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| PRESENT | **A:** I work.  
He/she/it works.  
You/we/they work.  
**N:** I do not (don’t) work.  
He/she/it does not (doesn’t) work.  
You/we/they do not (don't) work.  
**Q:** Do I work?  
Does he/she/it work?  
Do you/we/they work? | 1-to talk about general truth and permanent actions(facts):  
The Earth rotates round its axis.  
It rains a lot in autumn.  
I speak English and French.  
2-to talk about repeated, customary actions:  
He gets up at 8 o'clock every morning.  
They never listen to their teacher.  
3-to talk about a planned future action (a timetable or schedule)  
The train leaves at 3 tomorrow. | always, every day/month/year  
ever, often, normally, seldom,  
sometimes, usually, twice a week/day..., all the time |
| PAST | Regular verbs + ed: worked, played,  
Irregular verbs – II column: went, ate | 1-talk about actions performed in the past (with finished time expressions):  
I met my friend yesterday.  
Did you go to the seaside last summer?  
2-to talk about a succession of past actions (stories):  
He opened the door, switched on the light and fed his cat.  
3- to talk about an action taking place in the middle of another action:  
He fell asleep while the teacher was explaining new grammar rules. | yesterday, 2 minutes/hours/days/years ago,  
in 1970, the other day, last month/year/week/Sunday |
| INDEFINITE (SIMPLE) | **A:** I worked/went.  
He/she/it worked/went.  
You/we/they worked/went.  
**N:** I did not (didn’t) work./go.  
He/she/it did not (didn’t) work./go.  
You/we/they did not (didn’t) work./go.  
**Q:** Did I work./go?  
Did he/she/it work./go?  
Did you/we/they work./go? | 1-to talk about future actions:  
I’ll call you tomorrow.  
Mary will get a present next month.  
2-to predict the future (with probably, I expect..., I’m sure..., (I) think..., don’t think, I wonder..., perhaps)  
I think it will rain tomorrow.  
Perhaps she’ll be late.  
I don’t think the exam will be very difficult.  
3- to express intention at the moment of decision:  
Do you like these shoes?  
- Yes, I’ll buy them.  
4-in the 1st type of conditional sentences  
If the weather is fine, we’ll go to the country. | tomorrow, the day after tomorrow, one of these days, next week/month/year etc., soon, in the near future, some day, in two days/five minutes/a month etc. |
| FUTURE | **A:** I/we shall**/will** work.  
He/she/it will work.  
You/they will work.  
**N:** I/we shall not (shan’t)** work.  
He/she/it will not (won’t) work.  
You/they will not (won’t) work.  
**Q:** Shall/will I/we work?  
Will he/she/it work?  
Will you/they work? | 1-to talk about future actions:  
I’ll call you tomorrow.  
Mary will get a present next month.  
2-to predict the future (with probably, I expect..., I’m sure..., (I) think..., don’t think, I wonder..., perhaps)  
I think it will rain tomorrow.  
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**NOTE!!!**  
Shall is used mostly in the questions shall I...?/shall we...?  
In spoken English we normally use I’ll and we’ll.
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| PRESENT | to be (am/is/are) + verb + -ing                  | 1-to talk about actions that are happening now, at the moment of speaking:  
Look! The boys are playing football. Hurry up! The train is coming.  
2-to talk about actions that are happening around now, but not exactly at the moment of speaking:  
We are studying very hard these days. We have to prepare for our exams.  
3-to speak about what you have already arranged to do:  
-What are you doing on Saturday?  
-I am meeting my friend at the station. She is arriving at 8 pm. | now, at the moment, at present; Look!, Listen! these days, this morning, today |
|        | A: I am (I'm) working. He/she/is is (he's) working. You/we/they are (we're) working.  
N: I am not (I'm not) working. He/she/it is not (isn't) working. You/we/they are not (aren't) working.  
Q: Am I working? Is he/she/it working? Are you/we/they working? | | |
| PAST   | to be(was/were) + verb + -ing                    | 1-to talk about a temporary action taking place at a given moment in the past:  
What were you doing at 6 o'clock yesterday?  
2-two or more actions happening at the same time in the past:  
She was cooking dinner and her kids were watching TV.  
3-action interrupted by another shorter action in the past:  
I was working on computer when the telephone rang.  
4-background information in a story:  
The sun was shining and the birds were singing... | at 6 o'clock yesterday, from 3 to 6 On Monday, when Mum came, while |
|        | A: I was working. He/she/it was working. You/we/they were working.  
N: I was not (wasn't) working. He/she/it was not (wasn't) working. You/we/they were not (weren't) working.  
Q: Was I working? Was he/she/it working? Were you/we/they working? | | |
| CONTINUOUS (PROGRESSIVE) | shall/will + be + verb + -ing | 1-to talk about an action at a particular moment in the future.  
The action will start before that moment but it will not have finished at that moment:  
I will be playing tennis at 10am tomorrow.  
This time on Sunday I'll be bathing in the sea.  
When you arrive, he will be waiting for you. | at 5 o'clock tomorrow, this time on Sunday, when I come |
|        | A: I/we shall* will be working. He/she/it will be working. You/they will be working.  
N: I/we shall not (shan't) will not (won’t) be working. He/she/it will not (won’t) be working. You/they will not (won’t) be working.  
Q: Shall/will I/we be working? Will he/she/it be working? Will you/they be working? | | |
| FUTURE | shall/will + be + verb + -ing | | |

