



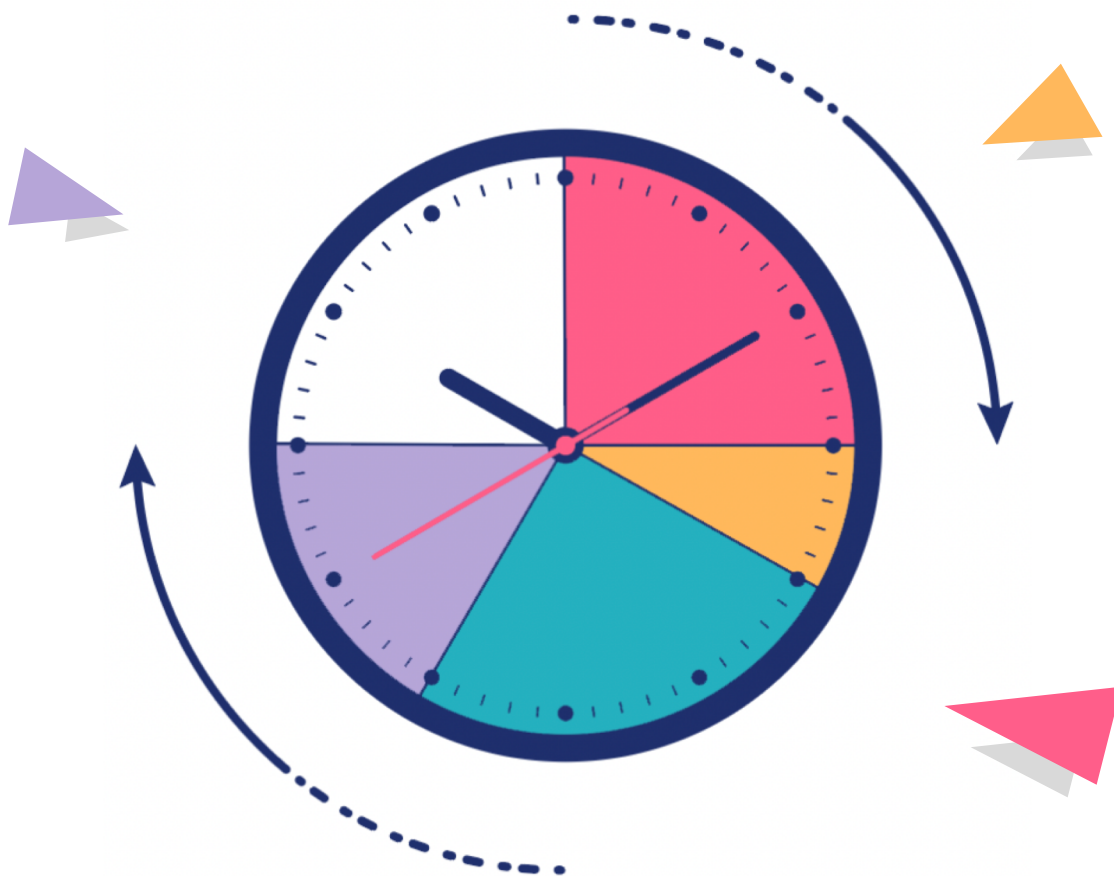
FOR
QUICK-WITTED
LEARNERS

eTextbook

12-in-1

Tenses Handbook

**The most challenging aspect of English grammar
explained in simple terms**



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1 INTRODUCTION



Many English language learners are doing totally fine using just three basic tenses. Oftentimes, they simply think that it's too difficult to study all 12 of them. The truth is, studying English tenses doesn't have to be such a pain. All you need to do is to grasp the logic behind the tenses. Once that's covered, you will be able to express your thoughts freely and make up grammatically correct sentences.

We, experts in education and linguistics here at LinguaTrip.com, have put together this textbook to help you crack the English tenses. We'll provide a full description, compare tenses and give multiple examples, so by the time you get to the last chapter of this textbook you will master the tenses, use them easily and know the most commonly used irregular verbs by heart.



2 PRESENT SIMPLE



Hey there! I'm the simplest tense in English! That's right. You only need a verb to form me. There are, however, a few pronouns like "he," "she," and "it" which like to complicate things, because they always need that -s at the end of the verb. But first, let's take a closer look at when to use me!

Present Simple is all about the permanent situations and facts. You shouldn't use it to describe the duration of an action or the fact that it's happening right now. Instead you should use Present Simple to describe everything permanent and unchangeable. You are late to work every Monday? Your favorite YouTube channel is English with LinguaTrip? These are some of the permanent things in your life, or at least they have been and there is no change in sight. The purpose of Present Simple is to emphasize the continuity of an action or event.

So what exactly do we mean by continuity?

DESCRIPTION OF ANY FACTS: BOTH WELL-KNOWN AND LITTLE KNOWN.

- *It takes around 1 hour to get from Moscow to Saint Petersburg by plane.*
- *Fantastic results come with fantastic work.*
- *Where do you live?*
- *What do you do?*

DESCRIPTION OF HABITS, RITUALS, AND REPEATED ACTIONS IN PRESENT.

- *I always check my phone before going to sleep.*
- *Mike rarely hangs out with his friends.*
- *Sarah gets her coffee before work every day.*

DESCRIPTION OF PREFERENCES.

- *I hate fooling around wasting my time.*
- *Josh doesn't really like going out.*
- *I love binge-watching Netflix.*

DESCRIPTION OF FIXED ARRANGEMENTS (OFTEN WITH INDICATION OF TIME).



- ***Work starts at 9. Don't be late.***
- ***My plane for LA leaves at 10 am, I need to go to the airport.***
- ***When does the new semester begin this year? It starts on September 10.***

Some of these things will only happen once, for example, the beginning of a new semester. But this is still a scheduled event. Use Present Simple when you talk about flights, trains, beginning of something, and schedules.

TO GIVE INSTRUCTIONS OR ORDERS. IMAGINE GORDON RAMSAY OR JAMIE OLIVER TELLING YOU ABOUT HOW TO BAKE THIS BRAND NEW HOT DESSERT.

- ***First, you take some eggs and mix them with sugar. Then, you add flour and milk.***



FUN FACT: Present Simple can be used to describe past events when telling a story. It's like reviving a story in the present. For example, you can say, "And so I **see** my friend there at the party, despite the fact that he had told me he'd stay home." This would make your story sound more dramatic.

