

# A COMPLETE BOOK OF GRAMMAR

**A COMPREHENSIVE AND PERFECT BOOK FOR EVERYONE,  
ALL LEVELS & EVERY EXAM**

By

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Naveed Iqbal was born at Kohat. Best known as an educationist, poet, writer and a journalist, he has been closely associated with reading and writing.

Mr. Naveed got his education from institutions like Cadet College Kohat and Pakistan Air Force Academy Sargodha (as a G.D Pilot). He has done Masters in English Literature, Masters in Business Administration, Masters in Education, Masters in Teaching English as Foreign Language (FS); Post Graduate Diploma in TEFL; B.Ed., Dip. in Computers, Computer Programming, Journalism, IRCA Certified Lead Auditor, Librarian Course, Montessori Course, ISO & Quality Management Courses and many other courses. .

He worked as Principal of Army Public Schools & Colleges System at Baluchistan, Chief Executive of Perfect Educators Education System, Chief Executive of Perfect Educators Post Graduate College, Administrator of Virtual University of Pakistan, Kotli Campus, V. Faculty Member of AJK University, Kotli Campus, Regional Director of Direct Assessment Services, Pakistan, Chief Executive of Virtual Institute of Skills & Education, M.D of Perfect Hosting, M.D of Perfect Consultants, C.E of Perfect Publications, Chief Editor of "THE PEN", International Magazine etc.

He served as Principal, of Army Public Schools and Colleges System in Kotli and Hajira, Azad Kashmir and Principal of Army Public Schools and Colleges System, Miranshah too. He also served for quite a long time in Army Public College, Kohat as Senior English Lecturer.

Many of his books have been published. His book "Magic Words" got great fame. It was the first book of any Pakistani author of his own quotations. His English books for Classes 9, 10, 1<sup>st</sup> year and 2<sup>nd</sup> year have also been published.

His E-Books "Naveed Kids English" & "Naveed Kids Urdu" are available in the market & on the net. His E-Books of Urdu Poetry "BATAIN USS KEE" and English Poetry "EMOTIONS" will be available all over the country very soon.

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# TENSES

## Grammatical Tense

Tense is a grammatical category that refers to the absolute location in time of an event (event includes an action or idea) or condition denoted by the verb. Tense is commonly marked by inflection (a change in form) of the verb.

**Origin and Meanings:** The word 'tense' in grammar comes from 'tempus' in Latin, meaning time. Tense refers to when the action of the verb takes place.

**Definition:** Grammatical tense is a way languages express the time at which an event described by a sentence occurs.

## Details:

Tense means the verb-form or forms used to express certain time relations.

## Important Points:

A Present Tense does not necessarily express an action taking place in the present time, nor does a Past Tense necessarily express an action taking place in the past time.

In the sentence we pray to God, the verb 'Pray' is in the Present Tense. But that sentence does not mean that the action of praying takes place only in the present. We have prayed in the past, and shall, pray in the future. Thus the Present Tense can express actions taking place in the Present, the past or the future.

## Forms of Tenses

Tense is divided into three classes namely,

1. Present Tense
2. Past Tense
3. Future Tense

### 1. PRESENT TENSE

The Present Tense denotes the present time. When a verb is used to show that an action takes place at present, it is known as the Present Tense

#### Examples:

He speaks the truth.

I like my book.

### 2. Past Tense:

The past Tense denotes past time. When a verb is used to show that an action was completed, it is known as the Past Tense.

#### Examples:

He spoke the truth.

I liked my book.

### 3. Future Tense:

The Future Tense denotes future time. When a verb is used to show that an action will take place in future, it is known as the Future Tense.

**Examples:**

He will speak the truth.

I shall like my book.

Each of the above three tenses is divided into four classes namely,

The complete list of the tenses of English is given below.

**Types of Tenses:**

There are four types of verb tense in English: the Simple, the Continuous, the Perfect, and the Perfect Continuous. Each type of tense has a Present, a Past, and a Future form, as well as other modal forms.

