (talk) about today.
38. (you, go) to market on Wednesday?
39. (you, remember) when you were very small?
40. I (wish) he would stop phoning me at eleven o'clock at night. He (always, do) it!



# Ways of Expressing the Future

## 1. *will*-future

We use the *will*-future when we want to make a **prediction** or an **assumption** about the future. Common phrases are *I think, expect, wonder, hope ... , probably, perhaps, maybe, I'm sure ... etc.*

*I think Fiona will like it here.*

We use the *will*-future when we want to make a **spontaneous decision**, an **offer** or a **promise**.

*"It's raining!" – "I'll lend you my umbrella."*

We use the *will*-future when we want to describe **facts in the future**.

*Patrick will be twenty-four next Thursday.*

We use the *will*-future in **conditional sentences type I**.

*If you book your flight early, you'll get it cheaper.*

We use the *will*-future with the following **time conjunctions**: *after, when, until, before, as soon as*.

*We'll play cards after as soon as she arrives.*

## 2. *going to*-future

We use the *going to*-future when we talk about **intentions** or **plans** for the future.

*Tonight I am going to watch the football match on TV.*

We use the *going to*-future when something will **very probably happen** because there are already signs of it happening.

*"Look at those black clouds! It's going to rain."*



### 3. Present progressive

We use the present progressive when something is **definitely planned** or **arranged** for the future.

*We're flying to Galway on Saturday.*

### 4. Present simple ("timetable future")

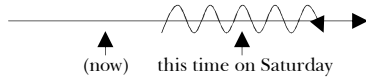
We use the present simple when a future event is a fixed part of a **timetable, programme, schedule** or suchlike.

*The first bus to Galway leaves at 6.20.*

### 5. Future progressive

We use the future progressive when an action or event will be **in progress** at a point of time **in the future**.

*This time on Saturday I will be flying to Galway.*



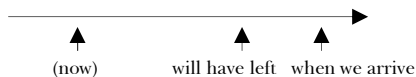
We use the future progressive when something will happen because it **normally happens**.

*In a few minutes we'll be arriving at York central station.*

### 6. Future perfect

We use the future perfect when an action or event will be **complete** at a point of time **in the future**.

*I suppose Patrick will have left when we arrive.*



### 7. was / were going to

Note the existence of *was / were going to*, which can indicate a past intention or a **plan that has since been changed** ('future in the past').

*I was going to work in the garden, but then it started to rain.*

## Ex.: The Future Tenses

Put the following verbs into the correct future or present tense to express a **future** meaning. Beware of a few sentences which need the imperative or the **was/were going to** form.

1. As soon as I (see) him, I'll give him your news.
2. "It's far too hot in here." - "Oh sorry, I (open) the window."
3. We (not, be) able to leave until the police say it is safe to do so.
4. The film (come) here the week after next.
5. Claire (be) ten next year.
6. (there, be) any trains on Christmas Day?
7. "I've just dropped a bottle of milk on the floor." - "Don't worry. I (come) and clean it up."
8. They (spend) their holidays in the Bahamas next year.
9. They (buy) a house, but they have changed their minds.
10. We (see) the Jones on April 5<sup>th</sup>.
11. What (Rachel, do) on Saturday night?
12. When Ruth (call) this evening, I'll come and have a word with her.
13. Even if it stops raining, he (not, go) out.
14. James! We (go) to the cinema! Would you like to come with us?
15. Before you (leave), I'll show you my bike.
16. When (you, make) the Christmas cake?
17. If that parcel (not, arrive) tomorrow, I (phone) the Post Office.
18. When the President (get) off the train, the Mayor (step) forward to greet him.
19. "When (you, go) to see *Hamlet*?" - "I don't really know. Perhaps I (go) sometimes next week." - "Well, in that case, if you don't mind, I (come) with you. I (go) with Vicky, but she went last night while I was playing bowls."
20. Before we (go) to bed, I (put) the cat out.
21. They (dream) of Spain as soon as they (get) home from their holidays
22. I (fly) to Scotland but when I found out how expensive it was, I changed my mind.
23. (she, break) down when she (hear) of her son's accident?
24. When you (break) your leg, (not, come) crying to me saying I never warned you.
25. She (burst) the balloon if she (blow) it up any more.
26. "(you, work) in the garden this afternoon?" - "What! You're joking! It (be) far too hot to do any work outside, I think I (stay) in the living room and have forty winks."
27. "When (you, bake) your Christmas cake?" - "I've already done it. I did it a week ago."
28. "What (you, do) this afternoon?" - "I (play) tennis with Sarah."
29. After she (go) to sleep, I (come) downstairs and make you something to eat.
30. (clean) up your room before your father (see) the mess you've made.
31. "When (you, spend) that money you were given for your birthday?" - "I don't know. I think (probably, wait) until I (see) something I like."
32. "You've torn your blouse." - "Oh, so I have. What a nuisance! I (get) some cotton and mend it before it (get) any worse."
33. I'm eighteen now but this time next week I (be) nineteen.
34. "(Rachel, sing) to us tonight?" - "I hope she ( ), but she says she doesn't feel very well.
35. Tomorrow afternoon, Jill (spend) a couple of hours cleaning her flat.
36. Claire (sleep) in the tent in the garden, but she changed her mind because of the storm.
37. According to this article in the paper, they (reduce) the price of air travel.
38. "I (not, be) able to believe it until (see) it with my own eyes," said Thomas.
39. "She (be) much too early if she (leave) now."
40. "Did you remember to send Nicholas his birthday present?" - "Well, I didn't forget but I didn't have the time to go to the Post Office and so I (do) it this afternoon.