WHAT ELSE DO I NEED TO KNOW ABOUT PRESENT SIMPLE?

There are certain signal words that can help you. These words describe some sort of continuity and permanence.

ADVERBS OF FREQUENCY:



P. S. There is no difference between “rarely” and “seldom.” These two words can be used interchangeably, although “seldom” is more official and often used in written speech.

- **Every (day, week, etc.)**
- **As a rule**
- **On Sunday**
- **In May**
- **Annually**

HOW TO FORM PRESENT SIMPLE?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + verb (+ -s for third person singular)	Subject + do/does + not + infinitive (without -s)	Question word + do/does + subject + infinitive (without -s)
<i>Sarah studies at Harvard.</i>	<i>Mike doesn't skip his gym training.</i>	<i>What do you do for a living?</i>

P. S. Check out the charts at the end of this textbook with tenses structures. You can print them out and pin to the wall to test your memory more often.





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3 PRESENT PROGRESSIVE

Now, here things get more interesting! Present Progressive, also known as Present Continuous, is all about changes and temporary situations. This is exactly what it does: it describes all things temporary. We use Present Progressive to describe the situations happening at the moment of speech.

When should you use **Present Progressive**?

DESCRIPTION OF ACTIONS HAPPENING AT THE MOMENT OF SPEECH.

- *I'm writing this guide right now.*
- *Look, Josh is talking to that cute girl.*
- *I'm sorry I can't come now. I'm revising for my exams.*

DESCRIPTION OF ACTIONS HAPPENING AT THE MOMENT OF SPEECH.

Compare the following two sentences.

- *Josh lives in NYC in his own apartment.* (This is a fact). He lives there permanently.
- *Josh is living at his friends' place now in LA while he is on holiday.* Josh is staying there temporarily.

DESCRIPTION OF PLANNED FUTURE EVENTS.

- *Josh is leaving for LA in 3 days. He's got tickets and he is packing his suitcase now.*

This is a fixed future arrangement. This is not simply a plan: we prepare for this by buying tickets or packing our suitcases.



DESCRIPTION OF EVOLVING, CHANGING EVENTS.

- *Technologies are getting more advanced every year.*
- *The average temperature is rising every year.*

PRESENT PROGRESSIVE IS ALSO USED WITH SUCH ADVERBS AS ALWAYS, CONSTANTLY, CONTINUALLY. DO YOU EVER GET ANGRY AT SOMEONE FOR THEIR REPEATED ANNOYING BEHAVIOR? USE PRESENT PROGRESSIVE TO DESCRIBE YOUR DISCONTENT!

- *Our English teacher is always giving us way too much homework. I can't handle it.*
- *Mike is always leaving his phone on silent. I can never reach him!*

Need a tip on how to remember this rule? Here you go: you are so **annoyed** with someone's **repeated** actions that you even use Present Progressive which is typically not used to describe repeated actions!



WHICH SIGNAL WORDS CAN HELP YOU FIND OUT WHEN TO USE PRESENT PROGRESSIVE?



Words that mean that the action/event is taking place at the moment of speech:

- **Now**
- **Right now**
- **At the moment**
- **At this very moment**
- **Listen!**
- **Look!**

Signal words that describe temporary or prolonged situations:

- **Today**
- **Still**
- **This month, this week, this year**
- **At the moment**

Signal words that describe evolving and changing situations:

- **More and more**
- Verbs **TO DEVELOP** and **TO CHANGE**

Signal words that describe fixed plans and intentions:

- **In the morning, in the afternoon, in the evening**
- **Today**
- **Tomorrow**
- **This week/month**



FUN FACT: You can use TO BE verb in Present Progressive. It will look like this:

*Lucie **is being** so docile with her boss. That's so strange.* (She is behaving differently, not as usual).

Since Present Progressive helps us describe something that's temporary and changing, we immediately understand that Lucie usually doesn't behave that way.



Compare the following two sentences.

- ***Mark is always rude with his teachers.***
- ***Mark, why are you being so rude with Mrs. Jefferson? That's so not you.***

There are also verbs that are typically not used in Present Progressive. These are not quite exceptions, because you can still encounter them in a sentence, but they require a special context. These verbs can be divided into the following categories:

- **Verbs expressing desires and emotions:** *hate, like, love, prefer, want, wish*
- **Verbs expressing feelings:** *appear, feel, hear, see, seem, smell, sound, taste*
- **Verbs expressing thinking:** *believe, imagine, know, mean, realize, recognize, remember, understand*
- **Verbs expressing opinion:** *agree, deny, disagree, mean, promise, satisfy, surprise*
- **Some other verbs:** *belong, concern, depend, involve, matter, need, owe, own, possess.*

All these verbs are called state verbs. You can learn more about how to use them in Progressive tenses in the next chapter.

HOW TO FORM PRESENT PROGRESSIVE?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + TO BE + verb + -ing	Subject + TO BE + NOT + verb + -ing	Question word + TO BE + subject + verb + -ing
<i>Elon Musk is developing a new neurotechnology company called Neuralink.</i>	<i>Jared Leto is not performing in Moscow this year.</i>	<i>Where are you travelling this summer?</i>



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4 STATE VERBS, OR VERBS THAT DESCRIBE A STATE OF BEING, AND HOW THEY ARE USED IN PROGRESSIVE TENSES

In general, there are two types of verbs in English: action verbs and state verbs. When we talk about action, we can use any tense we want, because actions repeat, start at and finish by a certain time. Most importantly, actions last.

- ***We are playing football, wanna join?*** (currently, at the moment of speech)

That's why you can use any tense with action verbs. State verbs, however, are different. States don't last. What's the difference between action verbs and state verbs? Action verbs express everything that we can somehow see. State verbs express everything that we can imagine or feel.

State verbs are not typically used in Progressive tenses. There are, however, exceptions to this rule. Some state verbs have two different meanings or senses. For one sense we cannot use a Progressive tense, but for the other we can use any tense. A great example would be McDonald's slogan "I'm lovin' it."

Let's explore further the state verbs with two senses.

