

Tense

I. Simple Present

e.g. A bird flies

Birds fly

A child likes to play.

Children like to play

Rule: If the subject is singular, the verb is plural and vice-versa.

The Uses:

1. It is used to indicate a habitual action.

Note: The following adverbs are used to indicate a habit:

Daily, everyday, monthly, etc, regularly, punctually, generally, usually, normally, always,
sometimes, occasionally, often, never, hardly,
rarely, barely, seldom, etc

2. Universal Truth:

- E.g i) The Sun shines brightly.
- ii) The Earth rotates on its own axis.
- iii) The Earth -----round the Sun.
- iv) The Sun ----- in the East and ----- in the West.

3. General statement or a general fact which may be true for a particular period of time:

- E.g i) The weather is fine today.(be)
- ii) Girls speak more than boys.
- iii) Indian Express -----better than Times of India.(be)
- iv) A lion ----- (roar)
- v) Dogs -----(bark)
- vi) A hen ----- eggs.(lay)
- vii) It ----- heavily in Chirapunji.(rain)
- Viii) My watch -----good time. (keep)
- Ix) This machine ----- well.(work)

4. In place of future tense in a conditional Clause and a Clause of Time.

E.g i) I shall ----- out if it ----- raining. (go, stop)

ii) I shall ----- out when it ----- raining. (go, stop)

iii) I shall wait till he ----- his breakfast. (finish)

II Present Continuous : am/is /are + 'ing'

Eg It is raining outside.

They are going to college now.

I am attending lectures regularly now-a- days.

The boys are playing at the moment.

Negative:

Meenu -----to play now-a-days.(not come)

They -----attention to what I say.(not pay)

Interrogative:

-----he ----- now? (be, not complain)

-----we -----late today? (be, get)

The use of Present Continuous:

- 1. To indicate an action which may be going on at the time of speaking.
- The following adverbs are used to suggest an action which is in progress:
- E.g now, at present, presently, at the moment, currently, now-a –days, right now etc
- i) That girl ----- now. (sleep)
- ii) He ----- to college regularly now-a –days. (go)
- iii) Currently I ----- in a reputed firm. (work)
- iv) We ----- English lecture presently. (attend)
- v) They ----- the match at the moment, (watch)
- vi) She ----- in front of me right now. (sit)

2. To indicate an action which may not be going on at the time of speaking:

- Clue: when the activity is lengthy.

E.g i) I ----- Mahabharat. (read)

ii) My mother ----- (write) a poem.

iii) He ----- Karate. (learn)

3. To indicate an incomplete activity:

E.g i) The students ----- still ----- their H.W.(complete)

ii) They ----- yet ----- T.V (watch)

iii) He ----- still ----- in the same class.(study)

iv) She ----- still.(write)

- 4.To indicate some change in the action, behaviour, environment, etc

- Clue: When the place, time or the subject is fixed.

E.g i) Look, the Sun -----from behind the hills.(rise)

- ii) Wait, he ----- his lunch. (have)

- iii) It -----outside. (rain)

- iv) The baby -----in the cradle. (cry)

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- v) A dog ----- in the courtyard. (bark)

- A bird ----- a nest in my garden. (build)

- The children ----- inside.(play)

5 Adverbs like ‘always’, ‘constantly’, ‘continually’, ‘continuously’, etc + ‘ing’ are used to express annoyance. eg

i) They ----- continually ----- T.V (watch)

ii) Why -----you ---- constantly ----- in the campus? (loiter)

iii) He ----- continuously -----at her.(stare)

iv) She -----always found -----her.(chase)

Where not to use 'ing'

Certain verbs do not take 'ing'. They are as follows:

1. Verbs of Perception: (to perceive means to understand. Sensation+ meaning)
e.g see, notice, observe, hear, look, smell, taste, recognize, etc
2. Verbs of Emotion: love, hate, like dislike, want, need, wish, hope, desire, expect, aspire, deserve, accept, refuse, reject, etc
3. Verbs of Appearance: seem, look, appear
4. Verbs of Possession: possess, belong, own, owe, have, contain, consist, comprise
5. Verbs Related to mind: think/ suppose, imagine, believe, dare, remember, forget, mind,

