**1 Present Simple Tense**

|  |  |  |
| --- | --- | --- |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I play | I do not play | I don't play | Do I play? |
| You play | You do not play | You don't play | Do you play? |
| He/she/it play**s** | He/she/it **does not** play | He/she/it **doesn’t** play | **Does** he/she/it play? |
| We play | We do not play | We don't play | Do we play? |
| You play | You do not play | You don't play | Do you play? |
| They play | They do not play | They don't play | Do they play? |

The present simple tense is used:

* + To talk about regular activities :
		- John plays tennis once a week.
		- We start work at 9 a.m. every morning.
		- Mary goes to visit her parents on Sundays.
	+ To talk about tastes :
		- Peter likes Chinese food.
		- Julie doesn't like classical music.
		- Most children love chocolate.
	+ To talk about facts :
		- The sun rises in the east.
		- In Europe, the weather is cold in winter.
		- Authors write books.

## Present Simple Exercise

### Complete each of the sentences below with a verb from the box.start ⁄ take ⁄ eat ⁄ think ⁄ sleep ⁄ go ⁄ like ⁄ drink ⁄ write ⁄ live

* 1. The film \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ every day at 8 p.m.
	2. Many children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ milk with their meals.
	3. Cats generally \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a lot.
	4. Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a letter to her mother once a week.
	5. Tom and Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a big city in the centre of the country.
	6. Tourists \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Egypt to see the pyramids.
	7. Jimmy always \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the bus to go to school.
	8. We all know that children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sweets.
	9. Anne \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it's a good idea to do English exercises.
	10. If you want to be healthy, you must \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ good food.

**2 Present Continuous Tense**

|  |  |  |
| --- | --- | --- |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I am playing | I am not playing | I’m not playing | Am I playing? |
| You are playing | You are not playing | You’re not playing | Are you playing? |
| He/she/it is playing | He/she/it is not playing | He/she/it’s not playing | Is he/she/it playing? |
| We are playing | We are not playing | We’re not playing | Are we laying? |
| You are playing | You are not playing | You’re not playing | Are you playing? |
| They are playing | They are not playing | They’re not playing | Are they playing? |

The present continuous tense is used :

* + To talk about continuous activities :
		- At the time of speaking :
			* I am reading this page now.
		- Around now, in a more general sense :
			* I am learning English this year.
	+ To talk about planned future activities :
		- Tom and Mary are coming to dinner tomorrow. They called to confirm.
		- I am spending my holidays in Australia. I have already booked my flight.

**Present Simple or Present Continuous Tense EXERCISE**

Complete the following sentences with the correct form of the verb in brackets:
(Present Simple or Present Continuous)

|  |
| --- |
| 1. Every day Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (take) the bus to go to her office.
2. At the moment you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (do) an English exercise.
3. Tom and Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (learn) English this year.
4. The Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (open) at 9.30 every morning from Monday to Friday.
5. Our cousins \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (come) to see us next Sunday.
6. Tom \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (read) the newspaper every morning on the train.
7. Julie usually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (clean) the house on Saturdays.
8. At the moment she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write) a letter to a client.
9. Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (speak) three languages: English, French and Spanish.
10. Today is Sunday. Tom and Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (relax) in their garden.
 |

**3 Past Simple Tense**

The past simple tense of *regular* verbs is formed by adding - ed to the infinitive.
(for example: - Infinitive : to play Past Simple : I played)

* The auxiliary did is used to form the negative and interrogative forms

|  |  |  |
| --- | --- | --- |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I played | I did not play | I didn't play | Did I play? |
| You played | You did not play | You didn't play | Did you play? |
| He/she/it played | He/she/it did not play | He/she/it didn't play | Did he/she/it play? |
| We played | We did not play | We didn't play | Did we play? |
| You played | You did not play | You didn't play | Did you play? |
| They played | They did not play | They didn't play | Did they play? |

The past simple tense is used to talk about finished actions in a finished period of time,
for example:

* + Yesterday evening I played tennis with a friend.
	+ Last year I started taking tennis lessons.
	+ When I was at school I hated history.
	+ Five minutes ago I finished the report for my boss.
	+ Last week I attended a meeting in Tokyo.

