

# REVISION OF TENSES

The background of the page is a light blue gradient. On the right side, there are several overlapping, wavy lines in shades of yellow, orange, and red, creating a sense of motion and depth. The lines are most prominent in the lower right quadrant and fade out towards the top right.

This revision highlights the ten tenses studied in *Headway Elementary* and *Headway Pre-Intermediate*.

Present Simple  
Past Simple  
Present Continuous  
Going to Future  
Present Perfect  
Past Continuous  
Shall / Will Future  
Present Perfect Continuous  
Past Perfect  
Past Perfect Continuous

List of irregular verbs

# PRESENT SIMPLE

## FORM

I/we/you/they	<b>sleep</b>
he/she/(it)	<b>sleeps!!!</b>

- \* If the **question word** ("who" or "what") is **not** the **subject** or part of the subject, questions are made **with** the auxiliary verb "**do / does**" + **infinitive** (work/do/listen, etc.)

Who What What Who	<b>do</b> <b>do</b> <b>does</b> <b>does</b>	you they she Paul	<b>work</b> <b>do?</b> <b>listen</b> <b>love?</b>	for? to?
QW	AV	S	V	PREP

- \* If the **question word** ("who" or "what") **is** the **subject** or part of the subject, questions are made **without** the auxiliary verb "do / does".

Who Who	<b>works</b> <b>loves</b>	for	you? Paul?
QW	V	PREP	O

- \* Negatives sentences are made with the auxiliary verb "**don't / doesn't**" + **infinitive**.

## USE

We use the present simple **to talk about things in general**, i.e. to say that **something happens all the time** or **repeatedly**. It is not important whether the action is happening at the time of speaking.

## KEYWORDS

always often every day sometimes usually repeatedly regularly never on Mondays (= every Monday)
---

**Examples:**

The earth **goes** round the sun.  
 Nurses **look** after patients in hospitals.  
 In Britain most shops **close** at 5 pm.

**THE POSITION OF ADVERBS OF FREQUENCY**

Jenny She She She doesn't She can	<b>usually</b> <b>sometimes</b> <b>never</b> <b>always</b> <b>normally</b>	gets up takes sings. have walk	at half past seven. a shower. time for breakfast. to school.
S AV	<b>ADVERB</b>	V	O

**Adverbs of frequency always precede the main verb.**

# PAST SIMPLE

## FORM

- \* Very often the past simple ends in "**-ed**" (*regular verbs*).
  - We invited**ed** them to our party but they decided**ed** not to come.
  - The police arrested**ed** the criminal last night.
- \* Many important verbs, however, are *irregular*. This means that the past simple does not end in "**-ed**".

leave go cost	<b>left</b> <b>went</b> <b>cost</b>	We all <b>left</b> the party at 11 o'clock. Yesterday I <b>went</b> to the cinema. This house <b>cost</b> £ 35,000 in 2009.
---------------------	---	---

- \* In questions and negatives we use "**did / didn't**" + *infinitive* (**enjoy/see/go**, etc).

I she they	<b>enjoyed</b> <b>saw</b> <b>went</b>	<b>Did</b>	you she they	<b>enjoy?</b> <b>see?</b> <b>go?</b>	I she they	<b>didn't</b>	<b>enjoy</b> <b>see</b> <b>go</b>
------------------	---	------------	--------------------	--	------------------	---------------	---

- A: **Did** you **go** out last night?  
B: Yes, I **went** to the cinema but I **didn't enjoy** the film very much.
  - "When **did** Amy Whinehouse **die**?" "About two months ago."
- \* Be careful when "*do*" is the main verb of the sentence.
    - "What **did** you **do** at the weekend?" - "I **didn't do** anything."
  - \* The past of "*be*" is "**was / were**".

I / he / she / it we / you / they	<b>was / wasn't</b> <b>weren't</b>
--------------------------------------	---------------------------------------

Note that we do **not** use "*did*" in negatives and questions with "*was / were*".