## Ex.: Future Progressive

*Put the following verbs into the correct tense—present or future—but use the future progressive wherever possible.*

1. This time next week I (drive) \_\_\_\_\_ through France.
2. When he (phone) \_\_\_\_\_, I (have) \_\_\_\_\_ my bath. Tell him I'll phone back later.
3. "When you (phone) \_\_\_\_\_ your father, tell him I've found an interesting book for him." – "Well, I (phone) \_\_\_\_\_ him tomorrow as it's Tuesday, so I (mention) \_\_\_\_\_ it to him then.
4. Well, I can't write to her now because I (mow) \_\_\_\_\_ the lawn at the moment and I've got to finish doing this before it (start) \_\_\_\_\_ to rain, but I (write) \_\_\_\_\_ to her in the next few days anyway. Can it wait until then?
5. Thank you ladies and gentlemen. Well, that's all for now, but I (be) \_\_\_\_\_ back a week today, and then I (sing) some more songs for you.
6. It's a pity that the holidays are almost over. A week today I (be) \_\_\_\_\_ back in England and I (work) as hard as ever.
7. Although you haven't seen me for ages, when I (fly) \_\_\_\_\_ back next week, you (recognise) me immediately because I've got not changed at all.
8. "What are you plans?" (you, call) \_\_\_\_\_ to see us tonight?" – "I (not, think) \_\_\_\_\_ so, not this time, but we might call next week.
9. Dear Sirs, I (be) \_\_\_\_\_ seventeen years old and I (look) \_\_\_\_\_ for a job because I (leave) \_\_\_\_\_ school in ten weeks' time. I wonder if you have a vacancy for me.
10. This time next week I (know) \_\_\_\_\_ my exam results.

## Ex.: Future Perfect

*Put the following verbs into the correct tense. Use the present, will-future or the future perfect, but choose the future perfect wherever possible.*

1. By this time next year, I (build) \_\_\_\_\_ my own boat.
2. By the end of the day, she (bake) \_\_\_\_\_ a dozen cakes.
3. He (finish) \_\_\_\_\_ cleaning the car in an hour's time.
4. After they (shut) \_\_\_\_\_ the gates, they (not, let) \_\_\_\_\_ anyone else in this evening.
5. When I (come) \_\_\_\_\_ again, I (write) \_\_\_\_\_ the first chapter of my book. If you like, I (bring) \_\_\_\_\_ it with me so you can have a look at it.
6. They (spoil) \_\_\_\_\_ the forests by the time the state (introduce) \_\_\_\_\_ laws to stop air pollution.
7. Mrs Kennedy's poodles (die) \_\_\_\_\_ by the time she (realise) \_\_\_\_\_ that she should not have fed them on liver pâté, cream and chocolate.
8. When we (get back) \_\_\_\_\_, all the pubs (close) \_\_\_\_\_ for the night.
9. "As soon as she (smell) my after-shave, she (think) \_\_\_\_\_ I'm the most attractive man alive." – And as soon as she (clean) \_\_\_\_\_ her glasses, she (realise) \_\_\_\_\_ you're not."
10. I (lose) \_\_\_\_\_ all my hair by the time they (find) \_\_\_\_\_ a cure for baldness.
11. Hurry up! By the time you (phone) \_\_\_\_\_ the police, the burglar (flee) \_\_\_\_\_.
12. I (read) \_\_\_\_\_ all these books by tomorrow night.
13. "I'm sorry you broke your leg when you fell off my ladder. When you (offer) \_\_\_\_\_ to come and paint my house next time, I (buy) \_\_\_\_\_ a new one." – "There won't be a next time ..."
14. This athlete (probably, break) \_\_\_\_\_ all the existing records by the end of the year.
15. If we don't hurry, the film (begin) \_\_\_\_\_ by the time we (get) \_\_\_\_\_ there.

# Present Perfect Simple

## 1. Formation

We form the present perfect with **have/has** + the **past participle**.

*I have lost my keys.*  
*She has not lost her keys.*  
*Have you lost your keys?*

## 2. Use

We use the present perfect to say that someone has done something or that something has happened. The exact **time is not important** (or is unknown) and is not mentioned. The action or event often has direct **consequences for the present** or the future.

*I've have seen that movie twenty times.*

Some common phrases of time are *just, already, always, never, rarely, seldom, before, ever, lately, recently, often, still not, so far, up to now, not yet, yet?*

*Have you ever been to Ireland? I've been to Ireland four times so far.*

The present perfect is used to express the idea that **a state began in the past and is still continuing**. Some common phrases are *always, all week, since* and *for*.

*I've had this car for two years.*

The present perfect is used to express **a finished action in an unfinished period** of time.

*I have seen him this morning.*  
(*I have seen him* = finished; *this morning* = unfinished)

### Note!

You cannot use the present perfect with expressions such as *yesterday, one year ago, last week, etc.* You have to use the past simple because these expressions refer to a specific point of time in the past. Compare the following two sentences:

*I met a lot of people two days ago.*  
*I've met a lot of people in the last few days.*

Notice the difference between *gone* and *been*:

*Fiona has gone to Wales. (Fiona is in Wales now.)*  
*Fiona has been to Wales. (Fiona has been to Wales and come back.)*

## Ex.: Present Perfect Simple

Eileen wants to go to drama school, but her parents are against it. Read her letter and search the text and mark the adverb phrases of time that signal a) the present perfect and b) the past simple.



“I have always wanted to become an actress. I have often acted in school drama productions and with the drama group in our town. I have already written my own scripts and in 2002 I won the “Young Actors’ Award”. My parents have tolerated this interest as a hobby, but they have never taken it seriously.

Last year my parents persuaded me to stay on at school to do A-levels. I have already told them that I want to go to drama school, but they say it’s a dead-end job with very uncertain prospects. They want me to study law. I’m a creative person – law would be the worst thing I can imagine.

