

PRESENT SIMPLE

The Present Simple Tense is used to express:

- habitual activities
(I always go to school by bus. She often plays tennis in the afternoon).
- general truth
(The Sun rises in the East. The Earth goes round the Sun).
- permanent actions
(He works as a mechanic).
- timetables
(The train leaves at seven).

Time expressions: **every**day / week / month / year; sometimes, usually, never, always, often, in the morning, at night, on Sundays...

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I, you, we, they work.

He, she, it works.

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I, you, we, they **don't** work.

He, she, it **doesn't** work.

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Do I, you, we, they work?

Does He, she, it work?

PRESENT CONTINUOUS

The Present Continuous Tense is used to express:

- an action that is happening at the time of speaking
(I am doing my homework now).
- an annoying habit
(My brother is always complaining).
- temporary situations
(They are staying at the Park Hotel at present).
- fixed arrangement in the near future
(They are leaving tomorrow).

Time expressions: now, at the moment, today, nowadays, always, at present...

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I **am** working.

You, we, they **are** working.

He, she it, **is** working.

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I **am not** working.

You, we, they **are not** working.

He, she, it **is not** working.

?

Am I working?

Are You, we they working?

Is He, she, it working?

PRESENT PERFECT = PRESENT PERFECT SIMPLE

The Present Perfect Simple Tense is used to express:

- indefinite events
(I have been to London twice).
- an action that began in the past and continues into the present
(I have known my best friend for ten years).
- an action in the past with present consequences
(He told me his address but I have forgotten it).
- recently completed actions
(She has cleaned her shoes [you can see they are clean now]).

Time expressions: already, just, ever, never, how long, recently, since (from a starting point → I have lived here since 1991.), for (over a period of time → I have lived here for 16 years.), yet (negations and questions → I haven't been to London yet).

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I, you, we, they **have worked.** / **written** ← 3. kolona ali končnica -ed!

He, she, it **has worked.** / **written** ← 3. kolona ali končnica -ed!

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I, you, we, they **have not worked.**

He, she, it **has not worked.**

?

Have I, you, we, they worked?

Has He, she, it worked?

PRESENT PERFECT CONTINUOUS

The Present Perfect Continuous Tense is used to express:

- an action that started in the past and continues into the present
(They have been looking for their dog for three hours).
- emphasis on duration usually with since, for or how long
(I have been writing this letter since 8 o'clock).

Time expressions: since, for, how long.

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I, you, we, they **have been working.**

He, she, it **has been working.**

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I, you, we, they **have not been working.**

He, she, it **has not been** working.

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Have I, you, we, they **been** working?

Has He, she, it **been** working?

PAST SIMPLE

The Past Simple Tense is used to describe:

- actions and events finished in the past
(They sold their car yesterday. He visited his grandparents last Sunday).
- past actions which happened one after the other
(She took the letter, opened it and started to read it).
- a past habit or a state
(When he was a child he lived with his grandparents).

Time expressions: yesterday, last week / month / year / Sunday... ago,
when, then, in 2001...

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I, you, we, they **worked**. / **wrote** ← 2. kolona ali končnica **-ed!**

He, she, it **worked**. / **wrote** ← 2.kolona ali končnica **-ed!**

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I, you, we, they **did not** work.

He, she, it **did not** work.

?

Did I, you, we, they, work?

Did He, she, it work?

PAST CONTINUOUS

The Past Continuous Tense is used to describe:

- a past activity that was happening over a period of time in the past
(I was playing tennis yesterday afternoon).
- a past activity interrupted by another shorter action together with Past Simple
(He was having lunch when the phone rang).
- for two or more actions which were happening at the same time in the past
(She was listening to the radio while she was cooking).

Time expressions: while, when, as...

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I **was** working.

You, we, they **were** working.

He, she it **was** working.

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I **was not** working.

You, we, they **were not** working.

He, she it was not working.

?

Was I working?

Were You, we, they working?

Was He, she, it working?

FUTURE SIMPLE (WILL)

The Future Simple Tense (Will - Future) is used to express:

- decisions about the future made at the moment of speaking
(I will drive you home).
- predictions
(Who do you think will win)?
- neutral facts
(She will be 15 next month).
- things we are not sure about
(She will probably come).

Time expressions: tomorrow, tonight, the day after tomorrow, next week / month / year, soon, in a week / month, in two days / weeks / months...

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I, you, we, they **will** work.

He, she, it **will** work.

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I, you, we, they **won't** work.

He, she, it **won't** work.

?

Will I, you, we, they work?

Will He, she, it work?

GOING TO (FUTURE)

Going to (Future) is used:

- to talk about things we are sure about or we have already decided to do in the near future
(I am going to buy a new bike [I have decided it]).
- when we can see that something is going to happen
(Look at those clouds. It's going to rain [We can see dark clouds in the sky]).
- to express a future intention or plan
(She is going to take a few weeks off next week [plan]).

Time expressions: this afternoon, tonight, tomorrow, next week / month / year, soon...

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I **am going to** work.

You, we, they **are going to** work.

He, she, it **is going to** work.

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I **am not going to** work.

You, we, they **are not going to** work.

He, she, it is not going to work.
?

Am I going to work?

Are You, we, they going to work?

Is He, she, it going to work?

PASSIVE VOICE

The passive voice is used:

- when the object of the action is more important than the subject
(They speak **English** all over the world → Active)
(**English** is spoken all over the world → Passive)
- when the agent (the person who does the action) is unknown, unimportant
(John was killed [we don't know who killed him]).
(The bridge was built [unimportant agent]).
- in news reports, formal notices, headlines, advertisement
(The whole area was flooded. Breakfast is served at 8.00).

ACTIVE: Shakespeare (subject, agent) wrote (verb) Hamlet (object).

PASSIVE: Hamlet (object) was written (verb) by Shakespeare (agent).

TIME	ACTIVE	PASSIVE
Present Simple	They make these cars in Japan.	These cars are made in Japan.
Present Continuous	She is typing a letter.	A letter is being typed.
Present Perfect	They have cleaned the house.	The house has been cleaned.
Past Simple	They ate all the food.	All the food was eaten.
Past Continuous	He was flying a plane.	A plane was being flown.
Future Simple	He will finish the work.	The work will be finished.
Going to (Future)	They are going to build a new factory	A new factory is going to be built.
Modals	You must keep dogs on the lead.	Dogs must be kept on the lead.