

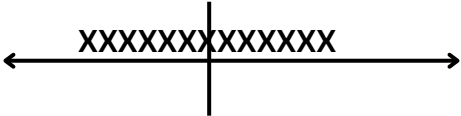


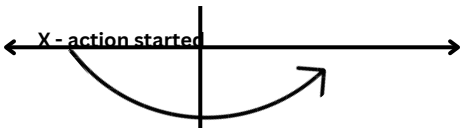
# Verb tense survival kit

For the very basics in verb tenses  
for busy professionals

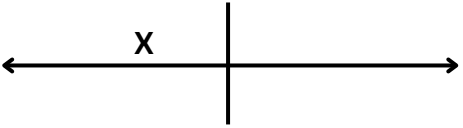
- Simple Present vs Present Progressive
- Simple past (preterite)
- Present perfect
- Future(s)




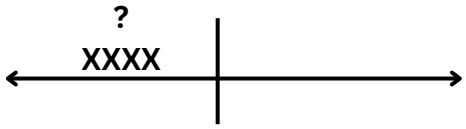
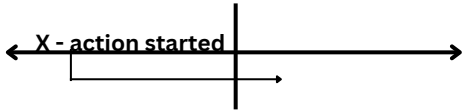
Simple Present	Uses	Key words
	<ul style="list-style-type: none"> <li>• Habits</li> <li>• General truths, things that are always true</li> <li>• Things that are permanent</li> </ul>	<ul style="list-style-type: none"> <li>• always, usually, sometimes, never,</li> <li>• every day/week/month, each time</li> <li>• Stative verbs</li> </ul>
<p><b>Positive sentences:</b> Subject + base form</p> <p>⚠ he/she/it + base form + s</p>	<p><b>Habits</b></p> <ul style="list-style-type: none"> <li>• He works Monday through Friday.</li> <li>• We usually have meetings on Monday.</li> <li>• I check my email first thing in the morning.</li> </ul>	<p><b>General truths/permanent</b></p> <ul style="list-style-type: none"> <li>• She is the project manager.</li> <li>• The company sells products.</li> <li>• We offer quality services.</li> </ul>
<p><b>Negative sentences</b> I/You/We/They + <b>don't</b> + base form He/she/it <b>doesn't</b> + base form Subject + am/is/are + not</p>	<ul style="list-style-type: none"> <li>• I don't work on Wednesdays.</li> <li>• Meeting don't always finish on time.</li> <li>• She doesn't usually attend conferences.</li> </ul>	<ul style="list-style-type: none"> <li>• We don't know yet.</li> <li>• It doesn't matter.</li> <li>• Meetings aren't always productive.</li> </ul>
<p><b>Questions</b> <b>Do/does</b> + subject + base form Am/Are/Is + subject</p>	<ul style="list-style-type: none"> <li>• Do you ever have meetings on Fridays?</li> <li>• Does the supplier usually call you?</li> <li>• Is she always late?</li> </ul>	<p>Do you know each other? Does he know about the issue? Are you in charge of the project?</p>

Present progressive	Uses	Key words
	<ul style="list-style-type: none"> <li>• Actions ongoing at the time of speaking</li> <li>• Actions that are ongoing, but not necessarily at the time of speaking</li> <li>• Things that are temporary</li> </ul>	<ul style="list-style-type: none"> <li>• at the moment, now, right now, currently, today, these days</li> <li>• This week/month/year</li> </ul>
<p><b>Positive sentences:</b> Subject + am/are/is + verb + ing</p>	<p><b>Ongoing at the time of speaking</b></p> <ul style="list-style-type: none"> <li>• He is talking to the manager at the moment</li> <li>• Right now I'm writing the report.</li> <li>• They are having coffee.</li> </ul>	<p><b>Ongoing, but not at the time of speaking</b></p> <ul style="list-style-type: none"> <li>• The project is going well.</li> <li>• We are recruiting a new team member.</li> <li>• I'm studying English this year.</li> </ul>
<p><b>Negative sentences</b> Subject + am/is/are + not + verb + ing</p>	<ul style="list-style-type: none"> <li>• He isn't working today.</li> <li>• I'm not writing the report at the moment.</li> </ul>	<ul style="list-style-type: none"> <li>• We aren't making much progress.</li> <li>• This week I'm organizing my next trip.</li> </ul>
<p><b>Questions</b> Am/Are/Is + subject + verb + ing</p>	<ul style="list-style-type: none"> <li>• What are they discussing?</li> <li>• Are you coming?</li> <li>• Is it raining?</li> </ul>	<ul style="list-style-type: none"> <li>• Are they making any progress?</li> <li>• Is he writing the report this week?</li> </ul>

