

PRESENT				
	PRESENT SIMPLE	PRESENT CONTINUOUS	PRESENT PERFECT SIMPLE	PRESENT PERFECT CONTINUOUS
FORM	infinitive or he/she/it + -s	to be (am/are/is) + infinitive + -ing	have/has + past participle	have/has + been + infinitive + -ing
TIME	always, never, frequently/often usually, seldom/rarely, nowadays every week/year, sometimes/ occasionally, from time to time	Now at the moment Look! Listen!	just yet never ever already so far, up to now, since for recently	all day the whole day how long since for
USE	-Facts and generalization -Habits and routines -Permanent situations -State verbs (e.g. be, have, think, know) -Fixed / official arrangement that we can't change -Narrations (e.g. telling a story or a joke)	-Present actions -Temporary actions -Longer actions in progress -Future (personal) arrangements and plans -Irritation over something or somebody in the present	-Actions which happened at an indefinite (unknown) time before now -Actions in the past which have an effect on the present moment -Actions which began in the past and continue in the present	-Actions that started in the past and continue in the present -Actions that have recently stopped
YES	He speaks.	He is speaking.	He has spoken.	He has been speaking.
?	Does he speak?	Is he speaking	Has he spoken?	Has he been speaking?
NO	He does not speak.	He is not speaking	He has not spoken	He has not been speaking

PAST PARTICIPLE - (infinitive + -ed) or (3rd irregular verb)

PAST

	PAST SIMPLE	PAST CONTINUOUS	PAST PERFECT SIMPLE	PAST PERFECT CONTINUOUS
FORM	infinitive + -ed or 2nd irregular verb	was/were + infinitive + -ing	had + past participle	had + been + infinitive + ing
TIME	last ago in 1990 yesterday	while	already just never	how long since for
USE	-Events in the past that are now finished -Situation in the past -A series of actions in the past	-Actions in progress (in the past) -Interrupted actions in progress (in the past) -Actions in progress at the same time (in the past). -Irritation over something or somebody (in the past) -Timid / polite question	-A completed action before another action in the past -Third conditional sentences -Reported speech -Dissatisfaction with the past	-Duration of a past action up to a certain point in the past -Third conditional sentences -Reported speech
YES	He spoke.	He was speaking.	He had spoken.	He had been speaking.
?	Did he speak?	Was he speaking?	Had he spoken?	Had he been speaking?
NO	He did not speak.	He was not speaking.	He had not spoken	He had not been speaking

FUTURE

	WILL FUTURE	GOING TO FUTURE	FUTURE CONTINUOUS	FUTURE PERFECT SIMPLE	FUTURE PERFECT CONTINUOUS
FORM	will + infinitive	be (am/are/is) + going to + infinitive	will + be + infinitive + ing	will + have + past participle	will + have + been + infinitive + ing
TIME					
USE	<ul style="list-style-type: none"> -Promises -Unplanned actions (spontaneous decisions) -Predictions based on experience or intuition -Habits (obstinate insistence, usually habitual) 	We use it to express predictions based on observing the present situation:	<ul style="list-style-type: none"> -Future actions in progress. -Guesses about the present or the future. -Polite questions about somebody's intentions*. 	-Actions that will be finished before some point in the future.	-Actions that will be in progress at a definite moment in the future.
YES	He will speak.	He is going to speak.	He will be speaking.	He will have spoken.	He will have been speaking.
?	Will he speak?	Is he going to speak?	Will he be speaking?	Will he have spoken?	Will he have been speaking?
NO	He will not speak.	He is not going to speak.	He will not be speaking	He will not have spoken.	He will not have been speaking