VERB	CAN'T BE USED IN PROGRESSIVE TENSES	CAN BE USED IN PROGRESSIVE TENSES
Think	= to believe, to have an opinion	= to reflect, to use your brain to solve a problem
	<i>I think our economy won't grow as fast as it did last year.</i>	<i>Jason is thinking about asking you out.</i>
Taste/ smell	= to have a flavor	= to experience a flavor
	<i>Her cooking tastes amazing!</i>	<i>Mom is tasting the cake to see if it's sweet enough.</i>



Feel	= to give a sensation of a particular physical quality when touched	= to examine or search by touch
	<i>This dress feels so silky.</i>	<i>Mom is feeling my forehead to take my temperature.</i>
See	= to perceive with the eyes	= to date / meet someone
	<i>Stay right there, I (can) see you. I see what you mean.</i>	<i>Jack is seeing his lawyer tonight.</i>
Have	= to possess	= to be in a process of something. Used as part of fixed expressions / idioms, such as <i>have a shower / breakfast / a meeting</i>
	<i>Sarah has such a nice taste in clothes.</i>	<i>Mike is having lunch with his friends now.</i>
Look	= to appear* (sometimes the verb TO LOOK in this sense can also be used in Progressive tenses)	= to direct one's gaze in a specified direction
	<i>You look terrific today!</i>	<i>What are you looking at?</i>
Fit	= to be of the right shape and size for	= to fix or put (something) into place
	<i>These pants don't fit you. Try another size.</i>	<i>Builders are fitting new blinders in my room.</i>
Weigh	= the amount that something or someone weighs	= to measure
	<i>My bag is so heavy. It probably weighs a lot!</i>	<i>I'm weighing my suitcase to see if it fits the airline requirements.</i>
Appear	= to seem; give the impression of being	= to come into sight; to participate (in a movie, on scene)
	<i>It appears to me that you're lying.</i>	<i>30 Seconds to Mars is appearing in Moscow today.</i>
Admire	= to regard with respect or approval	= to look at with pleasure
	<i>Jack admires my perseverance.</i>	<i>I am admiring this stunning sea view.</i>
Enjoy	= to like something in general	= to take delight or pleasure in something
	<i>Mark enjoys parties.</i>	<i>Mark is enjoying this party.</i>



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5 PAST SIMPLE

If it's called **Past Simple**, it should be fairly simple, right? Well, yes. On the one hand, Past Simple is a simple tense. It does not require any auxiliary verbs such as TO BE, HAVE, WILL, etc. However, on the other hand, it brings up the irregular verbs. Don't you worry! We'll help you get it right. There is a table of most commonly used irregular verbs at the end of this textbook. Feel free to consult it any time!

Past Simple is a verb tense that describes things that happened or existed before now. It's all about the past. There is zero connection with the present.

USE PAST SIMPLE FOR:

DESCRIPTION OF ACTIONS THAT ONCE HAPPENED IN THE PAST.

- *I got a new phone yesterday.*
- *Jessica moved to LA a couple of years ago.*

DESCRIPTION OF REPEATED ACTIONS IN THE PAST, HABITS, PREFERENCES, SIMILAR TO PRESENT SIMPLE.

- *Mom wore this dress a lot when she was younger.*
- *I loved watching TV series at school.*



FUN FACT: If you want to describe the habits or a lifestyle that's now a thing of the past, use a phrase USED TO or WOULD. Remember that Gotye's song that got stuck in everyone's head? *Somebody that I used to know.*



An English native speaker will never say something like, “Earlier people spent more time outside.” Instead, he/she would say, “People used to spend more time outside.” USED TO means something done or experienced in the past.

- ***Mike used to be so disorganized but now he is never late for school.***

What about WOULD? WOULD can be also used to talk about repeated past actions that don't happen anymore. However, you shouldn't use WOULD with state verbs. It would be incorrect to say “Mike would be so disorganized” or “Now you're just somebody that I would know.” Moreover, it's better to use WOULD with indication of a specific time frame, to make it easy to understand that the sentence refers to the past.

- ***When I was younger, my mom would read me bedtime stories.***

SIGNAL WORDS FOR PAST SIMPLE:

- **Yesterday**
- **The day before yesterday**
- **Last week** (month, year, etc.)
- **A week** (a month, a year, etc.) **ago**
- **The other day**
- **In 1994**
- **Once**
- **When**

HOW TO FORM PAST SIMPLE?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + regular verb + -ED / participle for irregular verbs	Subject + did + not + infinitive	Question word + did + subject + infinitive
<i>The Killers performed in London last year.</i>	<i>I didn't do anything wrong!</i>	<i>When did you get that car? It looks amazing!</i>



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6 PAST PROGRESSIVE

This tense is all about the progress. Past Progressive is used to talk about activities that happened over a period of time in the past.

- ***I can't imagine that you were cheating on me while we were on holiday.***

It is often used to set the scene for another action.

— ***What were you doing yesterday at 6pm?***

— ***Me? I believe I was hanging out with my friends. What's wrong? Why are you asking?***

USE PAST PROGRESSIVE IN THE FOLLOWING CASES:

TO DESCRIBE AN ONGOING ACTIVITY IN THE PAST.

- ***Nick was writing his essay all night long.***
- ***Mom was cooking Christmas dinner all Tuesday.***

TO SET THE SCENE.

- ***The weather was really awful. It was raining heavily and the wind was howling. We were watching TV at home and playing video games.***

TO DESCRIBE TWO OR MORE ONGOING ACTIVITIES HAPPENING SIMULTANEOUSLY IN THE PAST. USE CONJUNCTION **WHILE**.



- *I was having a shower while the kids were eating breakfast.*
- *Susie was sleeping while her boyfriend was making her a surprise dinner.*

TO DESCRIBE AN ONGOING ACTIVITY WHICH WAS INTERRUPTED BY ANOTHER ACTIVITY.

- *Sarah was looking through her boyfriend's phone when he entered the room.*
- *I was trying to figure out where my phone was when I saw it in my hand.*

SIGNAL WORDS THAT HELP IDENTIFY WHEN TO USE PAST PROGRESSIVE:

- **At this time yesterday**
- **From 7 till 9 yesterday**
- **The whole evening** (day, night, etc.) **yesterday**
- **While**
- **As**
- **Still**

HOW TO FORM PAST PROGRESSIVE?



AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + WAS/WERE + verb + -ing	Subject + WAS/WERE + NOT + verb + -ing	Question word + WAS/WERE + subject + verb + -ing
<i>Mark was having a meeting with his boss.</i>	<i>Mike wasn't doing anything special the whole evening.</i>	<i>What were you doing yesterday at 7 am?</i>

Past Progressive can be used with *be going to* to indicate future in the past, i. e. when you are talking about the future in the past.

