

TENSES

FUTURE

How to use it?

- * Sb { is
are } + going to + V.
- * Questions:
is
are } Sb + going to + V.
- * Negatives:
Sb { isn't
aren't } + going to + V.

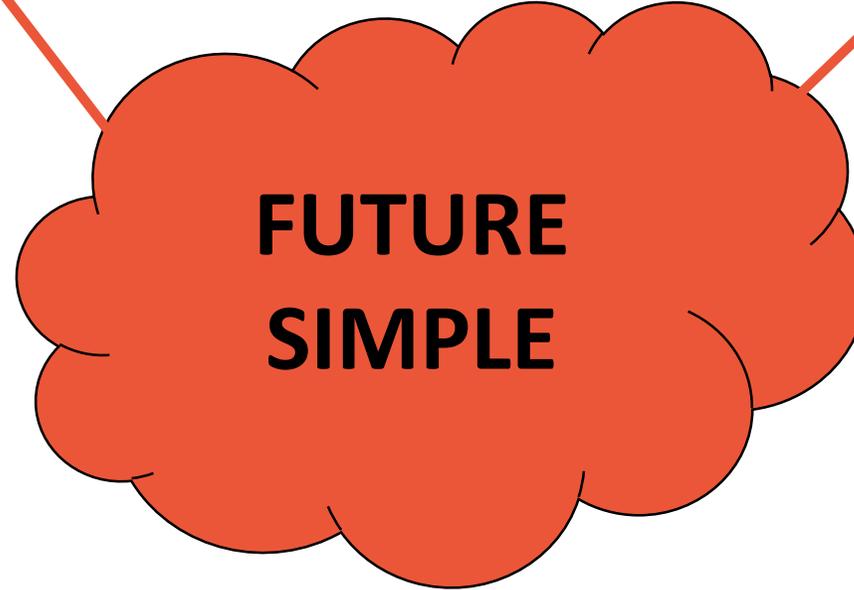
BE + GOING TO

When to use it?

- * Intentions, plans (**75% sure**)
e.g. I'm going to call you tomorrow.
- * 'I see proof'
e.g. Look! It's going to rain.
(The sky is dark)
- * Impersonal statements
e.g. Liverpool are going to win the cup.

How to use it?

- * Sb + will + V.
- * Questions:
Will + Sb + V.
- * Negatives:
Sb + won't + V.



When to use it?

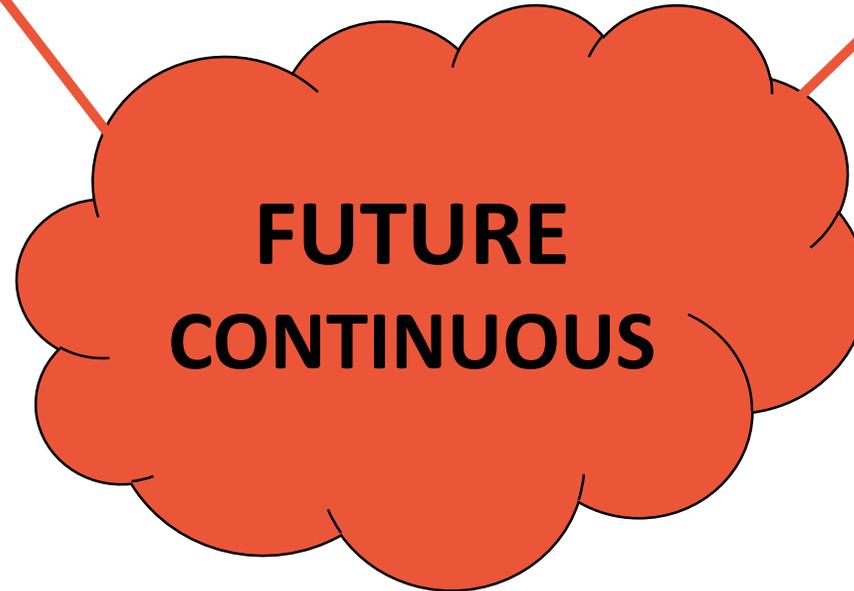
- * Decision is made at the moment of speaking **(50% sure)**
e.g. OK. I'll see you at 7 tonight.
- * Predictions with 'I believe', 'I expect', 'I hope', 'I think', etc.
e.g. I think it'll be a nice day.
- * Offers, willingness
e.g. Hop on. I'll give you a lift.
- * Requests
e.g. Will you do me a favor?
- * Promises
e.g. I will always love you.
- * Threats
e.g. I will kill you
- * Facts about the future
e.g. National Day will fall on Monday this year.