**Past Simple Tense EXERCISE**

Complete the following sentences with the correct form of the verb in brackets:

|  |
| --- |
| 1. Yesterday evening I\_\_\_\_\_\_\_\_\_\_ (go) to the cinema with a friend. |
| 2. From 1995 to 1998 I \_\_\_\_\_\_\_\_\_\_ (work) in Tokyo. |
| 3. Last night the concert \_\_\_\_\_\_\_\_\_\_ (finish) at midnight. |
| 4. I \_\_\_\_\_\_\_\_\_\_ (arrive) at the office this morning before my colleagues. |
| 5. When he was young, Tom \_\_\_\_\_\_\_\_ (ride) a bicycle to school. |
| 6. The train was at 8 p.m. so I \_\_\_\_\_\_\_\_\_\_\_ (leave) home at 7 p.m. |
| 7. Last Sunday was my mother's birthday, so I \_\_\_\_\_\_\_\_\_\_ (make) a cake. |
| 8. I \_\_\_\_\_\_\_\_\_\_\_ (start) to play golf five years ago. |
| 9. The great composer Mozart \_\_\_\_\_\_\_\_\_ (die) at the age of 35. |
| 10. Julie \_\_\_\_\_\_\_\_\_ (do) a lot of English exercises last week.  |

**4 Past Continuous Tense**

|  |  |  |
| --- | --- | --- |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I was playing | I was not playing | I wasn't playing | Was I playing? |
| You were playing | You were not playing | You weren't playing | Were you playing? |
| He/she/it was playing | He/she/it was not playing | He/she/it wasn't playing | Was he/she/it playing? |
| We were playing | We were not playing | We weren't playing | Were we playing? |
| You were playing | You were not playing | You weren't playing | Were you playing? |
| They were playing | They were not playing | They weren't playing | Were they playing? |

The past continuous tense is used:

* + To talk about a continuous action which took place at a specific time in the past :
		- Yesterday evening, at 9 o'clock, I was watching television.
	+ It is also used in sentences with when or while, to refer to an action which was taking
	place when a shorter, brief event occurred.
		- Yesterday, while I was watching television, the phone rang.
		- When my husband arrived home yesterday, I was cooking dinner.

 **Past Simple - Past Continuous EXERCISE**

Complete the sentences below with the correct form of the tense in brackets
(ex: Past Simple: I played - Past Continuous: I was playing)

|  |
| --- |
| 1) When her husband \_\_\_\_\_\_\_\_\_\_\_\_ (arrive) home, Anne \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (watch) television. |
| 2) I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (prepare) dinner when the telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ring). |
| 3) What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you do) when the postman \_\_\_\_\_\_\_\_\_\_\_\_\_\_(arrive)? |
| 4) Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (learn) to drive when she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) in London. |
| 5) Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you sit) when the show \_\_\_\_\_\_\_\_\_\_\_\_(begin)?  |
| 6) I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (visit) Athens while I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tour) Greece. |
| 7) It was when he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cross) the street that John\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fall). |
| 8) What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(you see) while you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (wait) for the bus? |
| 9) Where \_\_\_were you going\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you go) when your car \_\_\_\_broke\_\_\_\_\_\_\_\_ (break) down?  |
| 10) Julie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (meet) Peter when she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (walk) in the park. |

**5 Future Tense**

|  |
| --- |
| **Future Simple** |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I will go | I will not go | I won't go | Will I go? |
| You will go | You will not go | You won't go | Will you go? |
| He/she/it will go | He/she/it will not go | He/she/it won't go | Will he/she/it go? |
| We will go | We will not go | We won't go | Will we go? |
| You will go | You will not go | You won't go | Will you go? |
| They will go | They will not go | They won't go | Will they go? |
|  |  |  |
| **Future Continuous** |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I will be going | I will not be going | I won't be going | Will I be going? |
| You will be going | You will not be going | You won't be going | Will you be going? |
| He/she/it will be going | He/she/it will not be going | He/she/it won't be going | Will he/she/it be going? |
| We will be going | We will not be going | We won't be going | Will we be going? |
| You will be going | You will not be going | You won't be going | Will you be going? |
| They will be going | They will not be going | They won't be going | Will they be going? |

* + The future simple is used :

for predictions : what you think will happen or what is certain to happen.

