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**13.0 OBJECTIVES**

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In this Unit we shall

- To look at the difference among three major tenses in English language
- Enable learners of English to explore different exercises that will tell how to use the past, present, and future tenses, and, to write a sentence using a tense.

On Completing the unit, you should be able to

- Identify the past, present, and future tenses of regular and irregular verbs.
- Confident to assemble and enhance self-confidence through risk taking and carrying out independent tasks and support self learning, testing and evaluation.
- Learn about the difference between each tense and how to structure sentences by using them.

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**13.1 INTRODUCTION**

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In English, a verb is not used in the same way all the time. It changes in

different situation to show **WHEN** something happens. This is called the **TENSE** of the verb. It is interesting to note that the word “Tense” itself comes from the Latin word “tempus”, which means “Time”. So, Tense means Time. It is one of the basic concepts in English grammar. Achieving command in English language it is compulsory to study and learn tenses. We point out the time by changing verbs accordingly. E.g., There is the verb ‘‘ To Play’’, if you want to talk about a game arranged in the past you have to change it into “Played”. So you say: “I played very hard yesterday.”In this sentence “played” is in the past tense. The tense of a verb tells you **when something happened, if something is happening, or if something will happen**. English tenses include major two components: Time and Aspects

- i) Time expresses:
  - Past -Before Now
  - Present -Now
  - Future – After Now
- ii) Aspect can be:
  - Progressive – Uncompleted action
  - Perfective – Completed action or state

Source: [www.englishclub.com/grammar/tense-what.html](http://www.englishclub.com/grammar/tense-what.html)

There are four aspects associated with each of these tenses. An aspect here refers to the nature of action performed by the verb. Such actions should be framed under rules of grammar which help us to understand language. Different kinds of grammar are concerned with rules to express ourselves. Study of grammar makes you learn how to create sentence/message correctly. Communicative Grammar puts the accent on the actual act of communication. It gives the speaker all the tools for an effective transmission of the intended message. It involves only two major tenses: Past Tense and Present Tense. There is no future tense recognizes in it, though there are set of rules indicate futurity. In Traditional Grammar the words are categorized into parts of speech, which you combine in sentences, by following certain rules of tenses. These tenses can be broadly classified into three broad categories:

- 1) Present Tense
- 2) Past Tense
- 3) Future Tense

Each is further divided in to 4(four) sub-categories: Simple, Continuous, Perfect, and Perfect Continuous

| <b>Tense</b>                     |                               |                                 |
|----------------------------------|-------------------------------|---------------------------------|
| <b>Present Tense</b>             | <b>Past Tense</b>             | <b>Future Tense</b>             |
| Simple Present Tense             | Simple Past Tense             | Simple Future Tense             |
| Present Continuous Tense         | Past Continuous Tense         | Future Continuous Tense         |
| Present Perfect Tense            | Past Perfect Tense            | Future Perfect Tense            |
| Present Perfect Continuous Tense | Past Perfect Continuous Tense | Future Perfect Continuous Tense |

## **13.2 PRESENT TENSE**

### **13.2.1 Simple Present Tense/Indefinite Present Tense**

The simple present tense is used:

- **To express a habitual action**-this tense tells us the action is not being performed at the moment of speaking.

E.g. Simple Present: I **eat** an apple every day.  
 My mother **gets** up at five o'clock every day.  
 S/He works, It works  
 I work, you work,  
 He Smokes – They smoke,  
 Dog barks - Dogs bark

- To express general truth

E.g. The sun sets in the west.  
 Honey is Sweet.

- To express a future event that is part of a fixed timetable or programme

E.g. The match starts at 9 o'clock tomorrow.  
 The Sabarmati express leaves at 5.20

- The Simple Present tense has the same form as the infinitive but adds an 's' and 'es' to a verb following/ the third person singular.
- If sentence with Present form of 'To be' (am/is/are), 'To Have' (have/has) is used.