SHALL (I, We)

- * Suggestions:
e.g. Shall we go for a walk?
- * Offers:
e.g. Shall I help you with the bags?
- * Asking for advice:
e.g. What shall I do if he asks me to marry him?
- * With these time words and phrases:
 - Tomorrow
 - Next (Monday, Tuesday, etc.)
 - In (a week, 5 minutes)
 - Probably
 - Maybe

How to use it?

- * Sb + will + be + V ing.
- * Questions:
Will + Sb + be + V ing.
- * Negatives:
Sb + won't + be + V ing.



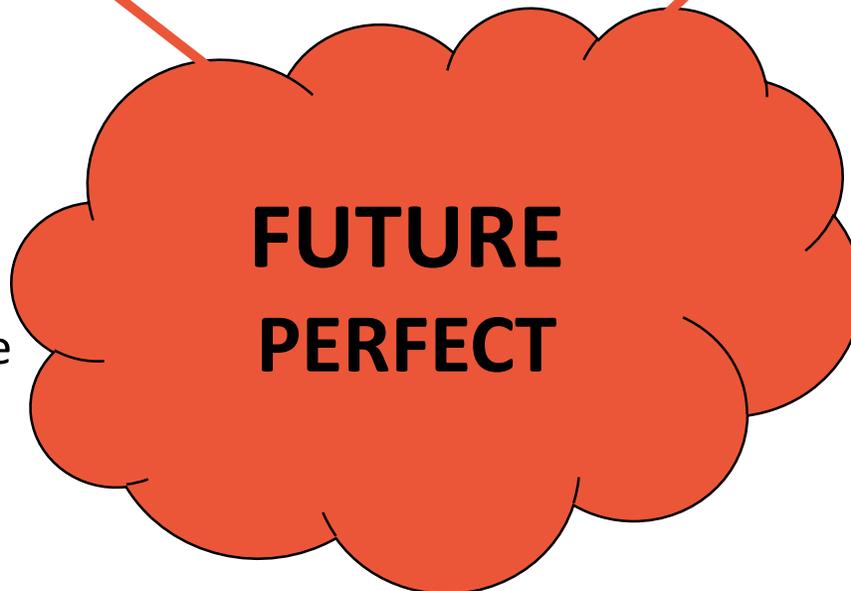
- * With these time words and phrases:
 - This time next (week, Monday)
 - At this moment (next...)
 - Same time next (week, month, etc.)

When to use it?

- * Activities planned (already decided)
e.g. We will be waiting at the main entrance.
- * Routines, arrangements
e.g. I'll be coming at 7 as usual.
- * A situation in progress at a particular time in the future
e.g. This time next week I'll be flying to Germany.
- * Polite questions about the future
e.g. Will you be going to the shops later? (I want to ask you to bring me something.)

How to use it?

- * Sb + will + have + past participle (regular = marked, irregular = known)
- * Questions:
Will + Sb + have + past participle
- * Negatives:
Sb + won't + have + past participle



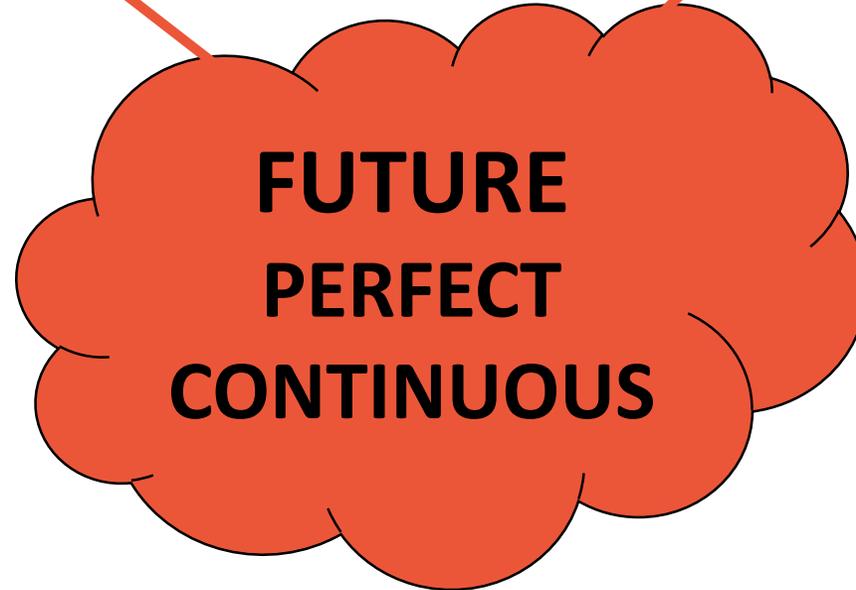
When to use it?