We have spoken a lot about my future recently, but they haven’t changed their views. They have had no reason to be angry with me. So far I have done reasonably well in school. Up to now my marks have been average or even better. My marks in English have always been very good.

Two months ago I applied for a place at RADA (Royal Academy of Dramatic Art in London). I didn’t tell my parents. Last week I received a reply inviting me to go down for interview and first audition. I have considered leaving home if I am offered a place. The trouble is, it would cost a lot of money and my parents wouldn’t give it to me. How could I possibly support myself?

I have just had a serious argument with my parents, although I have never really quarrelled with them in my life before. Yesterday my friend said: “Have you ever done anything that your parents didn’t want? Because if you haven’t, now is the time.” But I haven’t had my 18<sup>th</sup> birthday yet.

I think I am afraid of the future, but I have not made up my mind yet about leaving home. My parents want what’s best for me – but do they really know what that is? What shall I do?”

*Translate.*

Eileen hat in letzter Zeit viel Streit mit ihren Eltern gehabt. (*to quarrel a lot*) Sie wollte immer Schauspielerin werden. 2002 hat sie sogar einen Preis gewonnen. Vor zwei Monaten hat sie sich um einen Platz bei der RADA beworben. Sie hat ihre Eltern noch nichts davon erzählt. Gestern hat sie eine Antwort (*reply*) erhalten. Sie hat gerade mit ihrer Freundin gesprochen. Sie hat ihr schon von ihren Problemen erzählt. Bis jetzt haben ihre Eltern den Ernst (*seriousness*) der Lage nicht erkannt. Eileen weiss nicht, was sie tun soll. Sie hat sich noch nicht entschieden.

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# Present Perfect Progressive

## 1. Formation

We form the present perfect progressive with **have/has + been + -ing**.

*I have been writing.*  
*I have not been writing.*  
*Have I been writing?*

## 2. Use

The present perfect progressive is generally used with verbs which imply **continuous actions**. Often these verbs describe actions which started at some time in the past and have **continued (almost) up to the present** and/or **will probably continue into the future**. Some common phrases of time are *all day, the whole morning, since* and *for*.

*Oh, have you woken up? You have been sleeping for more than ten hours.*  
*Fiona has been working since early this morning and she hopes to finish soon.*  
*We've been living in Cork for two years.*  
*Patrick has been running. (Now he is out of breath.)*



We use the present progressive after *recently, lately* or *How long...?*

*How long have you been playing the guitar?*  
*Recently, I have been feeling really tired.*  
*She has been watching too much television lately.*

### Note!

The negative form of the present perfect progressive is quite rare. It is usually replaced by the negative form of the present perfect simple.

*She hasn't studied French since 2007.*

If the number of times that an action has taken place (the result of the activity) is given or implied, then the simple form is used.

*She has written ten letters this morning.*

Do not use the progressive form for an abrupt or sudden action

*He has driven my car into a wall.*



## Ex.: The Present Perfect Tenses

*For each situation, write two sentences using the words in brackets.*

Tom started reading a book two hours ago. He is still reading it and now he is on page 44.  
(read / for two hours)

\_\_\_\_\_

(read / 44 pages so far)

Rachel is from Australia. She is travelling round Europe at the moment. She began her trip three months ago.

(travel / for three months)

\_\_\_\_\_

(visit / six countries so far)

Patrick is a tennis player. He began playing tennis when he was ten years old. This year he is national champion again – for the fourth time.

(win / the national championships / four times)

\_\_\_\_\_

(play / tennis since he was ten)

When they left college, Lisa and Sue started making films together. They still make films.

(make / five films since they left college)

\_\_\_\_\_

(make / films since they left college)

*Put the verb into the more suitable form, the present perfect simple or present perfect progressive.*

1. Where have you been? (you, play) \_\_\_\_\_ tennis?
2. Look! (somebody, break) \_\_\_\_\_ that window.
3. You look tired. (you, work) \_\_\_\_\_ hard?
4. (you, ever, worked) \_\_\_\_\_ in a factory? – No, never.
5. Liz is away on holiday. – Is she? Where (she, go / be) \_\_\_\_\_ ?
6. Sorry, I'm late. – That's all right. (I, not wait) \_\_\_\_\_ long.
7. Is it still raining? – No, (it, stop) \_\_\_\_\_.
8. (I, lose) \_\_\_\_\_ my address book. (you, see) \_\_\_\_\_ it?
9. (I, read) \_\_\_\_\_ the book you lent me, but (I, not finish) \_\_\_\_\_ it yet. It's very interesting.
10. (I, read) \_\_\_\_\_ the book you lent me, so you can have it back now.

## Ex.: The Present Perfect Tenses

Put the following verbs into the correct tense—either the present perfect simple or the present perfect progressive, but **use the progressive form wherever possible**. Use any other information given, and select **for** or **since** where necessary. Note the importance of certain keywords.