- **Tense Indicating Words**

|           |           |           |          |            |
|-----------|-----------|-----------|----------|------------|
| Always    | Often     | Daily     | Seldom   | Every Week |
| Usually   | Generally | Normally  | Never    | Every Year |
| Regularly | Rarely    | Sometimes | Everyday | On Sundays |

**Exercise:**

1. My brother ..... a Doctor. (Be)
2. Exercise ..... blood circulation. (Improve)
3. Trees ..... the environment clean and pure. (Keep)
4. I always ..... the window at night because it is cold. (Close)
5. In November birds often ..... to the south. (Fly)

**1.2.2 Present Continuous Tense/Progressive Present Tense**

- The present continuous tense is formed with the present tense of the auxiliary verb.

(The Infinitive **verb+ ing**)

Present Continuous Tense is used:

- For an action going on at the time of speaking

E.g. It is raining. (Now)  
 Look, what is the baby doing?

- For a temporary action which may not be actually happening at the time of speaking.

E.g. I am reading biography of Mahatma Gandhi.  
 He is teaching English and learning French language. (He may not be doing at the moment of speaking)

- For a planned arrangement in the near future( most usual way of expressing one's immediate plans)

E.g. I am going to the theater tonight. (It means this plan certainly implies that the tickets have been bought)

My father is going to Mumbai tomorrow.

- **Tense Indicating Words**

At the moment/at this time      At present/Presently/currently  
Next week/  
Tomorrow(For future arrangement)

Look,see,watch,listen      Now      Today evening

**Exercise:**

1. I ..... an apple now. (eat)
2. Someone ..... at the door. (Knock)
3. Look, the bus .....( Leave)
4. We ..... this evening at the hotel. ( meet)
5. Vicky ..... about bus services. (Complain)

**13.2.3 Present Perfect Tense**

- The Present Perfect Tense is formed with the present tense of **to have/has + the past participle.**

E.g. I have worked.

The Past Participle in regular verbs has exactly the same form as the simple past. i.e loved, walked etc.

The Present Perfect Tense is used:

- To indicate completed activity in the immediate past (Just)

E.g. I have just finished my work.

She has just gone out.

- To express past actions whose time is not given and not definite

E.g. Mr Patel has been to Japan.

Have you read the ‘Satya Na Prayogo’?

- For an action beginning in the past which continues up to present moment (often with ‘Since and ‘for’ phrases)

E.g. He has been in the army for two years. (He is still in the army)

Ravi has been ill since last Sunday.

- An activity completed in the past but its effect is still going on.

E.g. I have cut my finger.

Urvashi has eaten all biscuits.

The Present Perfect Tense is often used in newspapers and broadcasts to introduce an action which will then be described in the simple past tense. The time of the action is very often given in the second sentence.

E.g. The PM has decided to continue with the same scheme. This decision was announced yesterday.

- **Tense Indicating Words**

|         |       |          |          |        |
|---------|-------|----------|----------|--------|
| Already | Just  | Ever     | Never    | So far |
| For     | Since | Just Now | Recently | Yet    |

**Exercise:**

1. We .....not .....news since Wednesday. (see)
2. They .....already .....the list of their purchases. ( Make)
3. You .....not .....newspaper yet. (read)
4. ....you ..... Your lunch? (eat)
5. I .....a carrot cake. ( Bake)

**13.2.4 Present Perfect Continuous Tense/ Progressive Present Perfect Tense**

- The Present Perfect Continuous Tense is formed with **Have /has + been+ Verb with ‘Ing’**
- The Present Perfect Continuous Tense is used

An action which began at some time in the past and is still continuing or is likely to continue at some time in future

E.g. Mr.Rathod has been sleeping for five hours.

They have been playing chess since four o'clock.

They have been building the bridge for several months.

- **Tense Indicating Words**

For

Since

**Exercise:**

1. They .....to this Nation for two years. (serve)
2. Teacher .....the concept of Physics for an hour. ( explain)
3. The clerk ..... letters since she arrived. ( write)
4. He ..... in this company since 1985. (work)
5. Montee ..... in America since 2008. (live)

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**13.3 PAST TENSE**

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**13.3.1 Simple Past Tense**

- Simple Past Tense is used to indicate an action completed in the past.
- In The Simple Past Tense regular verbs are formed by adding **ed** to the infinitive, Irregular verbs are vary considerably in their simple past form.
- The interrogative of regular and irregular verbs are formed with **did + Subject+ Infinitive.**

E.g. Did you complete the task?