* + - You are going on a long flight. You can say :
		"I will be tired after my long journey."

for spontaneous decisions or offers (a decision made at the time of speaking).

* + - With a group of friends, the phone rings : You can say :
		"I'll answer it!"
	+ The future continuous is used to refer to a future continuous action.
		- You are going on a long flight. You can say :
		"In two hours' time I will be having lunch on the plane."
		"I will be flying over London."
		"I will be watching a film."

**Future tense EXERCISE**

|  |
| --- |
| **Complete the following sentences with the appropriate form of the verb in brackets :- the future simple (ex : *I will watch*) - the future continuous (ex : *I will be watching*)** |
| 1. I promise I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (call) you as soon as I have any news. |
| 2. This time tomorrow Tom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(fly) over the Atlantic on his way to Boston. |
| 3. Those bags look heavy. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (carry) one of them for you. |
| 4. They are getting married on Saturday. All the guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (wear) white. |
| 5. The following week they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enjoy) the sun in the West Indies.  |
| 6. The sky is a bit cloudy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (rain), do you think? |
| 7. If you look at this map you \_\_\_\_\_\_\_\_\_\_\_\_ (see) where the islands are. |
| 8. You should have no problem finding him. He \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (carry) a guitar. |

**to fill in / to fill something out
(to feel)
to fulfil**

**Please, fill in the questionnaire and send it back to me**

**6 Conditional Tense**

|  |  |  |
| --- | --- | --- |
| **Affirmative** | **Negative** | **Interrogative** |
|  | Long Form | **Contracted Form** |  |
|  |  |  |  |
| I would call | I would not call | I wouldn't call | Would I call? |
| You would call | You would not call | You wouldn't call | Would you call? |
| He/she/it would call | He/she/it would not call  | He/she/it wouldn't call | Would he/she/it call? |
| We would call | We would not call | We wouldn't call | Would we call? |
| You would call | You would not call | You wouldn't call | Would you call? |
| They would call | They would not call | They wouldn't call | Would they call? |

* + The **conditional** (would + verb) is used to refer to an imaginary or hypothetical
	situation, with an **'if'** clause in the past. :
		- If I saw an accident I would call an ambulance.
		- I would call an ambulance if I saw an accident.

It is possible that you will never see an accident, but here you are describing your probable reaction in such circumstances.

* + - If Tom had more money, he would buy a sports car.

Tom is not rich, but if he were, this is what he would do.

In English there are **different conditional structures :**

|  |  |
| --- | --- |
| Present + Present(what is recommended in this situation) | If you see an accident, call a doctor! |
| Present + Future(possible future situation) | If I see an accident, I will call a doctor. |
| Past + Conditional(imaginary situation) | If I saw an accident, I would call a doctor. |
| Past Perfect + Conditional Perfect(the accident occurred but you didn't see it) | If I had seen the accident, I would have called a doctor. |