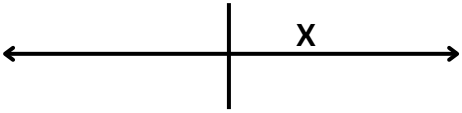


<b>Simple past (preterite)</b>	<b>Uses</b>	<b>Key words</b>
	<ul style="list-style-type: none"><li>• Actions finished in the past, at a particular time, or in a precise context</li><li>• Can answer the question "when"</li></ul>	<ul style="list-style-type: none"><li>• ago, yesterday, last week/month/year</li><li>• the last time/meeting..., during, when,</li><li>• over the weekend/summer...year</li></ul>
<b>Positive sentences:</b> <ul style="list-style-type: none"><li>• Active voice: Subject + past form</li><li>• Passive voice: Subject + was/were + past form</li></ul>	<b>Active voice</b> <ul style="list-style-type: none"><li>• I worked yesterday</li><li>• We received the documents two weeks ago.</li><li>• They made the decision at the last meeting.</li><li>• The company launched a new product last month.</li></ul>	<b>Passive voice</b> <ul style="list-style-type: none"><li>• Yesterday's presentation was given to a large audience.</li><li>• The results of the marketing survey were sent last week.</li><li>• The plant was built a long time ago.</li></ul>
<b>Negative sentences</b> <ul style="list-style-type: none"><li>• <b>Active voice:</b> Subject + <b>did</b> + not + <b>base form</b></li><li>• <b>Passive voice:</b> Subject + was/were + not + <b>past form</b></li></ul>	<ul style="list-style-type: none"><li>• We didn't have time to discuss everything yesterday.</li><li>• I didn't go to the meeting.</li><li>• I didn't see you at the conference last month.</li></ul>	<ul style="list-style-type: none"><li>• Marketing wasn't our priority before this year.</li><li>• The documents weren't sent</li></ul>
<b>Questions</b> <ul style="list-style-type: none"><li>• Active voice: <b>did</b> + subject + base form</li><li>• Passive voice: <b>was/were</b> + subject + <b>past form</b></li></ul>	<ul style="list-style-type: none"><li>• Did you find what you were looking for?</li><li>• Did your team go to the conference last month?</li><li>• Did you do anything interesting over the weekend?</li></ul>	<ul style="list-style-type: none"><li>• Were the deadlines met?</li><li>• Were there any issues last week?</li><li>• Was it hard to find our offices?</li></ul>