- * sth will be done (finished) at a time in the future
e.g. I'll have finished this book by next Tuesday.
- * We look back at from a future point
e.g. By the end of the month, I'll have been working for this company for a year.
- * To express an assumption
e.g. You won't have heard the news, of course. (I assume you haven't heard the news)

- * With these time words and phrases:
 - By...
 - Before
 - When
 - In...time

How to use it?

- * Sb + will + have + been + V ing.
- * Questions:
Will + Sb + have + been + V ing.
- * Negatives:
Sb + won't + have + been + V ing.



When to use it?

- * Completed action in the future,
with the emphasis on duration
e.g. This time next year, I will have
been living here for 6 years.

PAST

How to use it?

* Sb { V + ed (regular verb) =
Start → Started
(irregular verb) =
go → went

* Questions:
Did + Sb + Verb...?

* Negatives:
Sb + didn't + Verb...

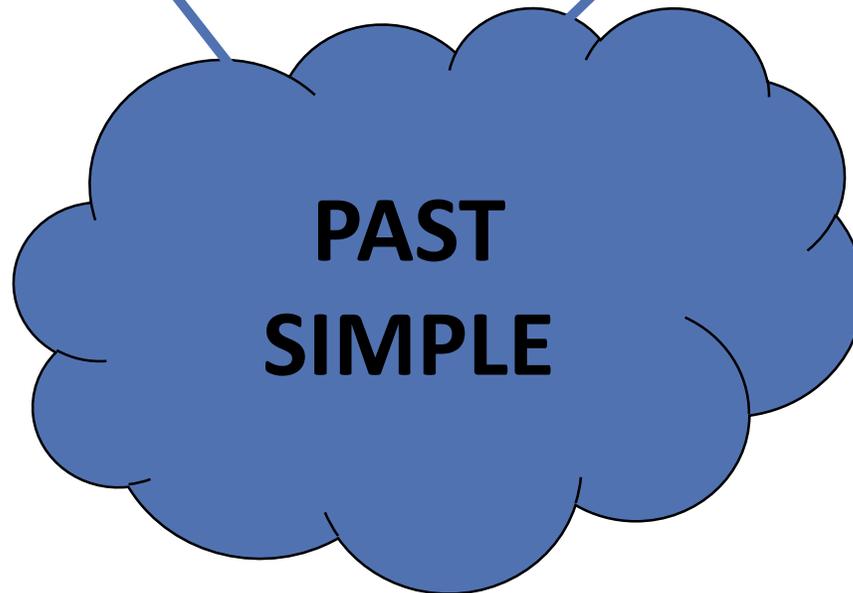
~BE
* Sb { Was (I, he, she, it)
Were (you, we, they)

* Negative: sb wasn't/ weren't

* Questions: was/were sb...?

* With these time words and phrases:

- Ago
- Last (week, Sunday)
- Yesterday



**PAST
SIMPLE**

When to use it?

- * Habits in the past
e.g. He always caught the same bus to school.
- * With periods of time that are finished
e.g. I read the newspaper this morning.
(It is now afternoon)
- * sth happened in the past and we know when
e.g. My dog died last week 😞
- * With participle clauses introduced by the time expressions before, after, while
e.g. After struggling with her homework, Laura gave up.
- * Talking about people who have already died
e.g. William Shakespeare wrote many plays.

~USED TO + VERB

→ Past habits as states that no longer exist
e.g. I used to get up at 8, but now I get up at 6.