III Present Perfect: has/ have + pp

Eg He has been ill for the last few days. (be)

I have known him for many years. (know)

I haven't seen her since last Sunday. (see)

(‘Since’ shows point of time and ‘for’ shows period of time)

The Use: 1. To indicate an action which has been completed in the immediate past:

Eg : i) The program has just begun. (begin)

ii) He -----just----- (enter)

iii) The baby ----- just ----- (sleep)

iv) It ----- just ----- ten. (strike)

v) They all ----- just ----- .(leave)

vi) She----- just ----- the lecture.(finish)

vii) I -----just ----- my dinner.(have)

viii) Q. Have you----- your dinner?(have) Q. Did you -----your lunch on time yesterday?

Ans : I have had it early tonight.

Ans. Yes I had it a bit late yesterday.

ix) -----they all -----attended today's lecture?

Negative: I -----to what you have said.(not hear)

She -----writing since then.(not stop)

Interrogative: ----- you -----your books? (bring)

-----you -----down the notes? (take)

-----he -----the evidence? (destroy)

2. To indicate an action which has some relevance with the present.

Eg i) I ----- Indira Gandhi.(see) past tense

- ii) I ----- Sonia Gandhi.(see)
- iii) I ----- that movie. (see) past tense
- iv) I ----- that movie but I want to see it again. Can you arrange the ticket for me?
- v) I ----- the Taj. (see)
- vi) I----- never----- to Delhi.(be)
- Vii) Sonal -----never ----- her cousin.(meet)
- Viii) Sonal never ----- her cousin till she was alive.(meet) past tense
- ix) -----you ever visited this place?(have)
- x) ----- -you ever visited this place?(have not)
- xi) -----you ever----- to the Taj Mahal? (be)

3. To indicate an action the result/ effect of which is more important rather than the action itself.

i) Our lift ----- . We are still going by stairs.(break)

ii) He ----- all the biscuits. Now there is none left for you. (eat)

iii) I ----- my work. Now I am free.(finish)

iv) She ----- her finger. It is still bleeding. (cut)

v) Madam ----- just ----- us two assignments so far. (send)

vi) He ----- the H.W of just three subjects today. (complete)

4. To indicate an action the exact time of which is not known or given.

E.g i) I ----- the Holy Quran. (read)

ii) I Madhu for months. (not see)

iii) She ill since last Friday. (be)

The present Perfect is often used with the following time expressions:

Until now, so far, lately, not yet, recently, in recent years, for many years, over the last few years, in the past few months, since, for, etc

i) Until now I many awards.(achieve)

ii) Inot yetmy assignments.(complete)

iii) I not them recently.(see)

iv) Therea lot of unemployment in the past few months.(be)

v) So far the car..... only 1000 kms distance.(cover)

vi) The world a lot of recession in recent years.(undergo)

vii) He not his cousin for many years.(meet)

viii) The inflationto a great extent in the past few months.(increase)

ix) Until now they ----- 50 scores. (lose)

IV. Simple Past: was/were

- i) She ----- quite unwell last week.(be)
- ii) They all ----- happy to see each other after a long time.(be)
- iii) Yesterday I ----- a wounded bird. (see)
- iv) Last night I----- an old friend of mine. (meet)
- v) I ----- a new house last month. (buy)
- vi) He ----- to bring his note-book yesterday. (forget)
- vii) They ----- him home last week. (bring)
- viii) In 1991 there ---- a war in the Persian Gulf.(be)
- ix) In 1953 Edmund Hillary and Tensing first ----- Everest.(climb)
- x) Geeta her cousin till she was alive. (meet)
- xi) Later, the village people To retrieve their children.(come)
- xii) The people..... to starve.(begin)

Negative:

- xiii) My village ----- so much developed some ten years ago.(be not)
- xiv) Our ancestors -----so careless about the nature as we are. (be not)
- xv) -----he speak well with you last time? (do)
- xvi) -----he so disturbed as not to have paid attention to you? (be)

The Use:

1. It is used to indicate a past habit:

- i) Everyday she-----an umbrella last month. (carry)
- ii) Daily he ----- his first lecture during his college days.(miss)
- iii) She ----- late to reach when in school.(be)
- iv)They hardly ----- last year. (study)
- v)She ----- to the Church every Sunday two years before.(go)