? Present Perfect	Use 1	Key words
	<ul style="list-style-type: none"> <li>• Actions finished in the past, but no mention of time</li> <li>• Actions that have not happened</li> <li>• Cannot answer the question "when"</li> <li>• Focus on the action</li> </ul>	<ul style="list-style-type: none"> <li>• used in positive sentences: <b>never, already</b></li> <li>• used in questions and negative sentences: <b>yet</b></li> <li>• only used in negative sentences: <b>still</b></li> <li>• only used in questions: <b>ever</b></li> </ul>
<p><b>Positive sentences:</b></p> <ul style="list-style-type: none"> <li>• Subject + have/has + past participle</li> </ul>	<p><b>Active voice</b></p> <ul style="list-style-type: none"> <li>• I have finished.</li> <li>• I have already finished. (sooner than expected)</li> <li>• We have received the documents.</li> </ul>	<p><b>Passive voice</b></p> <ul style="list-style-type: none"> <li>• A new molecule has been discovered.</li> <li>• The results have been analyzed.</li> </ul>
<p><b>Negative sentences</b></p> <ul style="list-style-type: none"> <li>• Subject + have/has + not + past participle</li> </ul>	<ul style="list-style-type: none"> <li>• I haven't finished yet.</li> <li>• I still haven't finished (longer than expected)</li> <li>• I have never seen such a great presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• The new process has been validated.</li> </ul>
<p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• Have + subject + (adverb) + past participle</li> </ul>	<ul style="list-style-type: none"> <li>• Have you finished writing the minutes yet?</li> <li>• Have you ever been to Boston?</li> </ul>	<ul style="list-style-type: none"> <li>• Has anything been done to solve the problem?</li> </ul>
	<b>Use 2</b>	<b>Key words</b>
	<ul style="list-style-type: none"> <li>• Repetition of an action finished in the past,</li> <li>• Focus on "how many times"?</li> <li>• "when" is not important</li> </ul>	<ul style="list-style-type: none"> <li>• so far, until now, many times, how many times?</li> </ul>
	<p><b>Active voice</b></p> <ul style="list-style-type: none"> <li>• I have sent two messages so far</li> <li>• How many meetings have we had this week?</li> <li>• We haven't had many problems so far.</li> </ul>	<p><b>Passive voice</b></p> <ul style="list-style-type: none"> <li>• Their team of scientists has made many discoveries.</li> <li>• How many feedback surveys have been sent out?</li> </ul>
	<b>Use 3</b>	<b>Key words</b>
	<ul style="list-style-type: none"> <li>• Action that began in the past and continues to the present, <b>with for or since</b></li> <li>• Focus on "how long", "since when"</li> </ul>	<ul style="list-style-type: none"> <li>• for + duration</li> <li>• since + precise time (day, date, year, last + time)</li> </ul>
	<ul style="list-style-type: none"> <li>• We have been here for two days.</li> <li>• We have been here since Monday.</li> <li>• Have you been here for long?</li> </ul>	<p>I have worked at the company for 10 years. I haven't seen Jane since last week.</p>



<b>Future(s)</b>	<b>Will</b>	<b>Present simple, present continuous</b>
	<ul style="list-style-type: none"><li>• Predictions or a general fact</li><li>• Spontaneous decision about the future made at the time of speaking</li><li>• "will" is not a verb, but an auxiliary</li></ul>	<ul style="list-style-type: none"><li>• Planned in the near future: present continuous</li><li>• Planned in a more distant future: be going to</li><li>• Travel/schedules/timetables: present simple</li></ul>
<p><b>Positive sentences</b></p> <ul style="list-style-type: none"><li>• subject + will + verb (base form)</li><li>• subject + am/is/are + verb + ing</li></ul>	<ul style="list-style-type: none"><li>• According to the forecast, it will be sunny tomorrow.</li><li>• There will be time to answer questions after the presentation.</li><li>• It's a sunny day, so I think I'll go for a walk.</li></ul>	<ul style="list-style-type: none"><li>• I'm seeing friends after work today.</li><li>• We are going to start the study next month.</li><li>• The train leaves at 10:20.</li></ul>
<p><b>Negative sentences</b></p> <ul style="list-style-type: none"><li>• Subject + will not/won't + verb (base form)</li><li>• Subject + am/is/are + not + verb + ing</li><li>• Subject + do/does + not + verb (base form)</li></ul>	<ul style="list-style-type: none"><li>• According to the forecast, it will not be sunny tomorrow.</li><li>• We won't have much time for questions at the end of the meeting so you can send your questions by email.</li><li>• I won't go for a walk today because it's raining.</li></ul>	<ul style="list-style-type: none"><li>• I'm not going out this evening. I need to rest.</li><li>• We aren't going to start the study until next month.</li><li>• The train doesn't leave until 10:20.</li></ul>
<p><b>Questions</b></p> <ul style="list-style-type: none"><li>• Will + subject + verb (base form)</li><li>• Am/is/are + subject + verb + ing</li><li>• Do/does + subject + verb (base form)</li></ul>	<ul style="list-style-type: none"><li>• Will it be sunny tomorrow?</li><li>• Will there be time for questions after the presentation?</li><li>• Will you come for a walk with me?</li></ul>	<ul style="list-style-type: none"><li>• Are you attending the meeting this afternoon?</li><li>• Are you going to start the study next month?</li><li>• Does the train leave at 10:20?</li></ul>