For example:

- ***I was going to call you back.***
- ***They were going to take off, but suddenly the pilot reported a problem with the engine.***



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7 PRESENT PERFECT

Hey there! I'm Present Perfect, one of the most challenging tenses in English, according to everyone who ever attempted to study me! Present Perfect is a mix of past and present. First, let's see how Present Perfect helps us find a relation between the past and the present.

WE USE PRESENT PERFECT TO TALK ABOUT A SITUATION THAT HAS HAPPENED IN THE PAST BUT IS STILL CONTINUING TODAY.

- *Mike has worked for Apple since 2016.*
- *We've known each other for 10 years now.*

IT DEMONSTRATES THAT ACTIONS OR EVENTS IN THE PAST HAVE AN EFFECT ON THE PRESENT SITUATION. HERE IS A SIMPLE YET EASY TO REMEMBER EXAMPLE:

- *Jack has broken his leg. He can't walk now.*
- *Jessica has bought her dream dress for prom. She doesn't have to worry about it anymore.*

Now let's look at how Present Perfect describes situations in the past that stay in the past. Present Perfect focuses on results and details (how, when, where and why) instead of an action itself. Use Present Perfect:



WHEN YOU DON'T SPECIFY THE TIME OF AN ACTION.

- ***I've got a new phone with a really decent camera.*** (The fact of purchasing a new phone with a decent camera is emphasized here).
- ***I got a new phone yesterday.*** (We are emphasizing the fact that it happened yesterday).

WHEN YOU TALK ABOUT AN ACTION THAT WAS COMPLETED IN THE RECENT PAST.

- ***It's 9 am now. I've eaten the most delicious breakfast this morning.***
- ***It's 2 pm now. I ate the most delicious breakfast this morning.***

TO DESCRIBE REPEATED ACTIONS IN THE PAST THAT CAN STILL HAPPEN IN THE PRESENT OR IN THE FUTURE.

- ***Woody Allen has made a lot of curious movies.*** (He might film even more).
- ***Stanley Kubrick produced a lot of interesting movies.*** (But he won't be able to make more, because he's no longer alive).

SIGNAL WORDS FOR PRESENT PERFECT:

- **Ever**
- **Never**
- **Just**
- **Already**
- **Yet**
- **Recently** (there is a trend to use “recently” with Past Simple though)
- **Lately**
- **Before**
- **Always**
- **So far**
- **At last**
- **It’s the first** (second, third) **time**
- **Today**
- **This week** (month, year, etc.)
- **Since**
- **For**
- **How long**
- **All my life**



FUN FACT: Yet can mean both “still” and “already.”
In negative sentences, it means “still.”

- ***I haven’t found a perfect dress yet.***

In interrogative sentences it means “already.” Although it means “already,” the word “already” itself can’t be used interchangeably.

- ***Has Nick proposed to you yet?***

In American English JUST, ALREADY and YET are used as signal words for Past Simple.





NOTE! There are special rules for TO BE and TO GO when used in Present Perfect.

HAVE BEEN TO refers to a place which someone has visited at some time in their life.

- ***I've been to NYC 3 times.***

HAVE GONE TO refers to someone who has gone to a place but has not yet returned.

- ***I've gone to NYC. I'm sorry I won't make it to your wedding.***

HOW TO FORM PRESENT PERFECT?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + have/has + verb in past participle / third form	Subject + have/has + not + past participle / third form	Question word + have/has + subject + verb in past participle / third form
<i>Sarah has studied Linguistics at Harvard.</i>	<i>Mike hasn't skipped a single gym training so far.</i>	<i>What have you done?</i>

LET'S COMPARE PAST SIMPLE AND PRESENT PERFECT



PAST SIMPLE	PRESENT PERFECT
The specific time when something happened is indicated. <i>Jack bought a new sofa for his apartment a week ago.</i>	The time when the action happened is not important and is not indicated. <i>Jack has bought a new sofa for his apartment. It looks quite stylish.</i>
An action started and finished in the past. <i>Nick learnt English when he was in college.</i>	An action that started in the past and continues to the present. <i>Nick has learnt English since he entered college.</i>
An action that happened in the past and will never happen again. <i>Heath Ledger starred in a lot of good movies.</i>	An action that happened in the past and might happen again. <i>Leonardo DiCaprio has starred in a lot of good movies.</i>
An action happened during the time period which has just finished by the moment of speech. <i>We increased our revenue 4 times last month.</i>	An action happened during the time period which is still ongoing. <i>We have increased our revenue 4 times this month.</i>



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8 PAST PERFECT



If there is one thing that you need to remember about Past Perfect, what would it be? This tense talks about the past in the past. Past Perfect is usually used to talk about something that happened before something else. An event that happened earlier would be in Past Perfect, while the latest one would be in Past Simple. The presence of Past Perfect in a sentence helps us identify which event or action happened first.

- *Mike had taken a gap year before he entered Harvard.*
- *By the time Jacob got home, everyone had gone to the party.*
- *Laurie called the cleaners after she'd thrown a huge party in her house.*
- *Lucie had already finished her essay when Mike offered her to help with the research.*
- *Jacob had known Jessica for 5 years before he asked her out on a first date.*
- *Josh was excited because she had said yes.*



Past Perfect is not about the distant past. Instead, it is used to show that an action happened before something else in the past. And, there should be some time difference between the two described events or actions. If we are talking about a sequence of events that happened in the past, we will use Past Simple.

- ***Jane entered the room, switched on the lights and saw her husband with another woman.***
- ***Mike got his suitcase and left the building.***

SIGNAL WORDS FOR PAST PERFECT:

- **By 5 o'clock yesterday**
- **When someone did something + already/just/yet**
- **Before/by the time someone did something**
- **It was the first time**
- **Never**
- **Before**
- **After**
- **For**
- **Since**
- **Till/until**



FUN FACT: You can use either Past Perfect or Past Simple after such signal words as AFTER and BEFORE. *We had dinner after Emily finished / had finished her training.* There isn't any difference between the two options. Past Perfect, however, can be used to emphasize the period of time between these two actions.