- The Simple Past Tense is used for actions completed in the past at a definite point in time. It is therefore used for a past action when time is given.

E.g. I met him yesterday.

- When the action is clearly took place at a definite time even though this time is not mentioned.

E.g. The train was ten minute late.

I bought this car in January. (That is sometime in January)

Pratap defeated the Mughals in Haldighati.

- The sentence with past form of ‘To be’ (was /were) or ‘To have’ (had).

- **Tense Indicating Words**

Yesterday Last Night Week Month Year/Many years ago

**Exercise:**

1. I ..... my wallet at the Central Mall yesterday. (Lose)
2. The guest .....not ..... its taste, because it was salty.  
( Like)
3. The Golden Temple ..... by us last Month. ( Visit)
4. My Grandfather ..... in army. (be)
5. .... he ..... you on his birthday party? (Invite)

**13.3.2 Past Continuous Tense/ Progressive Past Tense**

- Past Continuous Tense is formed by the Past Tense of the verb **to be (was/were)** + the present participle (**ing**).
- The Past Continuous tense is used to denote an action going on at some-time in the past.

E.g. We were watching T V all evening.

When I saw him he was eating an apple.

- The Past Continuous use for Long Term Habit in the Past.  
E.g. He was always grumbling.

- **Tense Indicating Words**

At that time                      Then    At O'clock yesterday  
When, While, Last week

**Exercise:**

1. I ..... Cricket when you called. (Play)
2. They ..... exercises in morning. (Do)
3. Summit ..... for this firm in the 1990s. (Work)
4. What ..... you ..... last night at seven? (Do)
5. I ..... the office when my boss called me back. ( Leave)

**13.3.3 Past Perfect Tense**

- This tense is formed with **had + the Past Participle**.
- The Past Perfect describes an action completed before a certain moment in the past.

E.g. She had spoken nice about you.

I had eaten an apple.

I met her at Mount Abu in 2015. I had seen her last four years before.

- If two actions happened in the past, it may be necessary to show which action happened earlier or first than the other. The Past Perfect is mainly used in such situations. The simple past is used in one clause and the past perfect in the other.

E.g. When I reached the station, the train had left.

She had written the letter before I reached to class.



**Exercise:**

1. If he passes the exam, he ..... very happy. (Be)
2. The meeting .....place at 6pm. (Take)
3. If you eat all of that cake, you ..... sick. (Feel)
4. After lunch, I ..... to the theater to watch new movie. (Go)
5. If we finish our homework we .....outside tonight. (Go)

**13.4.2 Future Continuous Tense/Progressive Future Tense**

- The tense is formed with future tense usingshall/will + **be + verb** with ‘**ing.**’
- We use future continuous tense to talk about actions which will be in progress at a time in the future.

E.g. I shall be working tomorrow.

I will be watching the match on TV at this time tomorrow.

- We also use this tense to talk about action in the future which are already planned or which are expected to happen in normal course of things.

E.g. The plane will be arriving soon.

I will be enjoying the beauty of nature next week.

- **Tense Indicating Words**

Tomorrow at this time      Next week      At this time

**Exercise:**

1. At midnight we ..... (Sleep)
2. In an hour, I ..... in front of my TV. ( Sit)
3. Tomorrow at this time, I ..... my French language exam. (Take)
4. The farmers ..... the crops at next time. (Cut)
5. .... we .....at Agra? (Reach)

**1.4.3 Perfect Future Tense**

- The Perfect Future tense can be formed **shall/will + have + Past Participle.**
- The Perfect Future Tense is used to talk about an event that has not yet happened but which is expected or planned to happen by certain time in the future.

E.g. I shall have written my exercise by tomorrow.

By the end of the month, your new servant will have broken all your cups.

- When the main clause is in the future tense, we use Present Tense in the second clause to refer to the future.