2. It is used to indicate a completed activity/ event in the past:

- i) I -----my work last night.(do)
- ii) Pandavas ----- Kauravas.(defeat)
- iii) Last night some thieves ----- in my house(enter)
- iv) I ---- my finger yesterday. (cut)

3. With the past continuous: E.g

- i) He an accident while he -----his car. (meet, drive)
- ii) I ----- a strange creature while I ----- the road. (see, cross)
- iii) She ----- a loud noise while she ----- .(hear, sleep)
- iv) The light ----- off while I ----- my clothes.(go, iron)
- v) It ----- heavily when I ----- out of college.(rain, step)
- vi) My mother ----- still ----- when the guests ----- yesterday. (cook, arrive)
- vii) We ----- still ----- our H.W when the teacher ----- (do, enter)
- viii) When I ----- to his place last Sunday, he ----- chess.(go, play)

4. With the past perfect:

- i) Last week the bell ----- before I ----- the classroom. (go, enter)
- ii) The train -----before I ----- the station yesterday. (leave, reach)
- iii) When our father ----- back home, we ----- our work already.(reach, finish)
- iv) The patient ----- before the ambulance ----- the hospital.(die, reach)
- v) He -----married by the time he----- working.(get, started)
- vi) I ----- my town again ten years after I -----it and found that it -----completely changed.(visit, leave,have)

V Present Perfect Continuous: has/ have been + 'ing'

It is used to indicate an action some of which is over and some is still going on.

- eg i) I have been doing my work since last Sunday. (do)
- ii) She has been learning 'Kathak' for the last two weeks. (learn)
- iii) They ----- their guru since their childhood. (follow)
- iv) It ----- all morning. (rain)
- v) The baby ----- the whole day. (cry)
- vi) He ----- the book for two hours. (not read)
- vii) ----- they ----- the lunch since 2 O'clock? (eat)
- viii) She ----- English for three years but can't ----- a word. (learn, speak)
- ix) ----- they ----- a song for two days? (rehearse)

VI Past Perfect Continuous: had + been + 'ing'

It is used to indicate an action some of which was over sometimes in the past and some was still going on for some time.

- eg i) I ----- my work since last Sunday that year. (do)
- ii) She ----- 'Kathak' for the last two weeks last month. (learn)
- iii) They ----- their guru since their childhood during those days. (follow)
- iv) She ----- for three years but couldn't ----- a word. (learn, speak)
- vi) You ----- for two hours daily for the final show last time. (practise)
- vii) They ----- for exams for the whole yesteryear. (not prepare)
- viii) ----- they ----- the tables regularly during their school days? (memorize)

VII Past Continuous: was/were + 'ing'

It is used to indicate an action which was going on sometime in the past.

E g: i) When I went to his place he was doing his H.W.(go)

ii) It ----- raining while we ----- outside.(start, play)

iii) She ----- her car when she ----- an accident. (drive, meet)

iv) Last night the light----- off, when I ----- my clothes .(go, iron)

v) When our guests ----- yesterday, my mother -----still----- food.(arrive, prepare)

vi) Yesterday we ----- our work still, when the bell -----(do, ring)

vii) Last night I ----- a loud noise while I------(hear, sleep)

viii) They -----yet-----T.V when I ----- their place. (watch, visit)

ix) My sister ----- the plants when I ----- home. (water, reach)

X) The child ----- from morning till late evening yesterday. (playing)

xi) The audience----- when the show -----on.(doze, go)

xii) The child -----anything yesterday. (be not)

xiii) They -----obeying the orders at all during their training.(be not)

xiv)-----he ----- when the accident ----- place.(be, take)

xv) -----you still -----in the same house that time which you ----- some 20 years ago? (be, purchase)

VIII Past Perfect: had+ pp

It is used to indicate a completed action before another action took place in the past.