HOW TO FORM PAST PERFECT?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + had + verb in past participle / third form	Subject + had + not + verb in past participle / third form	Question word + had + subject + verb in past participle / third form
<i>I'd hopped into the shop before it closed.</i>	<i>Mike hadn't handed in his homework before the deadline.</i>	<i>How long had you two known each other?</i>



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9 PRESENT PERFECT PROGRESSIVE

The main purpose of all Perfect Progressive tenses is to emphasize the duration (or, progress) of an action. If you want to focus on the duration of an action, you need to specify how long it has been going on for.

It's actually very simple. Here is the formula for you: use the functionality of Present Perfect and add the features of Present Progressive. So what is Present Perfect Progressive exactly made of?

- 1 Present Perfect function: describes actions that have started in the past and continue into the present.

OR

- 2 Present Perfect function: describes past events with consequences in the present.

PLUS

- 3 Present Progressive function: describes ongoing actions.

EQUALS

Now you know what Present Perfect Progressive is.

WHEN SHOULD YOU USE PRESENT PERFECT PROGRESSIVE?

WHEN YOU WANT TO EMPHASIZE THE DURATION OF AN ACTION THAT HAS STARTED IN THE PAST AND CONTINUES INTO THE PRESENT.

- *I've been studying for finals all week long.*
- *Jack has been living here since his childhood.*



WHEN YOU WANT TO EMPHASIZE THE DURATION OF AN ACTION, WHICH WAS GOING ON FOR SOME TIME IN THE PAST AND HAS CONSEQUENCES IN THE PRESENT.

- *I haven't been sleeping all night. I'm exhausted.*
- *Mike has been working out all morning. His muscles are tired.*

NOTE! The meaning of verbs TO LIVE, TO WORK, TO TEACH, TO FEEL is identical in Present Perfect and Present Perfect Progressive. *Mark has taught English for 20 years = Mark has been teaching English for 20 years.*

NB! State verbs that can't be used in Progressive, should be used in Present Perfect instead.

- *We have known each other for a couple of months.*

PRESENT PERFECT vs. PRESENT PERFECT PROGRESSIVE

IF YOU WANT TO EMPHASIZE THE DURATION OF AN ACTION AND TO ANSWER THE QUESTION "HOW LONG?", USE PRESENT PERFECT PROGRESSIVE. IF YOU WANT TO EMPHASIZE THE QUANTITY AND SPECIFIC RESULTS, AND TO ANSWER THE QUESTION "HOW MANY/MUCH? HOW?" USE PRESENT PERFECT.

- *Mark has been tidying the house for an hour. He looks really tired now.*
- *Mark has tidied the whole house. It looks neat now.*
- *George has been studying a lot lately.*
- *George has studied hard lately.*

SIGNAL WORDS FOR PRESENT PERFECT PROGRESSIVE:

- How long
- For
- Since
- Lately
- All morning/day/year

HOW TO FORM PRESENT PERFECT PROGRESSIVE?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + have/has + BEEN + verb + -ing	Subject + have/has + not + BEEN + verb + - ing	Question word + have/has + subject + BEEN + verb + -ing
<i>Sarah has been studying hard lately to get into Harvard.</i>	<i>Mike hasn't been sleeping all night.</i>	<i>Who has been spying on you?</i>





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10 PAST PERFECT PROGRESSIVE



Remember what we covered in the previous chapter? Can you guess what Past Perfect Progressive is?

Past Perfect Progressive is a tense that describes an action that happened before another action in the past (Past Perfect) and lasted for some time in the past (Progressive). Again, you emphasize the duration of an action.

WHEN SHOULD YOU USE PAST PERFECT PROGRESSIVE?

WHEN YOU WANT TO EMPHASIZE THE DURATION OF AN ACTION, WHICH STARTED IN THE PAST AND WAS GOING ON FOR SOME TIME BEFORE ANOTHER ACTION IN THE PAST.

- *Jack had been fixing his car for a couple of hours until he understood that everything was fine.*
- *Sarah had been writing her first novel for 2 years before it was finally published.*

WHEN YOU WANT TO EMPHASIZE THE DURATION OF AN ACTION, WHICH WAS GOING ON FOR SOME TIME IN THE PAST AND HAD CONSEQUENCES IN THE PAST.

- *Mark had been waiting for his girlfriend for ages. He was really annoyed.*
- *Kieran had been looking for a senior manager position for months. He became exhausted and disappointed not to get the job.*

PAST PERFECT PROGRESSIVE vs. PAST PERFECT



Compare the following sentences.

- ***Nancy had been writing her essay for 2 days before her teacher told her not to do it.***
- ***Nancy had already written her essay when her teacher told her not to do it.***
- ***Sarah had been calling Steve for days until he finally returned her call.***
- ***Sarah had called Steve before she came to his place.***

SIGNAL WORDS FOR PAST PERFECT PROGRESSIVE:

- **How long**
- **For**
- **Since**
- **Before**
- **After**
- **Until**
- **All morning/day/year**

HOW TO FORM PAST PERFECT PROGRESSIVE?

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + had + BEEN + verb + -ing	Subject + had + not + BEEN + verb + -ing	Question word + had + subject + BEEN + verb + -ing
<i>Jessica had been working a lot but her efforts finally paid off.</i>	<i>Mark hadn't been paying attention all year so he failed the exam.</i>	<i>Who had been cooking in here?</i>



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11 LET'S TALK ABOUT THE FUTURE



The future is unwritten... But there are multiple options to describe it! Future Simple, *be going to*, Present Progressive... The reason why you have so many options is because the future is very subjective. You are talking about the actions and events that haven't happened yet.

There are two major types of future events/actions:

1 THE FUTURE WITH CONNECTION TO THE PRESENT

- *We're seeing Karen, do you wanna join?*
- *Mike is going to apply for Stanford next year.*
- *It is about to rain.*

To express this kind of future we use **Present Progressive**, **Present Simple** or **be going to**.

2 THE FUTURE WITH NO CONNECTION TO THE PRESENT

- *We'll meet on Friday at 7 pm.*

You have not made any plans or arrangements at the moment of speech. So you are unsure whether the event will take place.

This is when you use WILL. Note that WILL is not only used to refer to the future.



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12 FUTURE SIMPLE, OR WHY THERE IS NO SUCH TENSE



In some textbooks they don't say anything about Future Simple. What comes to your mind when you think about Future Simple? Probably, WILL? That's right. Sometimes Future Simple is replaced with something like "Will for Future." However, modal verb WILL can be used for other purposes as well.