E.g. The patient **will have died** before they **reach** the hospital.

- **Tense Indicating Words**

By the time

Before

**Exercise:**

1. Anita .....the task by the end of this month. (Finish)
2. The fire .....the whole building before the firemen arrive. (Destroy)
3. We .....back all our debts before we leave this city. (Pay)
4. By the 9 O'clock we.....dinner. (Cook)
5. The result .....by the end of this month. (Declare)

**1.4.4. Future Perfect Continuous Tense/ Progressive Perfect Future Tense**

- Future Perfect Continuous Tense is formed **shall/will + have +been+ verb 'ing'**.
- Future Perfect Continuous Tense is used when an action beginning at some time in future and continuing up to certain time in the future.
- Mostly this tense is not used.

E.g.            We shall have been reading story books.  
                      We shall have been saving money for many years.  
                      The hermit will have been preaching for four days.

• **Tense Indicating Words**

|             |     |
|-------------|-----|
| By the time | For |
|-------------|-----|

**Exercise:**

1. We ..... for an hour by the time Tushar arrives. (Discuss)
2. By the end of this month, she ..... money for her trip. (Save)
3. The saint .....for 3 hours. (Preach)
4. In the summer, Milan.....to find a new job for five months. (Try)
5. We .....4 hours by the time we get home. (Drive)

**13.5 LET SUM UP**

- In this unit you have learnt
- Verbs change form depending on their relationship to time.
- To identify the Present, Past, and Future tenses of regular and irregular verbs.

**13.6 KEY WORDS**

Infinitive     : The simple or basic form of the verb  
 Implies       : Express Something Indirectly  
 Definite      : Fixed  
 Grumbling    : speaking low, to muttering  
 Crop          : Cultivated produce of the ground  
 Hermit        : A person living alone as a religious disciple  
 Preaching     : The art of delivering religious instruction

**13.7 BOOKS SUGGESTED**

1. English Grammar in Use by Raymond Murphy

2. Advance Grammar in Use: A Self study reference and Practice Book for Advances Learners of English by Martin Hewings
3. English Grammar & Composition by Wren & Martin
4. A Practical English Grammar by A J Thomson and AV Martinet

**Answers:**

|               |  |  |                |
|---------------|--|--|----------------|
| <b>1.2.1</b>  | 1. Is<br>4. Close  | 2. Improves<br>5. Flies                              | 3. Keep        |
| <b>1.2.2</b>  | 1. am eating<br>4. are meeting   | 2. is knocking<br>5. is complaining                  | 3. is leaving  |
| <b>1.2.3</b>  | 1. have, seen<br>4. have, eaten  | 2. have, made<br>5. have baked                       | 3. have, read  |
| <b>1.2.4</b>  | 1. have been serving<br>3. has been writing<br>5. has been living                        | 2. has been explaining<br>4. has been working        |                |
| <b>1.3.1.</b> | 1. lost<br>4. was  | 2. did, like<br>5. Did, invite                       | 3. was visited |
| <b>1.3.2</b>  | 1. was playing<br>4. were doing  | 2. were doing<br>5. was leaving                      | 3. was working |
| <b>1.3.3.</b> | 1. had stared<br>4. had eaten  | 2. had lived<br>5. had died                          | 3. had studied |
| <b>1.3.4.</b> | 1. had been sleeping<br>3. had been living<br>5. had been learning                       | 2. had been looking for<br>4. had been studying      |                |
| <b>1.4.1.</b> | 1. will be<br>4. shall go  | 2. will take<br>5. shall go                          | 3. will feel   |
| <b>1.4.2.</b> | 1. shall be sleeping<br>3. shall be taking<br>5. shall be reaching                       | 2. shall be sitting<br>4. will be cutting            |                |
| <b>1.4.3.</b> | 1. will have finished<br>3. will have paid<br>5. will have declared                      | 2. will have destroy<br>4. will have cooked          |                |
| <b>1.4.4.</b> | 1. will have been discussing<br>3. will have been preaching<br>5. will have been driving | 2. will have been saving<br>4. Will have been trying |                |