**Conditional Tense EXERCISE**

**Complete the following sentences with the correct form of the verb in brackets.**

|  |
| --- |
| 1) If Peter \_\_\_\_\_\_\_\_\_\_\_\_\_ (have) more money, he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (buy) a new car. |
| 2) What would you do (you do) if you saw (see) an accident? |
| 3) Where \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you live) if you \_\_\_\_\_\_\_\_\_\_\_\_\_ (have) a choice? |
| 4) If Caroline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (arrive) late for a meeting, her boss \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (be) angry. |
| 5) If his parents \_\_\_\_\_\_\_\_\_\_\_\_\_ (come) to visit him, John \_\_\_\_\_\_\_\_\_\_\_\_\_\_(bring) them to the theatre. |
| 6) Where will you go (you go) if you can take (can take) a week's holiday?  |
| 7) If Julie \_\_\_\_\_\_\_\_\_\_\_\_\_ (speak) better English, she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (find) a better job. |
| 8) If Paul's boss \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (invite) him to lunch, he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (accept).  |
| 9) If I \_\_\_\_\_\_\_\_\_\_\_\_\_ (lose) my wallet, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (report) it to the police. |
| 10) What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (happen) if you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (miss) your flight? |

**7 English Modal Verbs**Modal verbs are a type of auxiliary verb which expresses the mood of another verb. They are used to express ideas such as possibility, prediction, speculation, deduction and necessity.

|  |  |  |
| --- | --- | --- |
| **Modal**  | **Concept** | **Example** |
| Can | Ability:Permission: Offers :  | Julie can swim.Can I come with you? ('May' is also used.)Can I help you? |
| Could | Possibility:Past ability :Permission :Requests : | That story could be true - who knows!Charlie could swim when he was four years old.Could I use your phone, please?Could you tell me the way to the station, please? |
| May | Possibility :Permission : | The President may come to our offices if the meeting finishes before 5 pm.May I borrow your dictionary? |
| Might | Slight possibility :Past form of 'may'in reported speech. | We might win a prize but I doubt it.The President said he might come. |
| Should | Advice :Logical deduction : | You should take an umbrella in case it rains.I've revised so I should be ready for the test. |
| Ought to | Advice :Logical deduction : | You ought to write to your grandmother.30 € ought to be enough for the taxi. |
| Shall | Offer/suggestions with ''I' and 'we' | Shall I order a taxi?Shall we begin the meeting now? |
| Will | Future tense auxiliary:Invitations/offers : | Tomorrow I will be in New York.Will you join us for coffee? Won't you come in? |
| Would |  |  |

|  |
| --- |
| **8 Present Perfect TensePresent Perfect Simple** |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I have done | I have not done | I haven't done | Have I done? |
| You have done | You have not done | You haven't done | Have you done? |
| He/she/it has done | He/she/it has not done | He/she/it hasn't done | Has he/she/it done? |
| We have done | We have not done | We haven't done | Have we done? |
| You have done | You have not done | You haven't done | Have you done? |
| They have done | They have not done | They haven't done | Have they done? |
|  |  |  |
| **Present Perfect Continuous** |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I have been doing | I have not been doing | I haven't been doing | Have I been doing? |
| You have been doing | You have not been doing | You haven't been doing | Have you been doing? |
| He/she/has been doing | He/she/it has not been doing | He/she/it hasn't been doing. | Has he/she/it been doing? |
| We have been doing | We have not been doing  | We haven't been doing | Have we been doing? |
| You have been doing | You have not been doing | You haven't been doing | Have you been doing? |
| They have been doing | They have not been doing | They haven't been doing | Have they been doing? |

 **The present perfect** is used to refer to actions which take place in an
**unfinished time period up to the time of speaking.**

* The **present perfect** continuous tense is used to refer to an action which started
in the past and continues today.
	+ I have been learning English since September.
	(I started in September and I continue to take lessons today.)
* **The present perfect** simple is used to refer to the finished part of a continuous
action.

So far in my English course:

* + I have learnt new vocabulary.
	+ I have revised some grammar rules.
	(My English course is not finished, but I have finished some of the lessons.)

**Example:**
Today is your English Revision day. It is now 2 p.m.
At 9 o'clock this morning you started your revision work. At 2 pm the day is not finished,
so you can say : "I have been revising my English since 9 o'clock this morning."
(You are still revising your English, so the continuous form is used.)

However, you have completed part of the revision work, so you can say, for example
"So far today I have revised tenses and irregular verbs."