WILL is a way of expressing a spontaneous decision. It is used in the following cases:

TO DESCRIBE ACTIONS OR SITUATIONS IN THE FUTURE THAT WE DON'T CONTROL.

- *I'll be 35 next week.*
- *The company will launch a new management program next month.*

TO EXPRESS A SPONTANEOUS DECISION.

- *Are you running late? I'll pick kids up then.*
- — *Jack has called.*
— *Okay. I'll call him later.*

TO PREDICT A FUTURE EVENT BASED ON ASSUMPTIONS.

- *I hope we won't be late again.*
- *I think Mike will get that scholarship.*



TO DESCRIBE FUTURE ACTIONS AND EVENTS THAT YOU ARE NOT SURE ABOUT.

- *Will you come over?*
- *Jared won't help us, he'll be busy tomorrow.*

TO MAKE AN ASSUMPTION, EXPRESS A DESIRE, PROPOSE AN INITIATIVE, MAKE A THREAT, MAKE A PROMISE OR GIVE AN ORDER.

- *I'll have some root beer, please.*
- *Do that again and I'll punish you.*
- *I'll give your book back tomorrow.*

Future Simple should **not be used** to describe actions that you **have made a decision about** or **have planned**.

HOW TO FORM FUTURE SIMPLE

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + WILL + verb	Subject + WILL + NOT + verb	Question word + WILL + subject + verb
<i>Jessica will get back to you in a sec.</i>	<i>I won't be in town till next week.</i>	<i>Where will your parents stay?</i>



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13 FUTURE SIMPLE vs. TO BE GOING TO vs. PRESENT PROGRESSIVE WHEN TALKING ABOUT FUTURE



You already know that present tenses should be used to describe the future that is related to the present (for example, a decision, actions or agreements to be made).

What exactly do we use BE GOING TO for? When we have made a decision to do something, but haven't started yet.

TO DESCRIBE OUR AMBITIONS: WHO WE WANT TO BE, WHAT WE WANT TO ACHIEVE, ETC.

- *Jessica is going to be a digital manager after her graduation.*
- *I'm going to be a billionaire.*

TO DESCRIBE PLANNED FUTURE EVENTS.

- *Lucie is going to move to Paris. She is looking for an apartment there.*
- *Jared is going to enter Stanford. He has already applied for some programs.*

TO DESCRIBE PREDICTIONS ABOUT THE FUTURE BASED ON FACTS.

- *Look, it's going to rain!*
- *My sister is going to have a baby in 2 months.*



WILL	BE GOING TO
Neutral meaning, future facts	Plans, intentions, decisions
Spontaneous decisions	Decisions and plans made before speaking
Detailed description of plans and intentions	Plans and intentions
Predictions about the future based on assumptions	Predictions about the future based on facts

WHEN DO WE USE PRESENT PROGRESSIVE TO DESCRIBE FUTURE EVENTS?

WHEN WE KNOW FOR SURE THAT SOMETHING WILL BE TAKING PLACE IN THE FUTURE, WHEN WE HAVE ALREADY MADE SOME STEPS TOWARDS THAT. IN OTHER WORDS, WHEN WE ARE TALKING ABOUT FIXED FUTURE ARRANGEMENTS.

- ***Sarah is visiting us tomorrow.***
(We planned this).
- ***I'm flying to NYC in a couple of days.***
(For example, I've already bought the ticket).

WHEN DO WE USE PRESENT SIMPLE TO DESCRIBE FUTURE EVENTS?



WHEN WE TALK ABOUT SCHEDULED EVENTS AND INSTRUCTIONS.

- ***My plane for LA leaves at 5 pm.***
- ***The new semester starts on September 12.***
- ***Our meeting is at 10 am tomorrow.***



FUN FACT: Present Progressive and *be going to* are often used in spoken language, while WILL is typically used in written language. When we talk about someone's future decisions, we will also use WILL. *The President will hold an international meeting tomorrow.*

Let's compare the following three options:

We'll have a big party for Tom's birthday next month. We don't know where we want to celebrate but we'll think about it later.

(Nothing's certain yet, we are just planning).

We're going to have a party for Tom's birthday. He is turning 25 next week and we want to invite his friends and colleagues.

(We are going to celebrate, the decision has been made).

We're having a party tomorrow. Tom is turning 25 and we've invited all his friends and colleagues. *(The likelihood of us celebrating his birthday is 99%; the decision has been made, people have been invited).*



FUN FACT: One of the best verbs in English is TO BE, because it has so many functions! How about using TO BE to express the future?



Use “subject + to be + to verb” structure to express approved future events. ***The authorities are to present their new healthcare plan tomorrow. The President is to visit Hong Kong next month.*** It’s typically used in the official language to describe formal events. However, it’s also used to give orders and instructions. ***You’re to hand in your essay till tomorrow.***

Use “subject + to be about to + verb” structure to describe events that will happen very soon. ***Turn on the TV, the new episode is about to start.***



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14 FUTURE PROGRESSIVE



This tense is all about the progress. Future Progressive helps emphasize the fact that the future action will last for some time. With this tense we are traveling in time again and find ourselves in the middle of some future action. Typically a period of time within which the action is to happen will be indicated.

- ***I will be travelling around Europe next summer.***
- ***Mom will be calling you every day to check on you.***
- ***What will you be doing tomorrow at 3pm?***
- ***I hope at this time next week I won't be taking any exams.***

It's easy to think of Future Progressive as another simple tense, however, upon closer view, it's not that simple. There are, of course, some exceptions.

WHAT ELSE CAN YOU USE FUTURE PROGRESSIVE FOR?

FUTURE ACTIONS THAT ARE PART OF THE ROUTINE/SCHEDULE.

- ***I'll be cooking dinner when I get home after work (I always cook dinner).***
- ***We'll be playing tennis with Laura on Friday. That's our favorite way to spend time with each other.***



ANTICIPATED FUTURE ACTIONS.

- *We'll be starting shortly.*
- *The guests will be arriving soon.*

POLITE ENQUIRIES.