1. They (just, arrive) from New York.
2. We (already, eat).
3. I (now, study) your ideas, and I regret to say I cannot accept them.
4. They (live) there (for/since) December.
5. I (read) four books (since/for) I arrived here.
6. We (wait) (for/since) three o'clock.
7. I (already, write) to him, but he (not yet, reply).
8. It's eleven o'clock and Helen (make) cakes all morning, but I (not, make) any.
9. He (not, work) there (for/since) the last year.
10. I (read) magazines all evening; so far I (read) seven.
11. How long (you, drive)?
12. She (not, do) a single thing all morning.
13. They (build) that house (for/since) more than a year and they (still, not, finish) it.
14. It's May 30<sup>th</sup> and I (not, receive) a letter from him this month.
15. Come quickly! Your father (break) his arm.
16. I am awfully sorry, but I (drop) your clock. I hope it (not, break).
17. "Is John in?" – "No, I'm afraid he (be/go) to Margate."
18. (you, stand) in the rain (for/since) all that time?
19. (you, not, ever, be/go) to San Francisco?
20. (Jim, fall) off his bike again? Oh, no!
21. I (never, see) a flying saucer (*fliegende Untertasse*) when I've been sober.
22. My sister (never, be/go) to Italy.
23. "Mr Mortimer (fish) all morning. So far he (catch) fifteen, but he (let) each one go free." – "Perhaps he (catch) the same one fifteen times."
24. She (just, lose) all her money.
25. This company (lose) money (for/since) ages.
26. Roger (just, break) his new watch.
27. I (already, say) this several times, but now I shall say it again.
28. I (often, hear) strange noises in the night.
29. Mrs Kensington (recently, notice) that her chauffeur prefers rock music to Brahms.
30. The next door neighbour's dog (just, bite) the postman. It's the third time that it (bite) him.
31. You (come) too late, Doctor. The poor girl (just, die).
32. He (always, detest) travelling by bus, and he (never, like) travelling by car either.
33. Jane (see) the Loch Ness Monster five times.
34. A bee (sting) me!
35. The workers (now, finish) building that supermarket. Apparently it (take) them a lot longer to build it than they thought it would.
36. That nice Dr Lindsay? No, officer, I (not, see) him or his vivacious wife (for/since) ages.
37. She (only, know) Charles (for/since) she was sixteen, but they (live) in the same town (for/since) they were born.
38. Old Mr Green (bring) me my newspapers (for/since) over fifteen years.
39. They (write) to me fourteen times (since/for) the beginning of the month.
40. She (work) on her book (for/since) last year, and she hopes to complete it by Christmas.



# Past Simple

## 1. Formation

We form the past simple of regular verbs by adding **-ed** to the infinitive. But **ir-regular verbs** have their own forms. We form negative statements and questions with **did**.

*I worked a lot.*  
*She didn't read my letter.*  
*Did you call her?*

## 2. Use

We use the past simple to say that something happened at a **particular point of time in the past** (answering the question *when?*) or in a **particular period of time in the past** (which is now over). The point or period of time can be mentioned, or it may be clear from the context. Some common phrases of time are *yesterday*, *in 1998*, *last year*, *an hour ago*, etc. We also use the past simple (not the present perfect) after *When ...?*

*Fiona passed her driving test in 1998.*  
*When did you last see Patrick?*



The past simple is also used in **reports** about past events and in **stories**.

*It was late. Fiona turned off the TV and went upstairs. ...*

We use the past simple when giving more information about a past event we have introduced in the present perfect. The past simple is used to give **further details**, e.g. where and how something happened.

*There has been an accident in Carlton Street. A van crashed into a bus.*  
*The bus stopped abruptly and three people were injured.*

When **two or more (short) actions** in the past come **directly one after the other**, we use the past simple for all the actions.

*The cat ran out when Joanne opened the door.*

## Ex.: Present Perfect or Past Simple

Complete the mini-dialogues with the correct tense, present perfect or simple past. Look out for 'signal words'.

Sean: I \_\_\_\_\_ (never, be) to Paris.

Jane: Oh, I \_\_\_\_\_ (go) there last summer. I \_\_\_\_\_ (do) a language course there. I \_\_\_\_\_ (make) a lot of new friends too.

Sean: And your French is fantastic. \_\_\_\_\_ (you, ever, think) about studying there?

Jane: No, thanks. I'm quite happy with our British university system. I \_\_\_\_\_ (apply) to London, Reading, Bristol and a couple more.

Sean: \_\_\_\_\_ (you, hear) anything yet?

Jane: No, it's too early. I only \_\_\_\_\_ (send off) the application forms last week.

Jill: Rob and I \_\_\_\_\_ (go) to that new Indian restaurant last night.

Pete: You mean the one in Hadley Road?

Jill: That's right. \_\_\_\_\_ (have, you, ever) there?

Pete: Not yet. But Trish \_\_\_\_\_ (already, be) there twice—and it \_\_\_\_\_ (only, be) open a week. She \_\_\_\_\_ (love) the meal, especially the sauces. She says she \_\_\_\_\_ (never, eat) such great Indian food. What \_\_\_\_\_ (you, order)?

Jill: Well, I \_\_\_\_\_ (have) tandoori chicken and Rob \_\_\_\_\_ (order) lamb curry.

Ann: \_\_\_\_\_ (you, see) Pat recently? She \_\_\_\_\_ (not, call) for over a week. I \_\_\_\_\_ (not, see) her since her birthday.

Liz: Well, actually I \_\_\_\_\_ (just, speak) to her. She \_\_\_\_\_ (be) very busy this week. You know that she \_\_\_\_\_ (start) her holiday job last Monday. Well, she \_\_\_\_\_ (never, work) in an office before, so she \_\_\_\_\_ (have to) learn a lot of new things this week.

# Past Progressive

## 1. Formation

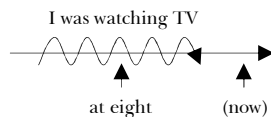
The past progressive uses *was/were* + *-ing*:

*I was working.*  
*She was not reading.*  
*Were you listening to me?*

## 2. Use

We use the past progressive to say that **something was in progress** (going on) **around a particular past time**.

*“What were you doing at eight o’clock yesterday?” – “I was watching TV.”*  
(NOT *“What did you do ...?” – “I watched TV.”*)



We often use the past progressive together with the past simple. The past progressive refers to a **longer ‘background’ action or situation**; the past simple refers to a shorter action or event that happened in the middle of the longer action, or that interrupted it.

*As I was walking down the road, I saw Patrick.*  
*The phone rang while I was having dinner.*

Because we often use the past progressive to talk about something that is a ‘background’, not the main ‘news’, we can make something seem less important. Compare:

*I had lunch with the President yesterday.*  
(important piece of news)

*I was having lunch with the President yesterday, and she said...*  
(as if there was nothing special for the speaker about lunching with the President.)