- **Was** the weather good when you **were** on holiday?
- They **weren't** able to come because they **were** so busy.
- **Did** you **go** out last night or **were** you too tired?

USE

The past simple tense is the one most often used to talk about the past. It can refer to **short, quickly finished actions and events**, to **longer actions and situations**, and to **repeated happenings**.

**KEYWORDS**

yesterday  
last night (week, month, year)  
in 1985  
when I was a child  
three days ago

**Examples:**

- I **lived** in Scotland until I was twenty-five.
- When I was a child we always **went** to the seaside in July.
- He **broke** his arm five days ago.

# PRESENT CONTINUOUS

## FORM

I he/she/it we/they/you	<b>am</b> <b>is</b> <b>are</b>	(= I'm) (= he's, etc.) (= we're, etc.)	<b>drinking</b>
-------------------------------	--------------------------------------	--	-----------------

## USE

1. We use the present continuous to talk about something that is **in progress at or around the moment of speaking**.

### KEYWORDS

now at the moment at present today	tonight this morning Look! Listen!
---	---

### Examples:

- What **is** Janet **doing**? - She's **writing** a letter.
- I **am learning** English at the moment.
- Listen! The bell **is ringing**.

2. The present continuous can also describe **activities happening in the near future**.

### KEYWORDS

soon tonight later this afternoon tomorrow
--

### Examples:

- We **are leaving** soon.
- I'm **playing** tennis this afternoon.
- They're **going** on holiday tomorrow.

## COMPARE THE PRESENT CONTINUOUS AND THE PRESENT SIMPLE

<p>What <b>is</b> Janet <b>doing</b>?                  She <b>is writing</b> a letter.                  I <b>am learning</b> English at this moment.                  Mother <b>is cooking</b> now.                  Look! That boy <b>is smoking</b> a cigarette.                  Listen! The bell <b>is ringing</b>.                  Be quiet! I <b>am working</b>.                  It is 1 p.m. Janet <b>is having</b> lunch.                  Peter <b>isn't working</b> today.                  Jane <b>is getting</b> up late this morning.                  They <b>are watching</b> television <b>this evening</b>.</p>	<p>What <b>does</b> she <b>do</b>? She's a secretary.                  She often <b>writes</b> letters.                  I <b>learn</b> English five times a week.                  She always <b>cooks</b> in the morning.                  He sometimes <b>smokes</b> a cigarette.                  The bell always <b>rings</b> at 2 o'clock.                  I usually <b>work</b> hard at this time.                  She usually <b>has</b> lunch at 1 p.m.                  He never <b>works</b> on Sundays.                  She <b>gets</b> up late in the mornings.                  They often watch television <b>in the evening</b>.</p>
--	---

- 3.** We use continuous tenses only for actions and happenings (to eat / to rain, etc.). Some verbs are not action verbs, but **state verbs**, and they are **not normally used in the continuous**.

The following verbs are not normally used in continuous tenses:

see	want	realize	believe	be
hear	love	understand	expect	seem
smell	hate	know	remember	belong
notice	like	mean	forget	own
recognize	think	suppose	mind	contain
				matter

# GOING TO FUTURE

## FORM

I he/she/it we/you/they	<b>am</b> <b>is</b> <b>are</b>	<b>going to learn</b>
-------------------------------	--------------------------------------	-----------------------

## USE

1. We use the going to (or near) future to express a person's **plans** or **intentions**.
  - Tallie and I **are going to watch** *Cowboys and Aliens* tonight.
  - I hear Ann has won a lot of money. What **is** she **going to do** with it?  
I've heard she's **going to travel** round the world.
  - This food looks terrible. I'**m** not **going to eat** it.
  
