



Present Perfect

The Present Perfect Simple is used:

- for actions which started in the past and are still happening.
I have taught history for three years. (I am still teaching history.)
- for past actions whose results are connected to the present.
The dog has spilt the milk. (The floor is dirty.)
- to announce news, changes or events that affect the present.
He has lost almost all his hair.
- for past actions whose time is not stated, or for recently completed actions.
He has travelled to India.
I've just finished my homework.
- with **today, this morning/week** etc., if these periods of time are not finished at the time of speaking.
He has written two letters this afternoon. (It is still afternoon.)
- with adjectives in the superlative degree or expressions like: the only/first/second... etc.
This is the most expensive suit I've ever bought.
This is the third time Jack has visited the USA.

The Present Perfect Progressive is used:

- to emphasise the duration of an action which started in the past and is still happening. The action may or may not be completed.
They have been studying French for five years.
- for actions that have been going on up to the recent past with obvious results in the present.
"Why is the road so slippery?"
"It has been raining."
- for actions which are temporary rather than permanent.
He has been working overtime this week as there is a lot of work to do at the office.
- to show anger, annoyance, irritation or to demand an explanation for a very recent action.
Who has been wearing my coat?
Have you been drinking again?

Time Expressions

since, for, just, yet, already, how long, ever, never etc.

how long, for, since, all day/morning etc.

DIFFERENCES

The Present Perfect Simple is used:

- for permanent situations.
She has lived in London all her life.
- to emphasise the result of an action.
I've called him three times this morning.
- for actions that are already finished.
Look at the car. Sam has washed it.

The Present Perfect Simple is used:

- for past events which have a connection to the present. **The time is indefinite.**
I've found a new job.
- for events that began in the past but are still happening in the present.
I have lived in Athens for ten years.
(I still live in Athens.)
- with **today, this morning/week** etc., if these periods of time are not finished at the time of speaking.
Helen has called me twice this morning. (The

The Present Perfect Progressive is used:

- for temporary situations.
He has been staying with friends for two months, but now he wants to get his own place.
- to emphasise the duration of an action.
I've been calling him since ten o'clock.
- for actions that may or may not be finished.
Sam has been washing the car for an hour.

The Past Simple is used:

- for completed past events which are not connected to the present. **The time is definite.**
I found a new job three months ago.
- for events that took place for a certain period of time in the past but are over at the time of speaking.
Susan lived in Manchester for three years but now she lives in Liverpool.
- with **today, this morning/week** etc., if these periods of time are finished.
Helen called me twice this morning. (The morning



Future Time

The Future "Will" is used to express:

- a decision one makes at the moment of speaking.
It's getting cold; I'll close the windows.
 - predictions or personal opinions about the future. We can use verbs, expressions and adverbs of probability such as **believe, expect, think, be sure, be afraid, perhaps, probably** etc.
I think Arsenal will lose this match.
I'm sure John will be very happy to meet you.
 - requests and offers.
Will you do the ironing for me, please?
I'll take you to the airport tomorrow.
 - promises, threats, warnings, hopes, fears, invitation, refusal, willingness, determination.
Stop making so much noise or the neighbours will get angry.
I'm afraid the doctor will not be able to see you this afternoon.
This window won't open.
- **Shall** is used only with "I" and "we" in formal English or for suggestions and offers.
I shan't see Mr Davidson this afternoon.
Shall we go to the beach party tonight?
Shall I make some coffee?

"Be going to" is used to express:

- predictions based on evidence.
The sun is shining; it's going to be a lovely day.
 - plans or decisions that have already been made.
I'm going to study archaeology this year.
She doesn't like Alan, so she is not going to invite him to her party.
- **was/were going to** is used for actions that had been planned in the past but did not eventually happen.
They were going to play tennis this afternoon, but they cancelled it because of the heavy rain.

The Future Progressive is used to express:

- future events which are already planned or arranged.
The President will be visiting Egypt next month.
- actions that will take place in the future, but as a part of a regular routine.
Tom cannot come with us on Saturday; he will be playing basketball. (He does so every Saturday.)
- actions that will be in progress at a specific time in the future.
At 10 o'clock tomorrow evening I'll be watching a film on TV.
- a polite request about someone's plans, especially if we want to ask for a favour.
Will you be using your computer tomorrow?

Time Expressions

next week/month/year etc., tomorrow, in a week/month/year etc.

The Future Perfect Simple is used:

- for actions that will be completed by a certain time in the future or before another future action.
By dinner time I will have written all the letters.
I guess John will have stopped working by the time we arrive.

The Future Perfect Progressive is used:

- to show the duration of an action up to a certain point of time in the future. The action may continue further.
By midnight we will have been flying for seven hours.

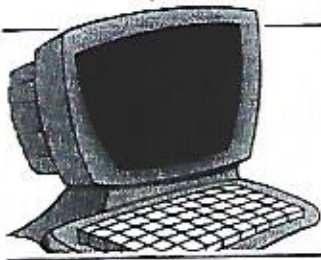
Time Expressions

by, by the time, before

by

Present as Future

- The **Present Simple** is used for actions that will take place in the future according to a timetable or programme.
The train for Edinburgh leaves at 8:00 a.m. from Platform 2.
- The **Present Progressive** is used for things that we have already planned or arranged to do in the future. Future time expressions are often used.
They are flying to Paris next Thursday.