The past progressive is **not** the normal tense **for talking about repeated or habitual past actions**. (Use the past simple here.)

*I rang the bell six times.*  
*When I was a child we made our own amusements.*



# Past Perfect

## 1. Formation

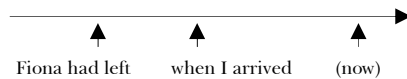
We form the past perfect with **had** + the **past participle**.

*I had written a letter.*  
*She had not read my letter.*  
*Had you worked?*

## 2. Use

With the help of the past perfect we can express the idea that one past action followed another. The **action that happened first** is in the past perfect.

*Fiona had already left the coffee bar by the time I arrived.*



The past perfect is also used to refer to a **state**. The state **began before a point of time in the past** and **continued** to that time.

*When I visited Patrick in hospital, he had been there for ten days.*

We use the past perfect for an action only when we need to emphasize that it **happened before another action**. Compare:

*When Patrick's friends arrived, he had cooked the lunch.*  
*When Patrick's friends arrived, he cooked the lunch.*



## Ex.: Past Perfect or Past Simple

Fill the gaps with the verb in brackets using either the past perfect or the past simple tenses.

1. By the time we (get) \_\_\_\_\_ to the cinema the film (start) \_\_\_\_\_, so we missed the first five minutes.
2. When I rang the bell there was no answer. The neighbour (tell) \_\_\_\_\_ me that they (go out) \_\_\_\_\_ about half an hour ago.
3. I saw Casablanca for the first time last night. I (never, see) \_\_\_\_\_ it before.
4. After I (have) \_\_\_\_\_ a huge lunch, I (feel) \_\_\_\_\_ fat.
5. I spent a week in Miami recently. I (never, be) \_\_\_\_\_ there before.
6. There was so much to see in Toledo. I wanted to see everything but I (not, have) \_\_\_\_\_ enough time.
7. She told me she (buy) \_\_\_\_\_ a new car.
8. When he arrived, Eve wasn't there. She (leave) \_\_\_\_\_ about five minutes before.
9. When we (arrive) \_\_\_\_\_ back in Spain, they (lose) \_\_\_\_\_ our luggage.
10. When I (get back) \_\_\_\_\_, nobody (do) \_\_\_\_\_ the washing up. I was furious.
11. After he (start) \_\_\_\_\_ the lesson I (leave) \_\_\_\_\_.
12. I (be) \_\_\_\_\_ very happy after I (finish) \_\_\_\_\_ my lesson.
13. As soon as he (mend, *reparieren*) \_\_\_\_\_ the old watch it (break) \_\_\_\_\_ again.
14. Everybody (leave) \_\_\_\_\_ the house by the time I (come) \_\_\_\_\_ home.
15. I (buy) \_\_\_\_\_ a new car because some thieves (steal) \_\_\_\_\_ my old one.
16. It (not, be) \_\_\_\_\_ his first trip to the mountains, he (be) \_\_\_\_\_ there many times before.
17. My teacher (ask) \_\_\_\_\_ me why I (not, do) \_\_\_\_\_ my homework.
18. She (not, know) \_\_\_\_\_ him for a long time when she (marry) \_\_\_\_\_ him.
19. These shoes (be) \_\_\_\_\_ very clean because our housemaid (clean) \_\_\_\_\_ them.
20. Yesterday afternoon I (go) \_\_\_\_\_ downtown and I (meet) \_\_\_\_\_ Peter.

# Past Perfect Progressive

## 1. Formation

We form the past perfect progressive with **had been + -ing**.

*I had been writing.*

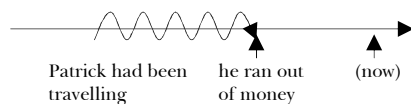
*I had not been working.*

*Had she been writing?*

## 2. Use

We use the past perfect progressive to express the idea that an **action or event had begun before a point of time in the past** and continued up to (or almost up to) that time.

*Patrick had been travelling for three months when he ran out of money.*



## Ex.: Past Perfect Simple or Progressive

*Complete the conversation with the correct verb form, past perfect simple or past perfect progressive.*

Layla: Hi, Pete. How was the rock concert last night?

Pete: Well, when I was getting on the bus to go there, I realised that I \_\_\_\_\_  
\_\_\_\_\_ (forget) my money. So I had to get off again. I didn't want to miss  
the concert because I \_\_\_\_\_ (look forward) to it for a few  
weeks. So I ran, but when I got home, I realised that I \_\_\_\_\_  
\_\_\_\_\_ (not take) my keys with me either, so I couldn't get in. I rang the  
doorbell for ages, but everybody \_\_\_\_\_ (go) out.  
So there I was – no money, no tickets, no keys. I thought about asking Will, but it's  
a long way to his house, and when I got there, I was really out of breath.

Layla: Let me guess, Will \_\_\_\_\_ (just spend) all his money. No,  
I know. He \_\_\_\_\_ (lend) it all to someone else.

Pete: Wrong. He hasn't even been there. He \_\_\_\_\_ (not come)  
home yet. His mother could see that I \_\_\_\_\_ (run), so  
she asked me in and gave me a drink. She put the TV on for me while I was  
waiting. I \_\_\_\_\_ (watch) stupid cartoons for twenty min-  
utes when I heard somebody come in. But it wasn't Will. When he finally arrived, I  
\_\_\_\_\_ (wait) for over half an hour. He said he  
\_\_\_\_\_ (take) bottles to the bottle bank for the neighbour  
for some extra cash.

