

## Tense

**Tense shows us Two Things:** (Time and Statement (Completeness of our work))

**Time:** (Present, Past, Future)

**Note:** *All actions have Three Stages (Beginning, Middle, and End)*

**Statement:** (Indefinite/Simple, Perfect, Continuous, P.C.)

## Identification of Tense

**Note:** For the Identification of Tense we need two Things:

H.V= Be (Is, Am, Are, Was, Were)

Has, Have, Had, Will, Shall etc

Verb Forms= (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)

## Tense Chart

<b>Tense</b>	<b>Present</b>	<b>Past</b>	<b>Future</b>
<b>V.F</b> <b>Indefinite</b> <i>H.V</i>	<b>I</b> <b>Do, (Other)</b> <b>Does</b> (He, She, It)	<b>I &amp; II</b> <b>Did</b> ( All )	<b>I</b> <b>Will (Other)</b> <b>Shall</b> (I, We)
<b>V.F</b> <b>Perfect</b> <i>H.V</i>	<b>III</b> <b>Have, (Other)</b> <b>Has</b> (He, She, It)	<b>III &amp; II</b> <b>Had</b> (All)	<b>III</b> <b>Will have</b> <b>Shall have</b>
<b>V.F</b> <b>Continuous</b> <i>H.V</i>	<b>IV</b> <b>Is</b> (He, She It) <b>Am</b> (I) <b>Are</b> ( other)	<b>IV</b> <b>Was</b> ( He She It I) <b>Were</b> (Other)	<b>IV</b> <b>Will be</b> <b>Shall be</b>
<b>V.F</b> <b>Perfect Continuous</b> <i>H.V</i>	<b>IV</b> <b>Has been</b> <b>Have been</b>  <b>Since</b> (Point of Time)	<b>IV</b> <b>Had been</b>  <b>For</b> (Period of Time)	<b>IV</b> <b>Will have been</b> <b>Shall have been</b>

## **Important Note**

- 1. H.V is not used with two Tense i.e. “Present Indefinite and Past Indefinite” in case of “Affirmative Sentences” only. Also, II- Form is used in “Past Indefinite Affirmative Sentences”.**
- 2. With “Present Indefinite Affirmative Sentences” ‘...s’ or ‘...es’ is used with the Verb incase of 3rd Person Singular (He, She, It) Subject.**
- 3. “Past Perfect” is also called “Double Past”. In case of “Past Perfect” two actions are performed but not simultaneously. With first action – III form of verb is used as usual and with Second action II form of Verb is used.**
- 4. In case of all “Perfect Continuous” tenses ‘Since’ and ‘For’ is used. ‘Since’ with ‘Point of Time’ and ‘For’ with ‘Period of Time.’**

## **USAGE OF TENSE**

### **1. Present Simple/ Indefinite:**

- 1. To express habitual action: In this case we use following adverbs: Always, Often, Seldom, Usually, Daily, Everyday (Weak, month, year, normally, Twice, Thrice, a week etc**
- 2. To express Universal or general Truth.**
- 3. To give Commentary or sporting events on some action which is going on**
- 4. To express official plans in the future i.e. plans which will go on according to a schedule of time table and programme.**
- 5. To express great writers saying.**

## **2. Present Continuous:**

- 1. To express an action that is going on at the time of speaking.**
- 2. To express one's immediate personal plans.**
- 3. To express an action taking place about the present time but not necessarily at the movement of speaking.**
- 4. The following verbs are not normally used in the continuous tense:**

**A. Verbs of Senses or Perception:- Hear, See, Taste, Smell etc.**

**B. Verbs of Like and Dislike:- Like, Dislike, Love, Hate, Desire, Want etc.**

**C. Verbs Express Wish:- Wish, Desire, Want**

**D. Verbs of Possession:- Possess, Own, Have, Contain, Belong, etc.**

**Verbs Connected with Mind:- Think, Suppose, Known, Understand, Remember, Believe, Feel, Forget. etc.**

### **3. Present Perfect:**

- (i) To express recent past action.**
- (ii) To express an action just completed.**
- (iii) Mostly used words in this tense are:  
So, Far, Since, For, Hitherto, Up to, Now, Lately,  
Recently, Yet, Already, Just etc.**

### **4. Present Perfect Continuous:**

- (i) To express an action which began in the past and is still continuing.**

### **5. Past Indefinite:**

- (i) To express habitual action in the past
- (ii) To express an action completed in the past
- (iii) To express past action when time is not given.
- (iv) In this Tense following words are mostly used:  
Yesterday, Last week, Last month, Last year, & ago.

### **6. Past Continuous:**

- (i) It is used when the action continued for some time in the past.
- (ii) It is used to describe two actions going in simultaneously in the past.

### **7. Past Perfect:**

- (i) It is used to describe an activity before another activity took place in the past or to describe which action took place first if either of the two happened in the past.

### **8. Past Perfect Continuous:**

- (i) It is used to express an action that continued for a specific time in the Past and was still continuing at the time of speaking.

#### **9. Future Indefinite:**

This tense is used for an action that has still to take place.

#### **10. Future Continuous:**

This tense is used to express an action going on at some point in future.

#### **11. Future Perfect:**

This tense is used to indicate the completion of an action by a certain future time.

#### **12. Future Perfect Continuous:**

This tense is used when an action is to continue for some period of time in the future.