2. We also use *going to* to say **what we think will happen**, i.e. to **make a prediction about the future**. Usually there is something in the present situation that makes the speaker sure about what is going to happen.
  - Look at those black clouds! It's **going to rain**. (the clouds are there *now*)
  - Oh, I feel terrible! I think I'**m** **going to be sick**. (I feel terrible *now*)

# PRESENT PERFECT

## FORM

I/we/you/they	<b>have</b>	<b>finished</b> <b>lost</b>
he/she/it	<b>has</b>	<b>done</b> <b>been</b>
		<b>Past Participle</b>

\* The past participle often ends in “-ed” (kissed, asked, etc.), but many important verbs are *irregular* (caught, given, lost, done, etc.). (cf. Appendix: List of irregular verbs)

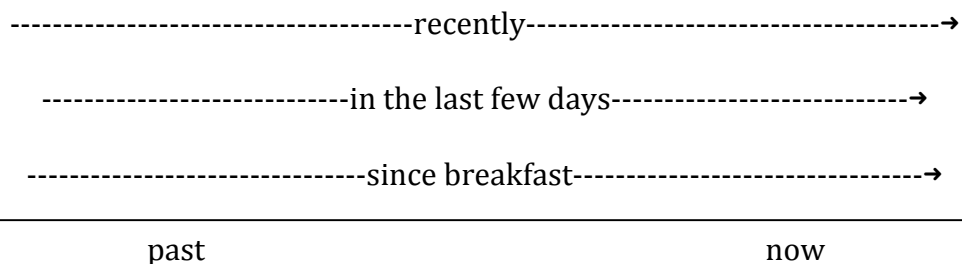
## USE

1. When we talk about a **period of time that continues from the past until now**, we use the present perfect. There is a **connection with the present**, the action in the past has a result **now**.

- “Where’s your key?” - “I don’t know. **I’ve lost** it.” (= I haven’t got it **now**)
- “**Have** you **read** *Hamlet*?” - “No, I **haven’t read** any of Shakespeare’s plays.”
- Susan really loves that film. She’s **seen** it eight times!

In the following examples too the speakers are talking about a period that continues until now.

- **Have** you **heard** from George **recently**?
- **I’ve met** a lot of people **in the last few days**.
- Everything is going well. I **haven’t had** any problems **so far**.
- I’m hungry. I **haven’t eaten** anything **since breakfast**. (= from breakfast until now)



2. We use the present perfect with “**today / this morning / this evening**, etc.” when these periods are not finished at the time of speaking.
- I’ve drunk four cups of coffee **today**. (I may drink more before today is finished)
  - I **haven’t seen** Tom **this morning**. **Have** you?
3. We use it with “**already**” to say that something has happened sooner than expected.
- Mike **has already gone** back to the United States.
4. We use it with “**since**” and “**for**”. Both “since” and “for” are used to say how long something has been happening.

We use “ <b>since</b> ” when we say the <b>start of a period</b> (8 o’clock, Monday, 1985, etc.)	We use “for” when we say a period of time (two hours, six weeks, etc.)
I’ve waited <b>since eight o’clock</b> .	I’ve waited <b>for two hours</b> .
<b>since</b>	<b>for</b>
8 o’clock      1977 Monday        Christmas 23 <sup>rd</sup> June      lunchtime April            they were kids	two hours      a week five days       50 years six months     a long time 20 minutes     ages

## KEYWORDS

just (= a short time ago)	recently
already	in the last few days (months, years,
etc.)yet (= until now)	so far
since	today
for	this morning / this evening
how long?	

### Examples:

- “Would you like something to eat?” - “No, thanks. **I’ve just had** lunch.”
- “What time is Mark leaving?” - “He **has already left**.”
- “**Has it stopped** raining **yet**?”
- I’ve written the letter but I **haven’t posted** it **yet**.