*NOTE!!!  
Shall is used mostly in the questions. shall I...?/shall we...?  
In spoken English we normally use I'll and we'll.
## English Tenses

### TENSES

#### PRESENT

**AFFIRMATIVE - A**
- I/we/you/they have worked/gone.
- He/she/it has worked/gone.

**NEGATIVE - N**
- I/we/you/they have not (haven’t) worked/gone.
- He/she/it has not (hasn’t) worked/gone.

**QUESTION - Q**
- Have I/we/you/they worked/gone?
- Has he/she/it worked/gone?

### USE

- Is always connected with the present and the only thing which matters here is the result: the time when the action took place is of no importance:
  - I have lost my keys. I can’t open the door.
- 1-to talk about a completed action connected with the present:
  - I have seen this film and I can discuss it with you now.
- 2-questions in the Present Perfect never start with when:
  - When did you see this film?
- 3-with this morning/evening, today this week, this year (when the time periods are not finished at the time of speaking):
  - Have you called your mother today?

### TIME PHRASES

- already, ever, just, never, not yet, so far, till now, up to now, of late, lately, recently; with for and since; with This is the first time ...
- this morning/ evening, today, this week, this year

### PAST

**AFFIRMATIVE - A**
- I/we/you/they had worked/gone.
- He/she/it had worked/gone.

**NEGATIVE - N**
- I/we/you/they had not (hadn’t) worked/gone.
- He/she/it had not (hadn’t) worked/gone.

**QUESTION - Q**
- Had I/we/you/they worked/gone?
- Had he/she/it worked/gone?

### USE

- Denotes an action completed before a certain moment in the past; it is not used to denote a succession of actions (Past Simple):
  - She has already finished her work when he came.
- By the time the police arrived, he had already disappeared.
- 2-with the conjunctions (hardly/scarcely/nearly/barely + when…)
  - I had hardly done it when they came.
- No sooner had they arrived than it started to rain.

### TIME PHRASES

- when I entered, by 5 o’clock yesterday, (with the same adverbs as Present Perfect but in the past context); no sooner…than ...
- by this time tomorrow, by 2 o’clock tomorrow, when you come back

### FUTURE

**AFFIRMATIVE - A**
- I/we shall/will have worked/gone.
- He/she/it shall/will have worked/gone.
- You/they shall/will have worked/gone.

**NEGATIVE - N**
- I/we shall not (shan’t) have worked/gone.
- He/she/it shall not (shan’t) have worked/gone.
- You/they shall not (won’t) have worked/gone.

**QUESTION - Q**
- Shall/will I/we have worked/gone?
- Will he/she/it have worked/gone?
- Will you/they have worked/gone?

### USE

- Denotes an action completed before a definite moment in the future:
  - She will have finished this work by 2 o’clock tomorrow.
  - The film will have already started by the time we come. Hurry up!

### NOTE!!!

- Shall is used mostly in the questions shall I…? shall we…?
- In spoken English we normally use I’ll and we’ll.
**ENGLISH TENSES**

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<td><strong>PRESENT</strong></td>
<td>have/has + been + verb + -ing</td>
<td>1-to say how long things have been continuing up to now: I've been learning English for six years. It's been raining all day.</td>
<td>for, since; How long...?</td>
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<td></td>
<td><strong>Affirmative - A/Negative - N Question - Q</strong></td>
<td>2-to say how we have been filling our time (up to now) -Your hands are dirty. -I've been painting the walls.</td>
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<td>A: I/we/you/they have been working. He/she/it has been working.</td>
<td>1-denotes an action which began before a definite moment in the past, continued up to that moment and was still going on at the moment: We could not go out because it had been raining for two hours. 2-denotes an action which was no longer going on at a definite moment in the past, but which had been in progress not long before: The baby's face was red and wet. He had been crying.</td>
<td>since, for</td>
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<td><strong>Perfect Continuous</strong></td>
<td>3-denotes an action which will begin before a definite moment in the future, will continue up to the moment and will be going on at that moment: You will have been waiting for more than two hours when her plane finally arrives. In the fall I will have been studying here for 2 years. He will be tired when he arrives. He will have been travelling for 24 hours.</td>
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<td>N: I/we/you/they have not (haven't) been working. He/she/it has not (hasn't) been working.</td>
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<td><strong>FUTURE</strong></td>
<td><strong>NOTE!!!</strong> We don't use Present Perfect Cont. with be, know, have and other non-progressive verbs: How long have you had your car? (Present Perfect)</td>
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