~WOULD + VERB

→ Typical activities in the past
e.g. Every Monday was the same. I would turn on the TV, have my meal and go to bed.

How to use it?

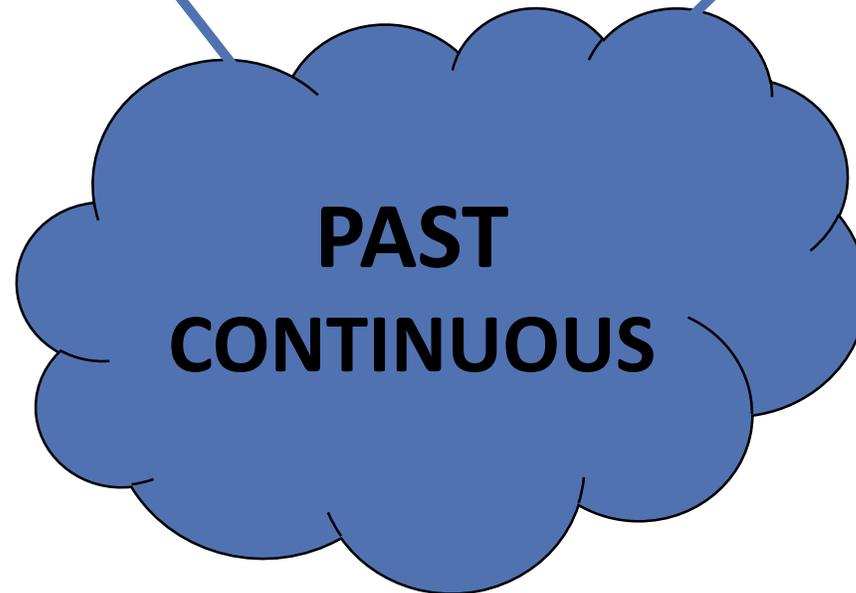
* Sb { Was
Were } + V ing...

* Questions:

Was {
Were } Sb + V ing...?

* Negatives:

Sb { Wasn't
Weren't } + V ing...



* With these time words and phrases:

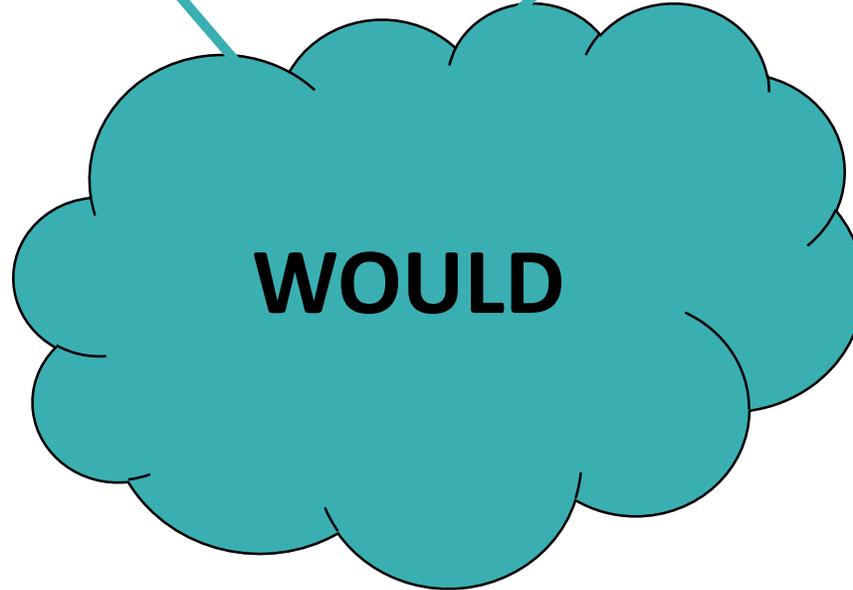
- While (+ action)
- During (+ action)
- Whom
- All (day, night)
- Yesterday at 7

When to use it?