- *How long will you be staying?*
- *Will you be going out today?*

SIGNAL WORDS FOR FUTURE PROGRESSIVE:

- **At ... (time) tomorrow / next week / on Sunday**
- **From 3 till 6 tomorrow**
- **Still**
- **The whole evening** (day, night, etc.) **tomorrow**
- **When somebody does / is doing something**
- **While**

HOW TO FORM FUTURE PROGRESSIVE

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + WILL + BE + verb + -ing	Subject + WILL + NOT + BE + verb + -ing	Question word + WILL + subject + BE + verb + -ing
<i>Jessica will be doing her project from 5 till 6 tomorrow.</i>	<i>I won't be staying for too long.</i>	<i>How long will you be using the printer?</i>



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15 FUTURE PERFECT AND FUTURE PERFECT PROGRESSIVE



Future Perfect is way easier to understand than Present Perfect. We use Future Perfect to describe actions that will be completed or a result that will be obtained by a specific time in future.

Jack will have worked at this company for 9 years by next month.

The government will have imposed new taxes before the election.

Sarah will have earned enough money to move to LA.

Jack will have learnt French before he moves to Canada.

We won't have bought a new house until next month.

SIGNAL WORDS FOR FUTURE PERFECT:

- **At ... (time) tomorrow / next week / on Sunday**
- **When someone does something + already / yet**
- **Before / by the time someone does something**

HOW TO FORM FUTURE PERFECT

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + WILL + HAVE + verb in past participle / third form	Subject + WILL + NOT + HAVE + verb in past participle / third form	Question word + WILL + subject + HAVE + verb in past participle / third form
<i>Jessica will have found a new job by next month.</i>	<i>Mark won't have completed his test till 5 pm.</i>	<i>Will you have done all the work by evening?</i>



Future Perfect Progressive... already sounds extra, doesn't it? ***I will have been writing this handbook for 2 weeks before students read it.*** WILL + HAVE + BEEN + verb + -ing... Wow! Let's break this into small chunks.

Future Perfect Progressive is used to describe actions that will continue up until a point in the future. You need to be precise and specify how long the action lasts and by what time it will be completed.

- ***By the end of this year I will have been studying abroad for 2 years.***
- ***Jack will have been driving for 2 hours before he gets to his destination.***
- ***Mark, how long will you have been working here by next year?***
- ***Janet won't have been staying at our place for 3 months next month. It will be already 4 months!***

To be honest, Future Perfect and Future Perfect Progressive are the least used tenses in English. It's not because English native speakers are lazy, but simply because these tenses are too specific.

HOW TO FORM FUTURE PERFECT PROGRESSIVE

AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject + WILL + HAVE + BEEN + verb + -ing	Subject + WILL + NOT + HAVE + BEEN + verb + -ing	Question word + WILL + subject + HAVE + BEEN + verb + -ing
<i>I will have been waiting here for 2 hours by 5 pm.</i>	<i>She won't have been studying French for 10 years by next month.</i>	<i>How long will you have been gardening by noon?</i>



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16 WHY WE SOMETIMES USE PRESENT INSTEAD OF FUTURE IN CASES WHERE WE NORMALLY WOULDN'T



There was one example in this textbook that goes like this: *Jack will have learnt French before he moves to Canada.* Have you paused for a moment and questioned yourself why Present Simple is used after BEFORE, if the whole sentence is about the future? Well, let us answer that question.

A bit of theory. There are coordinated sentences in which clauses are independent. ***Jack was playing the piano and I was watching a movie.*** There are also compound sentences which break into the main and dependent clauses. ***Mike will come by when he is in your area.***

In case of compound sentences, if the dependent clause describes time, it will be in Present Simple, Present Progressive or Present Perfect depending on the context.

WHICH WORDS AND EXPRESSIONS DESCRIBE TIME?

- **Before**
- **After**
- **As soon as**
- **As**
- **By the time**
- **When**
- **While**
- **Till / until**

HOW TO CHOOSE THE RIGHT PRESENT TENSE IN THESE CASES



In most cases **Present Simple** is used. Present Simple is a multipurpose way to describe future in sentences with such indicators of time.

- ***Jared is going to do his Masters after he graduates.***

Present Progressive is typically used after WHEN and WHILE to emphasize the duration of an action.

- ***I am going to be spending next year studying English while I'm living in the USA.***

Present Perfect and Present Simple can usually be used interchangeably in such cases. For example: *After I graduate, I will work as a lawyer.* vs. *After I have graduated, I will work as a lawyer.* There is no difference in meaning, either tense can be used after AFTER. When it comes to WHEN and AS, rules are slightly different here.

- ***Mike will edit a new video when/as he listens to the podcast.*** (Simultaneous actions).
- ***Mike will edit a new video when/as he has listened to the podcast.*** (One action is followed by another).



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ENGLISH TENSES STRUCTURES

Check out the following charts with tenses structures. You can print them out and pin to the wall to test your memory more often.

PRESENT SIMPLE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
I YOU WE THEY	Subject + verb	Subject + do not (don't) + verb	Question word + do + subject + verb
	<i>We meet every other week to catch up with all the news.</i>	<i>We don't meet every other week to catch up with all the news.</i>	<i>How often do you meet to catch up with all the news?</i>
HE SHE IT	Subject + verb + -s	Subject + does not (doesn't) + verb	Question word + does + subject + verb
	<i>She enjoys listening to classical music.</i>	<i>She doesn't enjoy listening to classical music.</i>	<i>Does she enjoy listening to classical music?</i>



PRESENT PROGRESSIVE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
I	Subject + AM + verb + -ing	Subject + AM NOT + verb + -ing	Question word + AM + subject + verb + -ing
	<i>I'm reading this guidebook now.</i>	<i>I'm not reading a guidebook now.</i>	<i>What am I reading now?</i>
YOU WE THEY	Subject + ARE + verb + -ing	Subject + ARE NOT + verb + -ing	Question word + ARE + subject + verb + -ing
	<i>We're going to a party today.</i>	<i>We aren't going to a party today.</i>	<i>Are we going to a party today?</i>
HE SHE IT	Subject + IS + verb + -ing	Subject + IS NOT + verb + -ing	Question word + IS + subject + verb + -ing
	<i>Derek is watching a match now.</i>	<i>Derek isn't watching a match now.</i>	<i>What is he watching now?</i>

PRESENT PERFECT

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
I YOU WE THEY	Subject + have + verb in past participle / third form	Subject + have not (haven't) + verb in past participle / third form	Question word + have + subject + verb in past participle / third form
	<i>I've been here before.</i>	<i>I haven't been here yet.</i>	<i>How long have you been here?</i>
HE SHE IT	Subject + has + verb in past participle / third form	Subject + has not (hasn't) + verb in past participle / third form	Question word + has + subject + verb in past participle / third form
	<i>Marie has been kinda sad lately.</i>	<i>Marie hasn't been happy lately.</i>	<i>How has she felt lately?</i>