Well, after I \_\_\_\_\_ (explain) the situation he gave me  
some money and I rushed for the next bus. I \_\_\_\_\_  
(waste) so much time, and when I finally got there, my favourite band  
\_\_\_\_\_ (already play).

# Tenses I

Read the whole story from beginning to end before starting to write in the answers. Then complete the text using the correct verb forms.

## A Picnic Lunch

“\_\_\_\_\_ (not, forget) \_\_\_\_\_ (bring) a dozen eggs with you when you \_\_\_\_\_ (come) home for lunch!” Jill \_\_\_\_\_ (shout) after him. “I \_\_\_\_\_ (need) them for the cakes \_\_\_\_\_ (make) this afternoon.”

“I won’t” Steve \_\_\_\_\_ (cry back), and he \_\_\_\_\_ (drive off) to work.

Jill was very happy with Steve. All right, he \_\_\_\_\_ (not, earn) a fortune \_\_\_\_\_ (drive) lorries but he \_\_\_\_\_ (rather, do) that than \_\_\_\_\_ (be) unemployed – and, of course he was right.

On her way inside, she \_\_\_\_\_ (sweep up) Jeremy the cat into her arms and \_\_\_\_\_ (hold) him close to her.

Half an hour later, the phone \_\_\_\_\_ (ring).

“Hello love. It’s Steve here. The boss \_\_\_\_\_ (just, tell) me that he \_\_\_\_\_ (want) \_\_\_\_\_ (I, take) a lorry up to Sheffield as soon as possible and return before it \_\_\_\_\_ (get) dark. Can you make me some sandwiches? You can! Good! In that case, I \_\_\_\_\_ (pick up, them) on my way to the M1. See you in twenty minutes. Bye!

Hurriedly, Jill \_\_\_\_\_ (look) \_\_\_\_\_ (see) what tins there were in the cupboard. “Corned beef?” she said to herself. “No! Ham? No.” They \_\_\_\_\_ (eat) ham the night before. “Salmon? Yes, and he \_\_\_\_\_ (prefer) that to sardines.”

Fifteen minutes later, Steve arrived.

“Hello, beautiful! Mmm. Those sandwiches \_\_\_\_\_ (smell) good! I like \_\_\_\_\_ (spoil)!” and, \_\_\_\_\_ (kiss) her quickly, he \_\_\_\_\_ (run back) to his lorry.

Jill then \_\_\_\_\_ (give) the remainder of the salmon to Jeremy, and \_\_\_\_\_ (postpone) \_\_\_\_\_ (make) the beds until she \_\_\_\_\_ (do) the shopping.

An hour later, when she \_\_\_\_\_ (return), there was Jeremy \_\_\_\_\_ (lie) on the garden path ... unconscious ...

“Good heavens! It must be that tin of salmon! And Steve! His sandwiches \_\_\_\_\_ (make) with the same salmon!”

With lightning reaction, she \_\_\_\_\_ (fly) to the phone \_\_\_\_\_ (explain) the catastrophe to Steve’s boss, and he \_\_\_\_\_ (lose) no time at all calling the police. Jill then \_\_\_\_\_ (ride) on her bicycle as fast as possible to the vet’s, where Jeremy stomach \_\_\_\_\_ (pump out).

Meanwhile, a police car \_\_\_\_\_ (race) up the motorway and trying \_\_\_\_\_ (catch up with) Steve’s lorry. Finally, they \_\_\_\_\_ (find) him in a lay-by, where he \_\_\_\_\_ (just eat) the last sandwich. Quickly \_\_\_\_\_ (explain) the situation to him, the police \_\_\_\_\_ (persuad) him to accompany them to hospital, where he \_\_\_\_\_ (suffer) the same treatment as Jeremy.

That evening, shaken, but grateful that his life \_\_\_\_\_ (save), Steve \_\_\_\_\_ (drive) home by the police.

The next morning the milkman \_\_\_\_\_ (come) to the door.

“Good morning, Mrs Johnson,” he said. “I \_\_\_\_\_ (come) \_\_\_\_\_ (see) how your cat is.”

“Oh, he’s much better, thanks! But how \_\_\_\_\_ (you, know) he was ill?”

“Well, I’m the one who did it.”

“Did it? Did what?”

“Well, yesterday morning while I \_\_\_\_\_ (come) up the garden path, I \_\_\_\_\_ (let) a bottle of milk \_\_\_\_\_ (slip out) of my hand, and it \_\_\_\_\_ (fall) on the cat’s head. It \_\_\_\_\_ (not seem) very well when I left it. I hope it’s all right.”

# Tenses II

Read the whole story from beginning to end before starting to write in the answers. Then complete the text using the correct verb forms. Also supply during, for, since or while as necessary. (d/f/s/w)

## Surprise Visit

It was four o'clock on a Friday afternoon in late November and it \_\_\_\_\_ (already, get) dark when Mrs Simmons \_\_\_\_\_ (hear) a car pulling up at the bottom of the garden of her isolated country cottage. \_\_\_\_\_ (raise) herself slowly from her arm-chair, she \_\_\_\_\_ (go) over to the window and \_\_\_\_\_ (look) between the curtains. There, at the bottom of the garden path, was her daughter, Julie, \_\_\_\_\_ (wrap) in an enormous fur coat, but \_\_\_\_\_ (look) cold nevertheless.

Mrs Simmons \_\_\_\_\_ (turn) round and \_\_\_\_\_ (move) slowly in the direction of the front door, her rheumatism preventing her from \_\_\_\_\_ (move) any faster. \_\_\_\_\_ (d/f/w) she \_\_\_\_\_ (walk) to the door, her daughter \_\_\_\_\_ (begin) knocking.

"It's all right," she \_\_\_\_\_ (cry), "I \_\_\_\_\_ (come)! I \_\_\_\_\_ (let) you in as I \_\_\_\_\_ (unlock) the door. You know it's stiff and \_\_\_\_\_ (need) \_\_\_\_\_ (repair).