- E g i) The bell had rung before I could ----- my paper(finish)
- ii) Yesterday the train ----- before I -----the station. (leave, reach)
- iii) It -----raining when I ----- for college last Monday.(stop, leave)
- iv) We ----- our work already before our father -----(finish, arrive)
- v) The teacher -----the lecture last week when I ----- the class.(finish, enter)
- vi) When I ----- out of my house last night, it -----raining.(step, start)
- vii) Before the police could stop him, he ----- (flee) from the site.
- viii) The pilot ----- the balance well before it -----.(maintain, crash land)
- ix) Last week I -----my lesson before the teacher ----- .(not learn, arrive)
- x) They -----cricket when the referee----- .(not play, come)
- xi) She ----- the food before he ----- .(not cook, arrive)
- xii) ----- they -----an essay before the teacher -----. (write, come)
- xiii) -----he ----- the lunch when you -----to meet him.(eat, go)
- xiv) -----she -----the activities before the bell -----during her online exam? (complete, ring)

IX Simple Future:

i/We shall will +verb

He/She/It/They/You will +verb

- **Affirmative:** i) I shall do my work late today.

ii) He will begin his day early today.

iii) We shall continue this game tomorrow.

Iv)They will finish their assignments by tomorrow.

v) It will show good results if it is handled properly.

Negative:

vi) They ----- a letter.(not write)

vii) She ----- cook the food today.(not cook)

x) She -----silent when the need ----- (not remain, arise)

xi) The driver -----if they chase the car.(not stop)

xii) We -----you if you don't complete all your formalities.(not admit)

xiii) You ----- if you don't complete all your formalities.(not admit)

xiv) We -----be ----- to enter the hostel after 8 pm now onwards.(not permit)(passive voice)

xiii) He -----definitely be ----- waiting till another passenger -----(will not keep, arrive) (passive voice)

Interrogative:

viii) -----he -----his task today? (complete)

ix) -----we -----cricket in the evening today? (play)

xiv) -----she be----- to enter the premises after all her misbehaviour?(allow)(pv)

xiii) ----- we ----- in their personal matter? (interfere)

xiv) -----I be ----- if I park my bike here? (fine) (passive voice)

X Future Continuous: Shall be/ Will be+ 'ing'

- It expresses the continuity of action in future.

Eg i) When I-----to his place tomorrow, he-----cricket. (go, play)

ii) When he -----to meet tomorrow, I ----- busy -----my notes.(come, prepare)

iii) When the Principal -----the class in the morning, the children ----- their H.W still.(enter, do)

iv) When we -----the village, the sarpanch -----busy ----- the people for the meeting.(visit, gather)

v) When I -----home, my dog -----at the gate waiting for me.(reach, stand)

vi) When our guests -----next week, we ----- still -----our things at home.(arrive, arrange)

vii) When you ----- to my place-----I -----(come, not play)

viii) When my friends ----- home , you -----still. (come, write)

ix) -----they -----well in their exam tomorrow? (do)

x) -----they ----- their lunch when I -----their place?(have, go)

xi) If I miss the train, I ----- for another train to come.(not wait)

XI Future Perfect: Shall/Will have + pp

- It expresses the completion of action in future.

- Eg i) Before the teacher -----, I-----the class already.(enter, reach)
- ii) I-----my notes before the bell ----- .(complete, ring)
- iii)It ----- raining, before I -----out of my house.(stop, step)
- iv) All the children -----the school, before the inspector -----(leave, arrive)
- v) By the time our mother ----- home, we ----- our H.W (come, complete)
- vi) When our teacher -----, we ----- our work.(arrive, not finish)
- vii) They ----- to the market by 4 today.(not go)
- viii) We -----a letter before the bell -----.(not write, ring)
- ix) He -----the amount before I -----him.(not withdraw, reach)
- x) -----I -----my lessons by then? (learn)

XII Future Perfect Continuous : Shall/Will have been + 'ing'

- It is used to indicate an action which will have been completed to some extent in the future and it will be continued for some time.

eg i) Sheela ----- French for four months next year.(learn)

ii) Shirish ----- his Law for three years in 2023. (do)

iii) They -----for hours when they are in XII .(study)

iv) He ----- a letter since morning tomorrow.(write)

v) We ----- hockey for ten days next month.(play)

Negative:

vi) If I miss the train, I -----for the next two hours for the next train to arrive.(not wait)

vii) ----it -----for hours next week? (rain)

Interrogative:

viii) -----I ----- for hours when I join medicine? (study)

ix) -----they ----- for many days in future? (practise)