## COMPARE THE PRESENT PERFECT AND THE PAST SIMPLE

<p>The <b>present perfect</b> is a <b>present</b> tense. It always tells us something about <b>now</b>.</p> <p>Tom <b>has lost</b> his key. ( = He doesn't have his key <b>now</b>.)</p>	<p>The <b>past simple</b> tells us only about the <b>past</b>.</p> <p>Tom <b>lost</b> his key. (We don't know whether he has it now or not.)</p>
	<p>If there is <b>no connection with the present</b> (for example, things that happened a long time ago), <b>use the past simple</b>.</p> <p>The Chinese <b>invented</b> printing. How many plays <b>did</b> Shakespeare <b>write</b>? Beethoven <b>was</b> a great composer.</p>
<p>It <b>hasn't rained this week</b>. <b>Have you seen</b> Ann this morning? (<b>It is still morning</b>) <b>Have you seen</b> Mike <b>recently</b>? Ian <b>lives in London</b>. He <b>has lived</b> there for seven years. We've <b>waited</b> for an hour. ( = <b>We're still waiting</b>)</p>	<p>It <b>didn't rain last week</b>. <b>Did you see</b> Ann this morning? (<b>It is now afternoon or evening</b>) <b>Did you see</b> Mike <b>last Sunday</b>? Ian <b>lived</b> in Scotland for ten years. Now he lives in London. We <b>waited</b> (or: <b>were waiting</b>) for an hour. ( = <b>We are no longer waiting</b>)</p>

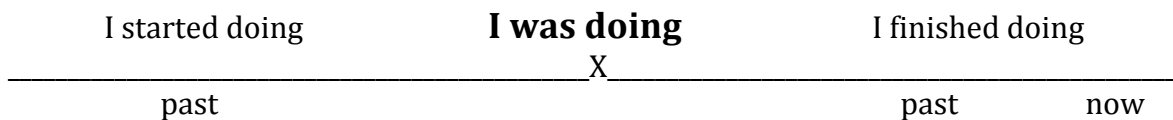
# PAST CONTINUOUS

## FORM

I/he/she/it	<b>was</b>	<b>studying</b>
we/you/they	<b>were</b>	

## USE

1. We use the past continuous **to say that someone was in the middle of doing something at a certain time**. The action or situation had already started before this time but hadn't finished:



- This time last year I **was living** in Scotland.
  - What **were** you **doing** at 10 o'clock last night?
2. The past continuous is very often used in a sentence together with a past simple tense. When this happens, **the past continuous usually refers to a longer “background” action or situation; the past simple usually refers to a shorter action or event** that happened in the middle of the longer one, or interrupted it.
- While I **was having** my bath, the telephone **rang**.
  - Paul **was dancing**, but when he **saw** me, he **stopped**.

However, when we want to say that one thing happened **after** another, we use the past simple.

- Yesterday evening Tom was having a bath when the phone rang. He **got** out of the bath and **answered** it.

**COMPARE THE PAST CONTINUOUS AND THE PAST SIMPLE**

Past continuous ( <i>in the middle of an action</i> )	Past simple ( <i>complete action</i> )
<p>I <b>was walking</b> home when I met Dave ( = in the middle of walking home) Ann <b>was watching</b> TV when the phone rang. When she arrived I <b>was telephoning</b> Harry. ( = she arrived during my telephone call.)</p>	<p>I <b>walked</b> home after the party last night. ( = all the way, completely) Anne <b>watched</b> TV a lot when she was ill last year. When she arrived I <b>telephoned</b> Harry. ( = I telephoned after her arrival)</p>

# SHALL / WILL FUTURE

## FORM

**"will" + infinitive** (without "to")

- \* In affirmative sentences, the contracted form **"'ll"** is common (particularly after pronoun subjects); the negative contraction is **"won't"**.
  - **I'll** probably never **be** rich.
  - "Where **will** you **be** this time tomorrow?" - "I certainly **won't** be at home!"
- \* **"Shall"** is also possible in the first person singular and plural ("I" and "we"). The contraction is **"'ll"**, and the negative contraction is **"shan't"**.
  - I **shall** marry him!
  - We **shan't have** much time to see your mother.