**PRESENT TENSE**

- i. Present Indefinite Tense
- ii. Present Continuous Tense
- iii. Present Perfect Tense
- iv. Present Perfect Continuous Tense

**PAST TENSE**

- i. Past Indefinite Tense
- ii. Past Continuous Tense
- iii. Past Perfect Tense
- iv. Past Perfect Continuous Tense

**Future Tense:**

- i. Future Indefinite Tense
- ii. Future Continuous Tense
- iii. Future Perfect Tense
- iv. Future Perfect Continuous Tense

**The Uses of the English Tenses**

**Type of Tense**

**Simple**

**Type of Action Expressed**

- actions occurring at regular intervals
- general truths, or situations existing for a period of time
- non-continuous actions

**Continuous**

- continuous, ongoing actions

**Perfect**

- non-continuous actions completed before a certain time

**Perfect Continuous**

- continuous, ongoing actions completed before a certain time

**Indefinite Tenses:**

The three Indefinite Tenses or Simple Tenses describe an action but do not state whether the action is finished.

- The Simple Past (They played.)
- The Simple Present (They play.)
- The Simple Future (They will play.)

The verb in the Indefinite Aspect is used when the beginning or ending of an action, an event, or condition is unknown or unimportant to the meaning of the sentence. The indefinite aspect is also used to indicate a habitual or repeated action, event or condition.

### **Continuous Tense:**

The Continuous tenses are used to show that an action is continuing or progressing at the time indicated by a particular tense.

For example,

He is reading a book. (The action is continuing)

The progressive form of a tense is made up by using some form of the verb 'to be' with the 'ing' form of the principal verb. The form of verb that ends in ing is called the present participle.

The following are the progressive or continuous forms of the verb 'will' for the six tenses) first Person, singular)

The three Incomplete Tenses, or Progressive Tenses, describe an unfinished action:

- The Past Progressive (They were playing.)
- The Present Progressive (They are playing.)
- The Future Progressive (They will be playing.)

A verb in the continuing aspect indicates that the action, event, or condition is ongoing in the present, the past, or the future.

### **Perfect Tense:**

The 'Perfect Tenses' include the idea of completion in grammar, the word 'Perfect' refers to an action or state of being that is completed at the time of speaking or writing.

The Perfect Tenses are formed by combining the auxiliary verbs (has, have, had, will have, shall have) with the Past Participle of the Principal Verb.

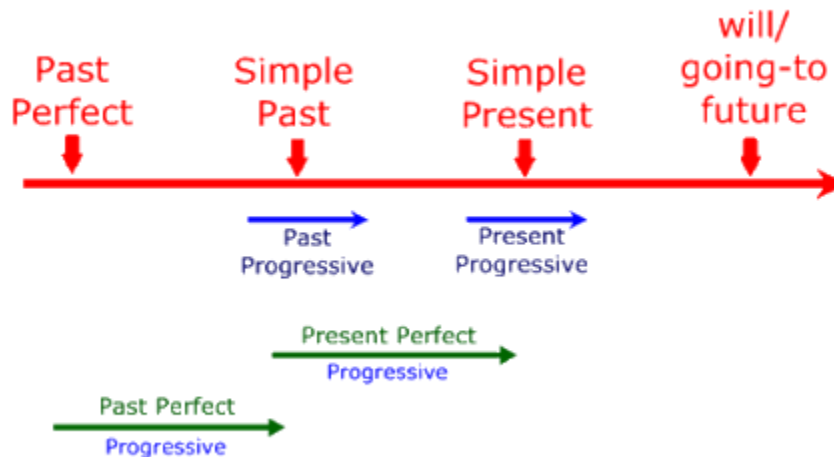
### **Perfect Progressive/ Continuous tense**

A verb in the continuing aspect indicates that the action, event, or condition is ongoing in the present, the past or the future.

It is also possible to combine the completeness and the incomplete tenses, to describe an action which was in progress and then finished.

- The Past Perfect Progressive (I had been playing)
- The Present Perfect Progressive (I have been playing)
- The Future Perfect Progressive (I will have been playing)

## TENSES DIAGRAM



## FORMATION AND USE OF TENSES

We form many verb tenses by combining one of principal parts of the verb with one or more auxiliary verbs.

In order to form verb tenses we need a good grasp of the auxiliaries and the **principal parts** of the verb. There are four principal parts: the basic form, the present participle, the past form, and the past participle.

The **basic form** (or **root** of the verb is the form listed in the dictionary and is *usually* identical to the first person singular form of the simple present tense (except in the case of the verb "to be")):

walk , paint, think, grow, sing

The **infinitive** form of the verb is a compound verb made up of the the preposition "to" and the basic form of the verb:

to walk, to paint, to think, to grow, to sing

To form the present participle, add "-ing" to the basic form of the verb:

Walking, painting, thinking, growing, singing

The **past form** of verbs is a little trickier. If the verb is **regular** (or **weak**, you can create the past form by adding "-ed", "-d", or "-t" to the present form. When a basic form ends in "-y", you

changed the "-y" to "-i-"; in many cases you should also double terminal consonants before adding "-ed"

Walked, painted, thought, grew, sang

## **Present Indefinite Tense**

The Simple Present is frequently used in English. It is also called Present Simple or Present Indefinite.