PRESENT PERFECT PROGRESSIVE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
I YOU WE THEY	Subject + have + been + verb + -ing	Subject + have not (haven't) + been + verb + -ing	Question word + have + subject + been + verb + -ing
	<i>I've been studying all night.</i>	<i>You haven't been studying all night.</i>	<i>How long have you been studying?</i>
HE SHE IT	Subject + has + been + verb + -ing	Subject + has not (hasn't) + been + verb + -ing	Question word + has + subject + been + verb + -ing
	<i>Lucie has been acting weird.</i>	<i>She hasn't been acting weird.</i>	<i>Why has she been acting so weird?</i>

PAST SIMPLE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject of any gender and number	Subject + verb in participle / second form	Subject + did not (didn't) + verb	Question word + did + subject + verb
	<i>Katie got a new dress yesterday.</i>	<i>Katie didn't get anything yesterday.</i>	<i>What did she get yesterday?</i>



PAST PROGRESSIVE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
I HE SHE IT	Subject + WAS + verb + -ing	Subject + WAS NOT (WASN'T) + verb + -ing	Question word + WAS + subject + verb + -ing
	<i>She was doing her homework at that moment.</i>	<i>She wasn't paying attention.</i>	<i>What was she doing when he came in?</i>
YOU/ WE/ THEY	Subject + WERE + verb + -ing	Subject + WERE NOT (WEREN'T) + verb + -ing	Question word + WERE + subject + verb + -ing
	<i>They were searching for their friend.</i>	<i>They weren't searching for their friend.</i>	<i>Who were they searching for?</i>

PAST PERFECT

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject of any gender and number	Subject + had + verb in past participle / third form	Subject + had not (hadn't) + verb in past participle / third form	Verb + had + subject + verb in past participle / third form
	<i>Jared had called his girlfriend before coming to her place.</i>	<i>He hadn't called his girlfriend before coming to her place.</i>	<i>Had Jared called his girlfriend before coming to her place?</i>



PAST PROGRESSIVE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject of any gender and number	Subject + had + been + verb + -ing	Subject + had not (hadn't) + been + verb + -ing	Question word + had + subject + been + verb + -ing
	<i>Marie had been asking John for ages before he agreed to help her.</i>	<i>Marie hadn't been asking John for ages before he agreed to help her.</i>	<i>How long had Marie been asking John for ages before he agreed to help her?</i>



FUTURE SIMPLE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject of any gender and number	Subject + will + verb	Subject + will not (won't) + verb	Question word + will + subject + verb
	<i>I'll get some milk on the way back home.</i>	<i>I won't disappoint you, I promise.</i>	<i>Will you help me?</i>

FUTURE PROGRESSIVE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject of any gender and number	Subject + WILL + BE + verb + -ing	Subject + will not (won't) + BE + verb + -ing	Question word + will + subject + BE + verb + -ing
	<i>John will be working from 9 to 6 tomorrow.</i>	<i>John won't be working from 9 to 6 tomorrow.</i>	<i>Will he be working from 9 to 6 tomorrow?</i>



FUTURE PERFECT PROGRESSIVE

	AFFIRMATIVE	NEGATIVE	INTERROGATIVE
Subject of any gender and number	Subject + will + have + been + verb + -ing	Subject + will not (won't) + have + been + verb + -ing	Question word + will + subject + have + been + verb + -ing
	<i>Next month I will have been working here for 2 years.</i>	<i>Next month I won't have been working here for 2 years.</i>	<i>How long will you have been working here next month?</i>

TIPS FOR REMEMBERING IRREGULAR ENGLISH VERBS

Group 1 (all three forms of the verb are the same)

cost	cost	cost
cut	cut	cut
hit	hit	hit
hurt	hurt	hurt
let	let	let
put	put	put
shut	shut	shut
quit	quit	quit

Group 2 (to form the 3rd form add -n to the 2nd form)

break	broke	broken
choose	chose	chosen
speak	spoke	spoken
steal	stole	stolen
wake	woke	woken
wear	wore	worn

Group 3 (to form the 3rd form add -n to infinitive or double the consonant)

bite	bit	bitten
drive	drove	driven
give	gave	given
forgive	forgave	forgiven
hide	hid	hidden
ride	rode	ridden
rise	rose	risen
write	wrote	written

Group 4 (-ew in the 2nd form, -own in the 3rd form)

blow	blew	blown
draw	drew	drawn
fly	flew	flown
grow	grew	grown
know	knew	known
throw	threw	thrown

Group 5 (the 2nd and 3rd forms of the verb are the same)

bring	brought	brought
buy	bought	bought
catch	caught	caught
fight	fought	fought
teach	taught	taught
think	thought	thought

Group 6 (alternate vowels ee-e-e)

feed	fed	fed
feel	felt	felt
keep	kept	kept
meet	met	met
sleep	slept	slept

Group 7 (the 2nd and 3rd form end in -t)

build	built	built
burn	burnt	burnt
deal	dealt	dealt
dream	dreamt	dreamt
learn	learnt	learnt
leave	left	left
lend	lent	lent
lose	lost	lost
mean	meant	meant
shoot	shot	shot
sit	sat	sat

THE BEST WAY TO LEARN IRREGULAR ENGLISH VERBS

- 1 When you are only getting started, try to surround yourself with irregular verbs. Print out the tables from this textbook and pin them to the wall or your mood board. They should always be right in front of your eyes displayed in visible letters.
- 2 Don't study all verbs at once. There are way too many irregular verbs in English to study them all at once. This is not the wisest thing you can do. Instead study them group by group. Start with those that you need the most when expressing your thoughts and communicating.
- 3 Practice spaced repetition. Make flash cards: use one side for the infinitive or translation into your native language, and the other side for the 2nd and 3rd forms. Regularly review the verbs, for example, each third, seventh and tenth day. Then review them once a month.
- 4 Try to use irregular verbs in your every day life. For example, you can talk to your English speaking friends or write a story in a genre of your choice.
- 5 Whenever you encounter a new verb, make sure to check whether it's regular or not, and if not, try to learn its forms.