- * Action in progress in the past
e.g. I was watching TV at 8 o'clock last night.
- * To give background information
e.g. It was raining heavily and I was wondering what to eat.
- * Together with Past Simple to say that something happened in the middle of something else
e.g. I was sleeping when you called.
- * With 'think', 'hope', 'wonder', to give a polite or uncertain meaning
e.g. I was hoping you would join me at the café tonight.
- * Changing states
e.g. The car was getting worse all the time.
- * To criticize repeating actions
e.g. When I was at the school, I was always losing things.
- * Unfulfilled past events (sth that didn't happen)
e.g. I was thinking of going to Italy this year, but I haven't decided.

How to use it?

- * Sb + would + V
- * Questions:
Would + Sb + V
- * Negatives:
Sb + wouldn't + V

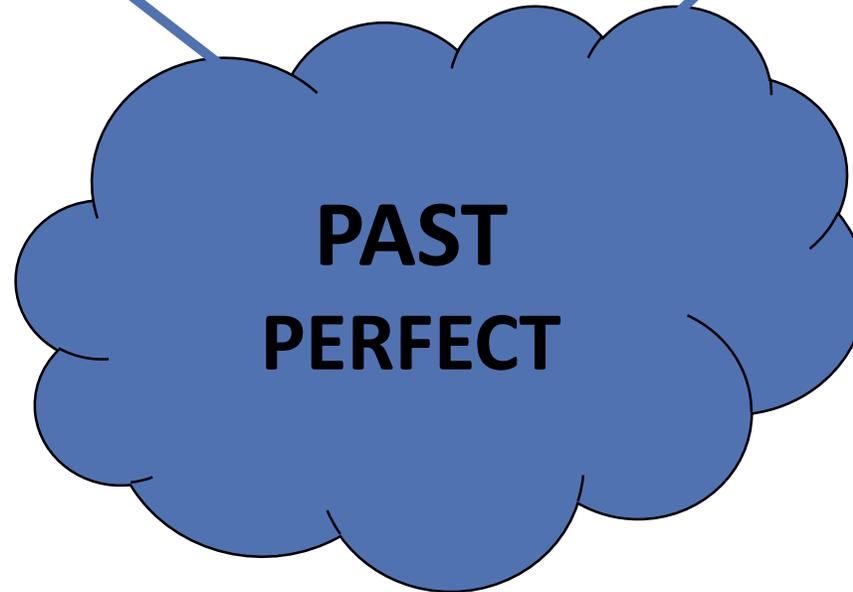


When to use it?

- * To report predictions in the past
e.g. I thought it would be a tough test.
- * To describe typical activities in the past
e.g. Every evening Tom would turn on the radio, cook dinner and relax.
- * Repeated actions, not states
e.g. Every month he would buy his wife a bunch of roses.

How to use it?

- * Sb + had + past participle
(irregular = known, regular = started)
- * Questions:
had + Sb + past participle
- * Negatives:
Sb + hadn't + past participle

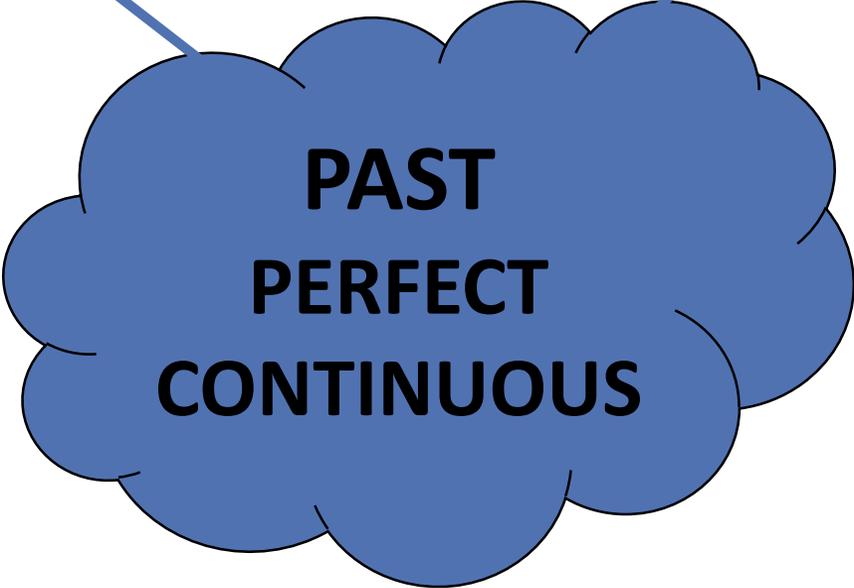


When to use it?