### **USE**

The Present Indefinite Tense or Simple Present Tense is used to describe an action, an event, or condition that is occurring in the present, at the moment of speaking or writing. The Simple Present Tense is used when the precise beginning or ending of a present action, event, or condition is unknown or is unimportant to the meaning of the sentence.

**This tense is used**

**1. To express a habitual action or repeated actions (every day, daily, always, often, sometimes or never).**

**Example:**

Iram goes to school daily.

She never takes tea.

**2. To express general Truth.**

**Example:**

The earth moves round the Sun.

**3. In exclamatory sentences beginning with here and there.**

**Example:**

Here comes the bus!

**4. To express planned activities.**

**Example:**

Our principal visits tomorrow.

**5. To introduce quotations.**

**Example:**

Naveed says, "Hard work is a cheque that can be cashed every where."

Where there is first person singular or plural (I, we) or second person (you) or third person plural (they), then we just put the first form of the verb. ('s' or 'es' is not used with the first form of verb).

**Examples:**

I play.

We run.

You eat.

They quarrel.

Birds chirp.

**3) fixed arrangements, scheduled events (e.g. timetable)**

The plane **flies** to London every Monday.

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**4) actions in the present - one follows after the other (first - then, after that)**

First I **get** up, then I **have** breakfast.

---



## 5) instructions

**Open** your books at page 34.

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6) after **special verbs**, which are normally not used with the Present Progressive (These verbs express states, possessions, feelings etc.)  
be, believe, belong, hate, hear, like, love, mean, prefer, remain, realize, see, seem, smell, think, understand, want, wish

I **understand** English.

He **doesn't like** fish.

## **FORMATION**

We use the infinitive of the verb. In the 3rd person Singular (he, she, it - or a name) we put an -s at the end of the infinitive.

**infinitive** - 3rd person Singular (he, she, it) **infinitive** + **-s**

### Affirmative sentences:

I/we/you/they **play** football.

He/she/it **plays** football.

**NOTE:** he, she, it - Do not forget the -s.

### Negative sentences:

We use the auxiliary **do**.

I/we/you/they **do not play** football.

He/she/it **does not play** football.

**NOTE:** We often use short forms in negative sentences in the Simple Present:

I/we/you/they **don't play** football.

He/she/it **doesn't play** football.

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### Questions:

**Do** I/we/you/they **play** football?

**Does** he/she/it **play** football?

This tense is formed with the Base Form of the verb.

But when there is third person singular Pronoun (Masculine or Feminine) singular i.e. He, she, it, 's' or 'es' is added with the first form of the verb.

Examples:

He goes.

She plays.

Nuzhat weeps.

Aahad runs.

The cow graze.

## Special Verbs in the Simple Present

### 1) have as a full verb

<i>affirmative sentence</i>	<i>negative sentence</i>	<i>question</i>
I, we, you, they:		
I <b>have</b> a book.	I <b>do not have</b> a book.	<b>Do</b> I <b>have</b> a book?
he, she, it:		
He <b>has</b> a book.	He <b>does not have</b> a book.	<b>Does</b> he <b>have</b> a book?

### 2) be as a full verb

<i>affirmative sentence</i>	<i>negative sentence</i>	<i>question</i>
I, we, you, they:		
I <b>am</b> from Britain.	I <b>am not</b> from Britain.	<b>Am</b> I from Britain?
he, she, it:		
He <b>is</b> from Britain.	He <b>is not</b> from Britain.	<b>Is</b> he from Britain?
we, you, they:		
We <b>are</b> from Britain.	We <b>are not</b> from Britain.	<b>Are</b> we from Britain?

We often use the short forms with this verb.

### 3) do as a full verb

<i>affirmative sentence</i>	<i>negative sentence</i>	<i>question</i>
I, we, you, they:		
I <b>do</b> an exercise.	I <b>do not do</b> an exercise.	<b>Do</b> I <b>do</b> an exercise?
he, she, it:		
He <b>does</b> an exercise.	He <b>does not do</b> an exercise.	<b>Does</b> he <b>do</b> an exercise?