"Don't worry, Mum," \_\_\_\_\_ (laugh) Julie's voice from outside. "I won't knock the door down," and she \_\_\_\_\_ (hide) the present in her coat pocket.

The key turned in the lock and, when the door \_\_\_\_\_ (open), the passage light \_\_\_\_\_ (shine) on Julie's face.

"Happy Birthday, Mum! How are you?"

"Oh, Julie! This is a nice surprise! But why \_\_\_\_\_ (you, not, tell) me you \_\_\_\_\_ (come) when you \_\_\_\_\_ (phone) last night?"

"Well, I \_\_\_\_\_ (not, know) if I \_\_\_\_\_ (be) able to leave work in time, but \_\_\_\_\_ (d/f/w) I \_\_\_\_\_ (drive) to the office this morning, I \_\_\_\_\_ (remember) my boss \_\_\_\_\_ (owe) me

an afternoon's holiday, so he \_\_\_\_\_ (let) \_\_\_\_\_ (I, leave) at one.

A quarter of an hour later, they \_\_\_\_\_ (sit) round a cosy fire and \_\_\_\_\_ (have) tea, when Mrs Simmons suddenly \_\_\_\_\_ (get up) and \_\_\_\_\_ (draw) the curtains.

"I \_\_\_\_\_ (not, like) the curtains open at night," she said to Julie. "In fact I \_\_\_\_\_ (hate) it. I always feel that I \_\_\_\_\_ (watch *passive*), although I know that is impossible in such a quiet place as this. Anyway, my dear, tell me what \_\_\_\_\_ (you, do) recently. You are always in such a hurry on the phone, and I \_\_\_\_\_ (not, have) a letter from you \_\_\_\_\_ (d/f/s) you \_\_\_\_\_ (fly) back from the States.

"Well, first of all, Mum, I \_\_\_\_\_ (bring) you this," said Julie, and she \_\_\_\_\_ (take) the small parcel out of her coat pocket. "I hope you \_\_\_\_\_ (like) them. I \_\_\_\_\_ (buy) them \_\_\_\_\_ (d/f/w) our trip to the States."

"But, Julie, you shouldn't have!" exclaimed her mother, unwrapping a box of scented soaps. "They are lovely. But \_\_\_\_\_ (I, know) you were going to buy me these, I \_\_\_\_\_ (tell) \_\_\_\_\_ (you, spend) the money on the children."

"Oh, don't worry about that," said Julie. "I \_\_\_\_\_ (go back) there after Christmas and, if you like, I \_\_\_\_\_ (bring) you some more. Now, what \_\_\_\_\_ (I, do) lately? Not much really. Everything \_\_\_\_\_ (go) all right at work for me at the moment, but George \_\_\_\_\_ (have) a lot of extra work because his boss is ill. Little Mary \_\_\_\_\_ (just, start) swimming lessons, and \_\_\_\_\_ (go) to the swimming baths as often as possible.

"Bill's French \_\_\_\_\_ (get) better," continued Julie, "and, if all goes well, well, he \_\_\_\_\_ (go) to Paris at Easter with a group from his school."

Two hours later, \_\_\_\_\_ (d/f/w) Julie \_\_\_\_\_ (say) goodbye to her mother, she noticed that it \_\_\_\_\_ (start) to snow.

## Tenses III

Read the whole story from beginning to end before starting to write in the answers. Then complete the text using the correct verb forms. Also supply during, for, since or while as necessary. (d/f/s/w)

### Every cloud ...

Dear James,

It \_\_\_\_\_ (be) ages \_\_\_\_\_ (d/f/s/w) I \_\_\_\_\_ (last, send) you a letter, and I \_\_\_\_\_ (feel) quite guilty about it \_\_\_\_\_ (f/s) some time, because I \_\_\_\_\_ (write) to you a long time ago, but didn't. However, here I am in desperate need – and had I not been, I \_\_\_\_\_ (not, know) how long you \_\_\_\_\_ (wait) for a letter from me!

Anyway \_\_\_\_\_ (you, read) through the following description of how my problem \_\_\_\_\_ (arise)? And then, when you \_\_\_\_\_ (finish), I \_\_\_\_\_ (ask) \_\_\_\_\_ (you, consider) a proposition and \_\_\_\_\_ (send) me an answer as soon as possible.

As you \_\_\_\_\_ (probably, remember), I \_\_\_\_\_ (always, interest *passive*) in hill walking – ever \_\_\_\_\_ (f/s) leaving school, in fact. Two years ago, for instance, along with a couple of friends you \_\_\_\_\_ (once, meet), Jim and David Barker, I \_\_\_\_\_ (take) a plane to Crete and we \_\_\_\_\_ (enjoy) a wonderful fortnight \_\_\_\_\_ (follow) mule tracks in the mountains there.

Then, in May of last year, all three of us \_\_\_\_\_ (drive) down to the Pyrenees, where we \_\_\_\_\_ (explore) a whole series of lost villages \_\_\_\_\_ (d/f/w) a couple of months.

Earlier this year we \_\_\_\_\_ (decide) \_\_\_\_\_ (go) (walk) in Haute-Provence in France.

Everything \_\_\_\_\_ (arrange *passive*) and we \_\_\_\_\_ (leave) England by air on May 5<sup>th</sup>. Unfortunately, however \_\_\_\_\_ (d/w) the second week in March, Jim and David \_\_\_\_\_ (practise) \_\_\_\_\_ (run) across Dartmoor in preparation for an important competition, when David



\_\_\_\_\_ (slide) in some mud and \_\_\_\_\_ (tear) a ligament.