Past Time

The Past Simple is used to describe:

- completed actions that took place at a definite time in the past. The time is either mentioned or implied.
Mary visited the British Museum when she was in London.
Peter won first prize in the art competition.
- permanent situations in the past.
John lived in Ireland for 15 years. (He doesn't live there any more.)
- completed actions that took place one after the other in the past (in story-telling or narratives).
Sue woke up, washed her face and had breakfast.
- past habits or repeated actions in the past; frequency adverbs (always, often, seldom, never etc.) may also be used.
When Paul was younger, he often went fishing with his father.

The Past Progressive is used to describe:

- an action that was in progress at a definite time in the past. We emphasise its duration.
This time last Friday, I was flying to London.
- actions happening at the same time in the past.
While Helen was watching TV, Nick was studying.
- a lengthy action that was in progress when a shorter or sudden one interrupted it. The longer action is in the Past Progressive and the shorter one is in the Past Simple.
She was having dinner when the lights went out.
- background scenes to a story.
It was early in the evening and it was beginning to get dark. She was having a cup of tea....
- temporary past states or actions.
He was writing a play in those days.
- repeated actions or annoying habits (with always, continually etc.).
My brother was always getting into trouble in the past.

Time Expressions

yesterday, then, ago, last month/night/week etc.

while, as, when etc.

ATTENTION

- **used to + infinitive** expresses permanent states, past habits or repeated actions in the past.
My grandfather used to be a librarian. He used to smoke heavily when he was younger.
- **would + infinitive** expresses past habits or describes someone's typical behaviour in the past.
Every evening he would do his homework, watch TV and go to bed quite early.

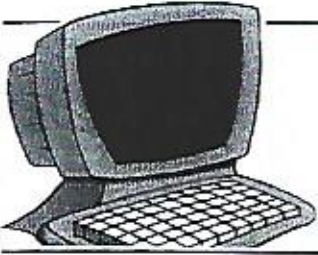
The Past Perfect Simple is used:

- for a past event that was completed before another past event. With **before**, **after**, **when**, **as soon as** and **until** we can use the Past Simple instead of the Past Perfect if the actions are in chronological order.
By the time we arrived, the film had started.
They (had) hung up before I answered the phone.
- for a past event that was completed before a definite time in the past.
Angela had finished cooking by 11:30 a.m..
- with adjectives in the superlative degree and expressions such as: **the first/second...**, **the only...** etc.
That was the first time I had been to Paris.
It was the worst time I had ever had.

The Past Perfect Progressive is used:

- to emphasise the duration of an action that had been in progress up to a moment in the past or before another past event.
By 1987, he had been working in New York for 5 years.
He had been teaching for 35 years when he retired.
- for an action whose duration caused visible results later on in the past.
When they came back from the beach, their skin was red. They had been lying in the sun for 5 hours.

Time Expressions



Present Time

The Present Simple is used:

- for habitual or repeated actions and situations.
I watch this show once a week.
- for general truths and natural phenomena.
The Earth goes round the sun.
Most rivers flow into the sea.
- for permanent situations in the present.
James lives in Zurich.
- for future actions related to timetables and programmes.
The train leaves at six o'clock.
- for headlines, sports commentaries, story-telling, reviews of films and books, directions and instructions.
Three women rob bank.
Martin takes the ball and scores.
In this episode Bob marries Julia.
You turn left at this junction and you'll find it.
- in exclamatory sentences with "Here...!" / "There...!"
Here comes the bride! There he goes again!

The Present Progressive is used:

- for actions or events happening at or around the time of speaking.
Look! That boy is climbing up a tree.
I'm studying French this term.
- for temporary states.
David is doing his military service.
- with adverbs of frequency (constantly, always etc.), for emphasis or to express annoying habits.
Susan is very kind; she is always helping the poor.
He is always leaving his clothes on the floor!
- for planned future actions related to personal arrangements.
I'm travelling to Crete tomorrow.
- for situations which are changing or developing around the present.
The problem of pollution is getting more and more serious.

Time Expressions

often, usually, always, never, sometimes, seldom, rarely, hardly ever, every day/week etc.

now, at present, at the moment, nowadays, this month etc.

STATIVE VERBS

They express a state - not an action - and are not used in the Progressive Tenses:

- verbs of the senses:
feel, hear, see, smell, taste, notice etc.
- verbs of emotions and preferences:
like, dislike, love, hate, fear, mind, want, wish, need, prefer, admire etc.
- verbs of perception, belief, knowledge, ownership:
think, believe, know, understand, expect, remember, forget, hope, have, own, belong (to) etc.
- other verbs which describe permanent states:
be, cost, weigh, seem, appear, consist (of), depend (on) etc.

NOTE ▶ Some stative verbs can be used in the progressive forms as well, but they then indicate an action rather than a state.

STATE

I have a headache.
I see you are wearing your new coat.
I think she is clever.
Do I smell cigarette smoke?
This chewing-gum tastes like strawberry.
He is very selfish. (=That is his character.)

ACTION

I'm having a bath now.
I'm seeing the doctor tomorrow at 11:00.
I'm thinking of buying a new car.
Why are you smelling the food? Do you think it's gone off?
She is tasting the milk to see if it is still good.
Why is he being selfish? (=Why is he behaving so selfishly?)

- ▶ **Listen, look and watch**, though verbs of the senses, can also be used in the progressive tenses because they express voluntary actions.
Jane is listening to music. She can't hear the noise.