### 4) modal auxiliaries can, could, may, must, need, will etc.

<i>affirmative sentence</i>	<i>negative sentence</i>	<i>question</i>
every time regardless the subject (I, he, she, it, we, you, they):		

I **can play** tennis.

I **cannot play** tennis.

**Can I play** tennis?

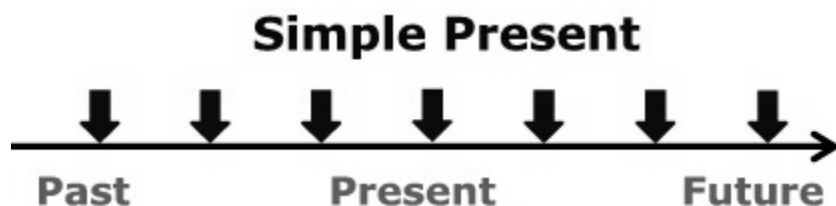
**NOTE:**

We can substitute **don't (can't)** for **do not (cannot)**.

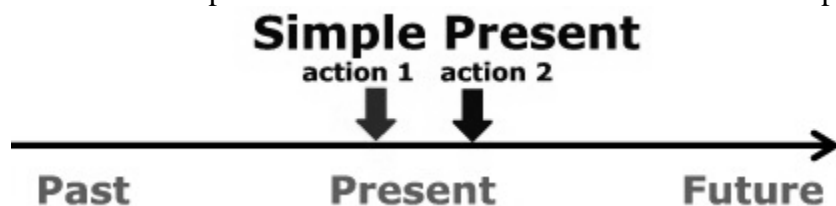
Modals have the same form every time regardless the subject. We do not add an -s to the infinitive.

**Diagram**

We use the Simple Present when we talk about something which happens repeatedly.



We use the Simple Present to describe a series of actions in the present.



**TIPS**

For the Simple Present, adverbs of frequency are used:

- always**
- often**
- usually**
- sometimes**
- seldom**
- never**

Other phrases of time can occur, like:

- every day**
- every week**
- every year**

**on Mondays  
after school**

## **IMPORTANT POINTS**

Be careful with some words when using the 3rd person singular.

1) verbs ending in a sibilant [s] [z] [ʃ] [ʒ] [tʃ] [dʒ] or verbs ending in -o preceded by a consonant

We add **-es** to the infinitive.

Examples:

I watch - he watch**es**

I pass - he pass**es**

I go - he go**es**

I do - he do**es**

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2) verbs ending in -y

**verbs ending in 'y' preceded by a vowel (a, e, i, o, u):** Add -s.

Example:

I play - he play**s**

**verbs ending in 'y' preceded by a consonant:** Change 'y' to 'ies'.

Example:

I hurry - he hurri**es**

## **Exercise of Present Indefinite Tense**

### **Affirmative sentences**

**Q.1: Translate the following sentences from English into Urdu.**

1. Ali plays cricket.
2. He wakes up early in the morning.
3. She drinks water.
4. It rains heavily.
5. You go to school on time.
6. We love our country.
7. They write letters.
8. I read a storybook.
9. Hina sews the clothes.
10. The birds chirp.

### Q.3 Translate the following paragraph into Urdu.

We celebrate two Eids in the year. We wear new clothes on Eid. We visit the homes of our relatives. Our elders give us money. We buy toys. We eat tasty dishes. We enjoy a lot of Eid.

### Negative Sentences

#### Q.1: Translate the following sentences from English into Urdu.

1. He does not obey me.
1. She does not arrive late.
2. It does not arrive late.
3. Alia does not call names.
4. The cat does not chase the rat.
5. I do not follow him.
6. We do not help her.
7. You do not pay attention.
8. They do not wash hands.
9. The players do not play.

### Interrogative Sentences

#### Q.1: Translate the following sentences from English into Urdu.

1. Does he like ice cream?
2. Does she run fast?
3. Does Zafran sell books?
1. Do I drive a car?
2. Do we build a house?
3. Do you take tea?
4. Do thy deliver a speech?
5. Does the sun rise from the east?
6. Does the cow graze?
7. Do they tease him?

### Q. Fill in the correct verb forms (is, are, am).

- 1) Amir and Asad   watching T.V.
- 2) My younger brother   writing a poem.
- 3) Our teacher   teaching us.
- 4) My uncle   going to Peshawar.