Jim \_\_\_\_\_ (run off) \_\_\_\_\_ (find) help, but in \_\_\_\_\_ (do) so, he himself \_\_\_\_\_ (break) a leg. By the time the rescue team \_\_\_\_\_ (arrive), both of them \_\_\_\_\_ (suffer) badly from exposure. In the end, they \_\_\_\_\_ (take *passive*) to hospital by helicopter and \_\_\_\_\_ (spend) the first three days on the danger list. That was nearly three weeks ago, and they \_\_\_\_\_ (just, advise *passive*) by their doctors \_\_\_\_\_ (not, go) on holiday next month – which (mean) there are two air-tickets nobody \_\_\_\_\_ (really, want).

\_\_\_\_\_ (you and Ann, like) \_\_\_\_\_ (take) their place? I \_\_\_\_\_ (realise) this is rather short notice, but you \_\_\_\_\_ (seem) \_\_\_\_\_ (be) the only people among all of my friends who \_\_\_\_\_ (rather, go) on a walking holiday than (sit) on a beach whilst \_\_\_\_\_ (wait) for their bodies \_\_\_\_\_ (turn) scarlet.

Anyway, if you \_\_\_\_\_ (like) the idea, \_\_\_\_\_ (write) and \_\_\_\_\_ (let) \_\_\_\_\_ (I, know) as soon as possible.

All the best,

Edward

Dear Edward,

What a superb idea! When your letter \_\_\_\_\_ (drop through) our letter box yesterday morning, we \_\_\_\_\_ (already, think) of \_\_\_\_\_ (go) on holiday in May, but we \_\_\_\_\_ (not, decide) where \_\_\_\_\_ (go)!

We \_\_\_\_\_ (never, be / go) to Haute-Provence before and we \_\_\_\_\_ (already, look) forward to \_\_\_\_\_ (go) there.

\_\_\_\_\_ (send) us the details as soon as possible.

Best wishes!

James and Ann

P.S. \_\_\_\_\_ (we, know) earlier about Jim and David, we \_\_\_\_\_ (send) them a get-well card.

## Tenses IV

In the following passage, write the correct and complete form of the given verb in the space provided. Use any other elements included in the brackets in your reply.

### Aunt Dorothy

“What on earth \_\_\_\_\_ (you, think) \_\_\_\_\_ (you, do)?” \_\_\_\_\_ (come) the ear \_\_\_\_\_ (split) cry from the top of the stairs.

There was no doubt about it – I had once more been caught in a most \_\_\_\_\_ (embarrass) situation by my Aunt Dorothy, the only one of my seven aunts whom, traditionally, I \_\_\_\_\_ (always, try) \_\_\_\_\_ (avoid) \_\_\_\_\_ (for/since) the day I learnt to crawl.

The reason for this was simple: whenever, as a small girl, I \_\_\_\_\_ (involve *passive*) in some doubtful activity, fate \_\_\_\_\_ (generally, arrange) that she \_\_\_\_\_ (be) the one who \_\_\_\_\_ (discover) me at the worst possible moment.

I \_\_\_\_\_ (still, think) that, \_\_\_\_\_ (I, be) a boy, she \_\_\_\_\_ (not, may react) in the same way but, even on her best days, Aunt Dorothy, who \_\_\_\_\_ (die) in tragic circumstances on my twenty-first birthday, \_\_\_\_\_ (look) like some mythical fire \_\_\_\_\_ (breath) dragon that was on the point of \_\_\_\_\_ (launch) a merciless attack on the entire male species, and she \_\_\_\_\_ (never, can, accept) that a niece of hers should have tomboy tendencies.

“Nice girls,” she \_\_\_\_\_ (repeat) to me at least a dozen times day, \_\_\_\_\_ (behave) like young ladies, and not like horribly muddy little schoolboys who \_\_\_\_\_ (look) as if they \_\_\_\_\_ (just, come off) the rugby field.”

\_\_\_\_\_ (during/while) I \_\_\_\_\_ (stand) there at the bottom of the stairs, \_\_\_\_\_ (wish) I \_\_\_\_\_ (be) on another planet, I \_\_\_\_\_ (realise) that luck was definitely not on my side.

Conspiring against me were my \_\_\_\_\_ (drip) raincoat – it \_\_\_\_\_ (rain) hard for over an hour – my mud \_\_\_\_\_ (cover) boots – I \_\_\_\_\_ (take) the

short way back across three \_\_\_\_\_ (plough) fields – and my bucket, which \_\_\_\_\_ (overflow) with dirty water – if I \_\_\_\_\_ (tell) her it was full of tadpoles, she \_\_\_\_\_ (probably, go) hysterical.

In addition to which, there was my four-legged and ever-faithful companion, Rags, who totally oblivious of the imminent storm that \_\_\_\_\_ (about, burst) inside the house, \_\_\_\_\_ (keep) \_\_\_\_\_ (shake) the excess muddy water off herself in close proximity to some recently \_\_\_\_\_ (apply) wallpaper. I \_\_\_\_\_ (already, know) in advance that I \_\_\_\_\_ (must/have to, clean up) the mess myself as soon as I \_\_\_\_\_ (get) changed but, in the meantime, I could sense that my dear Aunt Dorothy \_\_\_\_\_ (prepare) herself \_\_\_\_\_ (launch) into her inevitable sarcastic attack.

I \_\_\_\_\_ (not, need, wait) long.

“My dear child,” she \_\_\_\_\_ (bellow) at me like a bull that \_\_\_\_\_ (just, make up) its mind \_\_\_\_\_ (charge), “I \_\_\_\_\_ (never, see) anything so disgusting in all my life. \_\_\_\_\_ (you, like) \_\_\_\_\_ (explain) exactly why you bear a \_\_\_\_\_ (strike) resemblance to an underwater explorer who \_\_\_\_\_ (lose) his diving suit?”