## USE

We often use "will" in the following situations:

- 1.** to express a **future decision** or **intention made at the moment of speaking**.
  - "It's Jane's birthday." - "Is it? **I'll buy** her some flowers."
  - "Which do you want? The blue or the red one?" - "**I'll take** the red one. Thank you!"
- 2.** to express an **offer**.
  - That bag looks heavy. **I'll help** you carry it.
  - "I need some money." - "Don't worry. **I'll lend** you some."
- 3.** to **promise** to do something.
  - I **won't tell** Tom what you said. I promise.
  - Thank you for lending me the money. **I'll pay** you back on Friday.
- 4.** to **ask someone to do something** (Will you ...?)
  - **Will you shut** the door, please?
  - **Will you please be** quiet? I'm trying to concentrate.

Note that we use “**shall**” (NOT “will”) in **questions**, “shall I...?” and “shall we?” for **offers**, **suggestions**, etc.:

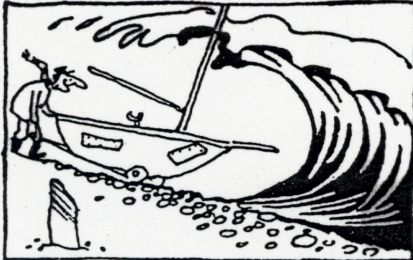
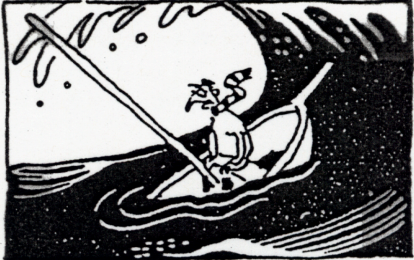


- **Shall I open** the window? (= Do you want me to open the window?)
- Where **shall we go** this evening?

## "WILL" OR "GOING TO"?

1. We use both "will" and "going to" to talk about what we intend to do, but there is a difference.

<p>We use “<b>will</b>” when we <b>decide</b> to do something <b>at the moment of speaking</b>.</p>	<p>We use “<b>going to</b>” when we have <b>already decided</b> to do something.</p>
<p>“Oh dear! I’ve spilt some wine on my jacket!” - “Don’t worry. <b>I’ll clean</b> it for you.”</p> <p>“What shall I do tomorrow?” - “I know! <b>I’ll paint</b> the kitchen.”</p>	<p>“Why have you moved all the furniture out of this room?” - “I’m <b>going to clean</b> the carpet.”</p> <p>“Why are you putting on those old clothes?” - “<b>I’m going to paint</b> the kitchen.”</p>

2. We use both “**will**” and “**going to**” in predictions about the future, but there is a difference.

<p>We use “<b>will</b>” to talk about what we <b>think or believe</b> will happen in the future.</p>	<p>We use “<b>going to</b>” to talk about <b>something</b> in the future <b>which we can see as a result of something in the present</b>.</p>
	
<p><i>That boat doesn't look very safe. It'll sink in that heavy sea.</i></p>	<p><i>Look at that boat! It's going to sink.</i></p>
	
<p><i>Don't climb up that tree. You'll fall and hurt yourself.</i></p>	<p><i>Look out! You're going to fall!</i></p>

# PRESENT PERFECT CONTINUOUS

## FORM

I/we/you/they	<b>have</b>	<b>been</b>	<b>learning</b>
he/she/it	<b>has</b>		
			<b>Pres. Participle</b>

## USE

1. The present perfect continuous is used to express an **activity which continues to the present**.
    - We've **been waiting** here for hours!
    - It's **been raining** for days.
  2. It is also used to refer to an **activity with a result in the present**.
    - I'm hot because I've **been running**.
    - Her shoes are muddy. She's **been digging** the garden.
- \* Sometimes there is little or no difference in meaning between the present perfect simple and continuous.
- How long **have** you **worked** here?
  - How long **have** you been **working** here?