- * To talk about a past event which happened before another past event
e.g. When I had done my shopping, I went back home. (Past before past)
- * In indirect speech when reporting
e.g. 'I have found the answer'
→ becomes: 'She told us she has found the answer'
- * With these time words and phrases:
 - When
 - After

How to use it?

- * Sb + had + been + V ing
- * Questions:
had + Sb + been + V ing
- * Negatives:
Sb + hadn't + been + V ing



PAST PERFECT CONTINUOUS

- * With these time words and phrases:
 - When
 - After

When to use it?

- * Sth had been in progress up to the time in the part we are talking about
e.g. They had been climbing for 5 hours before they reached the top of the mountain.
- ~ The same contrast as between past simple and past continuous
- ~ The emphasis is on the duration

PRESENT

How to use it?

* Sb + V.

He
She
It



V s/ V es

* Questions:

Do + Sb + V...?

Does + he/she/it + V...?

* Negatives:

Sb + don't + V.

He/she/it + doesn't + V.

* With 'state' verbs:

be, believe, cost,
depend, have, hear,
know, matter, smell,
suppose, taste, think,
understand, etc.

* With these time words and phrases:

- Always

- Often

- Usually

- Sometimes

- Seldom

- Never

- Regularly

- Normally

- Every (day,
month,

Monday,
year, etc.)

- On Tuesdays

- Each week

When to use it?

* Permanent situations

e.g. I live in a flat.

* Repeated actions, habits

e.g. I use my dictionary every day.

* General truths

e.g. Water boils at 100 degrees.

* Headings

e.g. Ship sinks in midnight collision.

* For stories, book/film plots

e.g. the heroine falls in love with the villain.

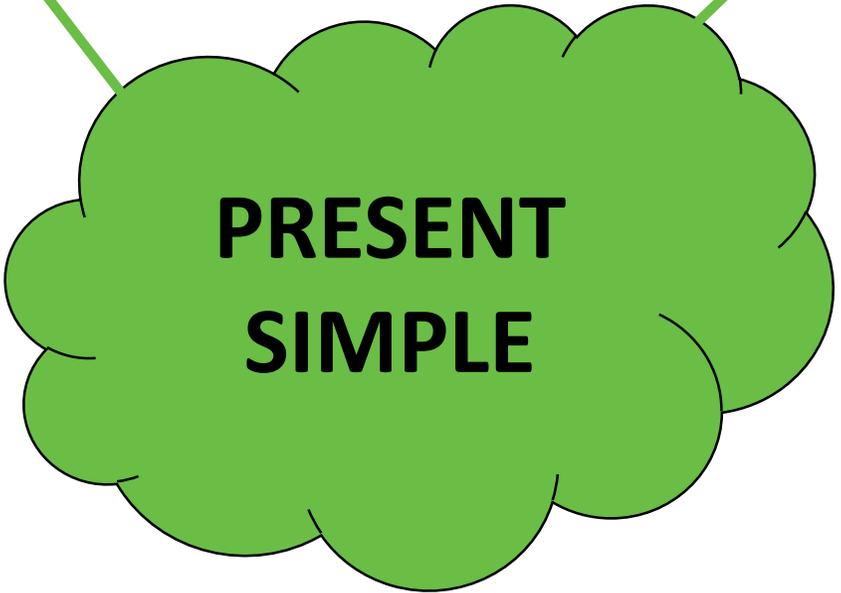
* Instructions

e.g. First you roll out the pastry.

* To tell jokes

* Firm plans and timetables, after when, as soon as, etc.

e.g. My train to Shanghai leaves at 7 am tomorrow.



**PRESENT
SIMPLE**

How to use it?

- * Sb + ^{Is}are + V ing
- * Questions:
^{Is} + Sb + V ing...?
are
- * Negatives:
Sb + ^{Isn't}Aren't + V ing

* With 'state' verbs, but active meaning:

Have: We are having a gripping talk.