**N.B.**
If you refer to **a specific time** earlier in the day, you must use the **Past Simple**:
"This morning I revised tenses and irregular verbs." or,
"I met Charlie for lunch at 12.30"

|  |
| --- |
| Present Perfect Simple or Continuous?  |
| Each of the sentences below has one or two mistakes. Find them and correct them.(Example : I am watching television since I came home from school. → I have been watching television since I came home.) |
|

|  |
| --- |
| 1. How long are you learning English ?
 |
| 1. How many cigarettes have you been smoking this afternoon ?
 |
| 1. I am working here since 1995.
 |
| 1. I have had my watch since a long time.
 |
| 1. How many years are you living in London?
 |
| 1. Mark is exhausted. He is playing tennis since two hours.
 |
| 1. Sophie is doing very well at school since the beginning of the year.
 |
| 1. I have worn this sweater since 9 o’clock this morning.
 |
| 1. I know Laura for many years.
 |
| 1. Peter is attending English classes since two years.
 |
| 1. My best friend has always been hating fish.
 |
| 1. How many chapters of the book did you read so far?
 |
| 1. I am waiting for the bus since a long time.
 |
| 1. I have listened carefully to the teacher since the beginning of the lesson.
 |
| 1. How long are you a member of the tennis club?
 |

 |

## ATTENTION: Present Perfect vs Past Simple(I have finished vs I finished)

PRESENT PERFECT

**The present perfect tense is used :**

* To talk about **an action which started in the past and continues today** :
**For** and **since** are used to express duration.
	+ I have lived here for 10 years. I have lived here since 2011.
	(I arrived 10 years ago and I am still here.)
* To refer to past events in an unfinished period of time.
	+ I have written two letters today.
	(Two letters are written but today is not finished.)
* To refer to past events that have just happened or been announced :
	+ There has been a plane crash near the coast.
	(We know the event took place but we don't know **when**.)
* To talk about a past action with a result in the present :
	+ I've broken my arm. I can't drive (= because my arm is broken now.)
* To talk and ask about experiences or accomplishments up to the time of speaking :
	+ "I'm a writer. I've written 9 books."
	+ "Have you ever written a biography?" "No, never."

**PAST SIMPLE**
**The Past Simple is used:**

* When the period of time is finished.
	+ I wrote two letters yesterday. (Yesterday is finished).
* When the time is mentioned, either a precise time in the past, or a time expression which clearly situates the event in the past.
	+ John lived in the country
	..... until the age of 6.
	..... when he was young.
	..... from 1995 to 2002
	..... before he moved to London.
	..... a long time ago.

**As a general rule, if you can answer the question "when?", use the Past Simple.**

**Present Perfect - Past Simple EXERCISE**

Put the verb in brackets into the correct form :
present perfect (simple or continuous form) or past simple.

Remember: the Present Perfect is used for unfinished time,
the Past Simple for finished time.

|  |
| --- |
| PRESENT PERFECT OR PAST SIMPLE? |
| 1. Tom (go)\_\_\_\_\_\_\_\_\_\_ to the cinema yesterday. |
| 2. John is playing a game of tennis. He (play)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for 2 hours. |
| 3 I (book)\_\_\_\_\_\_\_\_\_\_ the tickets two weeks ago for the concert in Vienna. |
| 4. The teacher (speak)\_\_\_\_\_\_\_\_\_\_\_\_ English since the beginning of this lesson. |
| 5. In your life, how many countries (you-visit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? |
| 6. The Bank (open)\_\_\_\_\_\_\_\_\_\_ a branch in the new shopping centre last month. |
| 7. The bus is late and Julie is cold. She (wait)\_\_\_\_\_\_\_\_\_\_ for 10 minutes. |
| 8. Caroline (work)\_\_\_\_\_\_\_\_\_\_ here between 2003 and 2006.  |
| 9. Before boarding, John (buy)\_\_\_\_\_\_\_ a book to read during the flight. |
| 10. So far today, I (learn) \_\_\_\_\_\_\_\_\_\_\_\_ several new words in English. |