However, present perfect simple and continuous are not always interchangeable.

PRESENT PERFECT SIMPLE	PRESENT PERFECT CONTINUOUS
<p><b>Verbs</b> that have the <b>idea</b> of a <b>short time</b>, for example, “find”, “start”, “buy”, “travel”, “die”, “lose”, “break”, “stop”, etc. are usually used in form. the <b>simple</b> form.</p> <p><b>I’ve bought</b> a new dress. My cat <b>has died</b>.</p> <p>His sister <b>has broken</b> her arm.</p>	<p><b>Verbs</b> that have the <b>idea</b> of a <b>long time</b>, for example, “wait”, “work”, “learn”, “play”, etc. tend to be used in the <b>continuous</b></p> <p><b>I’ve been playing</b> tennis since 2001. <b>We’ve been learning</b> English for a year. <b>He’s been waiting</b> for ages.</p>
<p><b>Verbs that express a state</b>, for example, “like”, “love”, “know”, “have” (= possess) are used in the <b>simple</b> form.</p> <p><b>We’ve known</b> each other for years. <b>She’s loved</b> him since she met him. How long <b>have</b> they <b>had</b> that car?</p>	
<p>We use the <b>simple</b> form to say <b>how much</b> we have done, <b>how many things</b> we have done, or <b>how many times</b> we have done something.</p> <p>Ann <b>has written ten letters</b> today. <b>How many pages</b> of that book <b>have</b> you <b>read</b>?</p>	<p>We use the <b>continuous</b> form to say we <b>how long</b> something has been happening:</p> <p>Ann <b>has been writing</b> letters <b>all day</b>. <b>How long have</b> you <b>been reading</b> that book?</p>

PRESENT PERFECT SIMPLE	PRESENT PERFECT CONTINUOUS
<p>When we are <b>interested in the result</b> of an activity, not the activity itself, we tend to use the <b>simple</b> form.</p> <p>The car is going again now. Tom <b>has repaired</b> it. Somebody <b>has smoked</b> all my cigarettes. The packet is empty.</p>	<p>When it does not matter whether something has been finished or not, i.e. when we are <b>interested in the activity itself</b>, we tend to use the <b>continuous</b> form.</p> <p>Tom’s hands are very dirty. He <b>has been repairing</b> his car. <b>You’ve been smoking</b> too much recently. You should smoke less.</p>

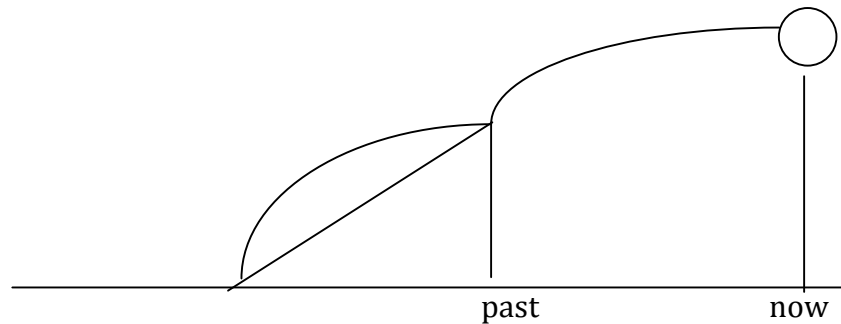
# PAST PERFECT

## FORM

**"had"** + **verb** + **"-ed"** (past participle)

## USE

- \* The past perfect is **used to express an action in the past that happened before another action in the past.**



- When the soldiers returned after the Second World War, the Germans **had** already **destroyed** their village.
- George didn't want to come to the cinema with us because he **had** already **seen** the film twice.
- It was my first time in an aeroplane. I was very nervous because I **hadn't flown** before.