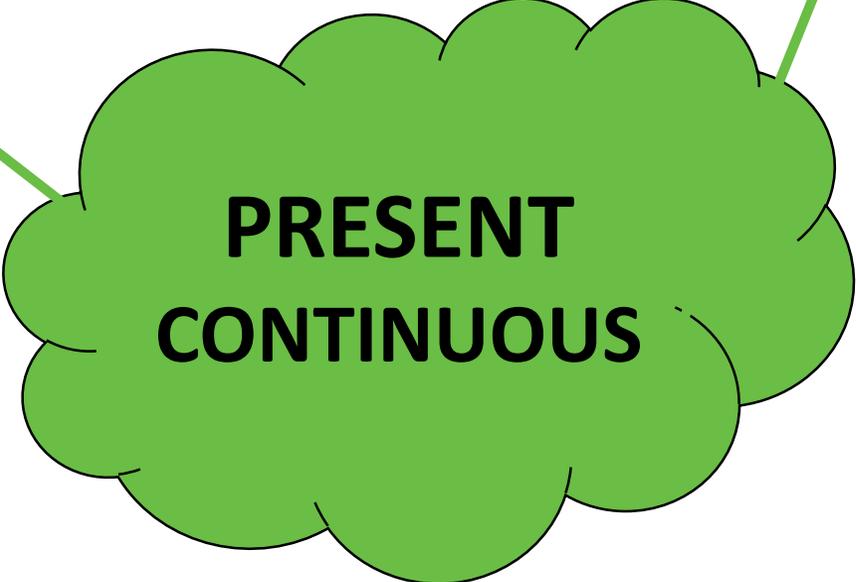
Be: You are being crazy

Think: What are you thinking about?

Taste: My mom is tasting the soup now.

Feel: I am feeling groggy.

Appear: My favorite singer is appearing in --- this week.



PRESENT CONTINUOUS

* With these time words and phrases:

- | | | |
|-----------------|----------------------------|---------------------------|
| - Now | - Today | - These days |
| - At the moment | - Tonight | - Next (Friday, weekend) |
| - Currently | - Presently | - Constantly |
| - At present | - This (year, term, etc..) | |
| - Nowadays | | |

When to use it?

- * Temporary situations
e.g. I'm studying at Hangzhou No 4 High School.
- * Something is changing, developing
e.g. The weather's getting warmer these days.
- * Actions happening at the moment of speaking
e.g. You're walking too fast. I can't keep up.
- * Annoying habits with 'always'
e.g. You're always borrowing money.
- * Plans for 100% in the future
e.g. I'm having dinner with Tom tomorrow at 6pm.

How to use it?

* Sb + Has
Have + past participle

He, she it

--Shortest--

known

* Questions:

Has
Have + Sb + past participle

* Negatives:

Sb + Has
Have + past participle

* With these time words and phrases:

- Rarely
- Seldom
- Already
- Before
- Ever
- Never
- Recently
- Still
- Yet
- For (period of time)
- Since (point)
- Lately
- So far
- All my life

When to use it?

- * Action/state in the past which has a connection with the present
e.g. They have bought a new car.
(they can now use it.)
- * We see the results now
e.g. You've spilt the coffee all over my notebook.
- * With periods of time that have not finished yet
e.g. We've built 60 new houses this year. (it is still this year)
- * Action/state in the past, but we don't know when it happened
e.g. We've missed the turning.
- * Recent events
e.g. I've left my wallet in the car.
- * After 'It's/this is the first/second time...'
e.g. This is the first time I have eaten food.
- * Life experiences
e.g. I haven't travelled a lot.

How to use it?

* Sb {
Has (he, she, it) + been + V ing.
Have

* Questions:

{
Has
Have } Sb + been + V ing

* Negatives:

Sb + Hasn't + been + V ing.
Haven't

* With these time words and phrases:

- Already
- Yet
- Still
- Never
- Ever
- So far
- Lately
- For (+ period)
- Since (+ period)

PRESENT PERFECT CONTINUOUS

When to use it?

- * Actions started in the past and continues up to the moment of speaking
e.g. I've been waiting for 6 hours.
- * Emphasis is on the duration
e.g. I've been doing my homework for hours.
- * Action is incomplete
e.g. I've been reading 'Hamlet.' (I haven't finished it yet.)
- * With questions, starting with 'how long...?'
e.g. How long have you been studying English?
- * With verbs: 'wait', 'sit', 'lie', 'stay'
e.g. I've been sitting here for ages.