**9 Past Perfect Tense**

|  |
| --- |
| **Past Perfect Simple** |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I had done | I had not done | I hadn't done | Had I done? |
| You had done | You had not done | You hadn't done | Had you done? |
| He/she/it had done | He/she/it had not done | He/she/it hadn't done | Had he/she/it done? |
| We had done | We had not done | We hadn't done | Had we done? |
| You had done | You had not done | You hadn't done | Had you done? |
| They had done | They had not done | They hadn't done | Had they done? |
|  |  |  |
| **Past Perfect Continuous** |
| **Affirmative** | **Negative** | **Interrogative** |
|  | **Long Form** | **Contracted Form** |  |
|  |  |  |  |
| I had been doing | I had not been doing | I hadn't been doing | Had I been doing? |
| You had been doing | You had not been doing | You hadn't been doing | Had you been doing? |
| He/she/it had been doing | He/she/it had not been doing | He/she/it hadn't been doing. | Had he/she/it been doing? |
| We had been doing | We had not been doing  | We hadn't been doing | Had we been doing? |
| You had been doing | You had not been doing | You hadn't been doing | Had you been doing? |
| They had been doing | They had not been doing | They hadn't been doing | Had they been doing? |

* + The past perfect simple is used to refer to actions which took place before a specific time in the past.
		- Yesterday, between 4pm and 6pm, Paul played a game of tennis with Tom.
		His mother arrived at 6 pm.
		When his mother arrived, Paul had finished the game.
	+ The past perfect continuous is used to refer to a past continuous action.
		- Before his mother arrived, Paul had been playing tennis with Tom.
* Past Perfect

**EXERCISE**

Complete the sentences below with the correct form of the tense in brackets
(past perfect simple or continuous).

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| 1. When their mother arrived home, the children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (finish) their homework. |
| 2. The meeting \_\_\_\_\_\_\_\_\_\_\_\_ (start) when I arrived at the office. |
| 3. Julie didn't watch the film because she \_\_\_\_\_\_\_\_\_\_\_\_\_ (see) it before. |
| 4. The mechanic \_\_\_\_\_\_\_\_\_\_\_\_\_\_(repair) her car when Mary arrived at the garage. |
| 5. Caroline was tired when she left the office because she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(work) all day.  |
| 6. David was playing tennis. When his father arrived, he \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(play) for 2 hours. |
| 7. When the dessert arrived, Anne wasn't hungry; she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(eat) too much.  |
| 8. It was my first flight. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (never fly) before. |
| 9. The dentist was angry because John \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (forget) the time of his appointment. |
| 10. On the day of his exam, Joe was ready. He \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (revise) for weeks. |

## ATTENTION: Present Perfect vs Past PerfectSummary

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| PRESENT PERFECT |
| The present perfect is used to refer to actions which take place in an unfinished time period up to the time of speaking, and allows the speaker to link past actions or situations to the present time. * **Continuous form :**
	+ Actions started in the past which continue until now.
		- I have been reading this book since last Monday.
* **Simple form :**
	+ The completed or finished part of a continuous action.
		- I have read the first three chapters of the book.
	+ Events that have just occurred, with no specific time mentioned.
		- A plane has just crashed near the coast.
	+ A past action with a result in the present.
		- I've broken my arm. I can't drive.
	+ Experiences and accomplishments up to now.
		- I'm a writer. I've written 5 novels and several short stories.
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| PAST PERFECT |
| If we are already talking about the past, the past perfect is used to go back to an earlier past time,to refer to something that had already happened or had been happening.* **Continuous form :**
	+ Continuous actions entirely situated in the past.
		- Paul had been revising his English when the postman rang the doorbell.
* **Simple form** :
	+ Actions which took place before a specific time in the past.
		- When Tom called at 8 am, Paul had already left for school.
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