- \* Notice the use of the past perfect and the past simple in the following sentences:

<p>"Was Tom there when you arrived?" "No, he <b>had already gone</b> home."</p> <p>Ann <b>wasn't</b> in when I phoned her. She <b>was</b> in London.</p>	<p>"Was Tom there when you arrived?" "Yes, but he <b>went</b> home soon afterwards."</p> <p>Ann <b>had</b> just <b>got</b> home when I phoned her. She <b>had been</b> in London.</p>
--	---

# PAST PERFECT CONTINUOUS

## FORM

**had been + “-ing”** (present participle)

## USE

\* We use the past perfect continuous **to say how long something had been happening before something else happened.**

- The football match had to be stopped. They **had been playing** for half an hour when there was a terrible storm.
- Ken **had been smoking** for 30 years when he finally gave it up.

## COMPARE THE PAST PERFECT CONTINUOUS AND THE PAST CONTINUOUS

Past perfect continuous	Past continuous
When I looked out of the window, it <b>had been raining</b> . (= It wasn't raining when I looked out; it had stopped.)	When I looked out of the window, it <b>was raining</b> . (= Rain was falling at the time I looked out.)

## List of irregular verbs

<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>	<i>infinitive</i>	<i>past simple</i>	<i>past participle</i>
be	was/were	been	light	lit	lit
beat	beat	beaten	lose	lost	lost
become	became	become	make	made	made
begin	began	begun	mean	meant	meant
bend	bent	bent	meet	met	met
bet	bet	bet	pay	paid	paid
bite	bit	bitten	put	put	put
blow	blew	blown	read	read [red]*	read [red]*
break	broke	broken	ride	rode	ridden
bring	brought	brought	ring	rang	rung
broadcast	broadcast	broadcast	rise	rose	risen
build	built	built	run	ran	run
burst	burst	burst	say	said	said
buy	bought	bought	see	saw	seen
catch	caught	caught	seek	sought	sought
choose	chose	chosen	sell	sold	sold
come	came	come	send	sent	sent
cost	cost	cost	set	set	set
creep	crept	crept	sew	sewed	sewn/sewed
cut	cut	cut	shake	shook	shaken
deal	dealt	dealt	shine	shone	shone
dig	dug	dug	shoot	shot	shot
do	did	done	show	showed	shown/showed
draw	drew	drawn	shrink	shrank	shrunk
drink	drank	drunk	shut	shut	shut
drive	drove	driven	sing	sang	sung
eat	ate	eaten	sink	sank	sunk
fall	fell	fallen	sit	sat	sat
feed	fed	fed	sleep	slept	slept
feel	felt	felt	slide	slid	slid
fight	fought	fought	speak	spoke	spoken
find	found	found	spend	spent	spent
flee	fled	fled	spit	spat	spat
fly	flew	flown	split	split	split
forbid	forbade	forbidden	spread	spread	spread
forget	forgot	forgotten	spring	sprang	sprung
forgive	forgave	forgiven	stand	stood	stood
freeze	froze	frozen	steal	stole	stolen
get	got	got	stick	stuck	stuck
give	gave	given	sting	stung	stung
go	went	gone	stink	stank	stunk
grow	grew	grown	strike	struck	struck
hang	hung	hung	swear	swore	sworn
have	had	had	sweep	swept	swept
hear	heard	heard	swim	swam	swum
hide	hid	hidden	swing	swung	swung
hit	hit	hit	take	took	taken
hold	held	held	teach	taught	taught
hurt	hurt	hurt	tear	tore	torn
keep	kept	kept	tell	told	told
kneel	knelt	knelt	think	thought	thought
know	knew	known	throw	threw	thrown
lay	laid	laid	understand	understood	understood
lead	led	led	wake	woke	woken
leave	left	left	wear	wore	worn
lend	lent	lent	weep	wept	wept
let	let	let	win	won	won
lie	lay	lain	write	wrote	written

\* pronunciation