- 1 5) We  buying books.
- 1 6) I  calling her.
- 1 7) Sadaf  washing the clothes.
- 1 8) The student  reading a book.
- 1 9) Sadia  accompanying her.
- 1 10) They  watching a cricket match.

## **Present Continuous Tense**

When a tense is used to show what is really happening now is known as the Present Continuous Tense. The Present Continuous Tense or the Present Progressive Tense emphasises the continuing nature of an act, event or condition.

In English, the Present Continuous tense is usually used to express continuing, ongoing actions which are taking place at the moment of speaking or writing. In the examples given below, the verbs in the Present Continuous tense are underlined.

e.g. Right now I am cooking supper.

At the moment the plane is flying over the Gulf of St. Lawrence.

The Present Continuous tense is often used in conversation.

e.g. "What are you doing?"

"I am working on my English assignment."

Occasionally, the Present Continuous tense is used to refer to a future event.

e.g. We are leaving tomorrow.

## **The use of Present Continuous Tense**

### **1. For an action going on at the time of Speaking**

**Example:**

I am writing a letter.

### **2. For a temporary action**

**Example:**

I am reading "Magic Words".

### **3. For a future planned action**

**Example:**

Salina is getting married this February.

## **Formation of the Present Continuous**

The Present Continuous tense of any verb is formed from the Simple Present of the auxiliary **to be**, followed by what is generally referred to as the **present participle** of the verb.

The present participle of a verb is formed by adding **ing** to the bare infinitive. For instance, the present participle of the verb **to work** is **working**.

Thus, the Present Continuous tense of the verb **to work** is conjugated as follows:

I am working  
you are working  
he is working  
she is working  
it is working  
we are working  
they are working

### 3. Spelling rules for the formation of the present participle

Some verbs change their spelling when the ending **ing** is added to form the present participle.

#### a. Verbs ending in a silent e

When a verb ends in a silent **e**, the silent **e** is dropped before the ending **ing** is added. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to close	closing
to dine	dining
to leave	leaving
to move	moving

However, when a verb ends in an **e** which is not silent, the final **e** is not dropped before the ending **ing** is added. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to be	being
to see	seeing

#### b. Verbs ending in ie

When a verb ends in **ie**, the **ie** is changed to **y** before the ending **ing** is added. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to die	dying
to lie	lying

When a verb ends in **y**, no change is made before the ending is added. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to fly	flying
to play	playing

### c. One-syllable verbs ending in a single consonant preceded by a single vowel

Except in the case of the final consonants **w**, **x** and **y**, when a one-syllable verb ends in a single consonant preceded by a single vowel, the final consonant must be doubled before the ending **ing** is added. The reason for this is to reflect the fact that the pronunciation of the single vowel does not change when the ending **ing** is added.

English vowels have a variety of pronunciations. For instance, each English vowel has two contrasting pronunciations, which are sometimes referred to as **short** and **long**. Vowels which are followed by two consonants, and vowels which are followed by a single consonant at the end of a word, are generally pronounced **short**. In contrast, vowels which are followed by a single consonant followed by another vowel are generally pronounced **long**.

In the table below, the underlined vowels in the left-hand column are pronounced **short**; whereas the underlined vowels in the right-hand column are pronounced **long**. For example:

#### Short Vowels

fat  
tapping  
let  
win  
filling  
not  
hopping  
flutter

#### Long Vowels

fate  
taping  
delete  
wine  
filing  
note  
hoping  
flute

Thus, in the case of most one-syllable verbs ending in a single consonant preceded by a single vowel, the vowel is pronounced **short**. In order to reflect the fact that the vowel is also pronounced short in the corresponding present participle, except in the case of **w**, **x** and **y**, the final consonant must be doubled before the ending **ing** is added.

In the following examples, the consonants which have been doubled are underlined. For example:

#### Infinitive

to nod  
to dig  
to run  
to clap  
to set

#### Present Participle

nodding  
digging  
running  
clapping  
setting

When a verb ends in **w**, **x** or **y** preceded by a single vowel, the final consonant is not doubled before the ending is added. For example:

#### Infinitive

to draw  
to fix  
to say

#### Present Participle

drawing  
fixing  
saying

It should also be noted that when a verb ends in a single consonant preceded by two vowels, the final



consonant is not doubled before the ending is added. The reason for this is that two vowels together are generally pronounced **long**. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to rain	raining
to read	reading
to meet	meeting
to soak	soaking

**d. Verbs of more than one syllable which end in a single consonant preceded by a single vowel**

When a verb of more than one syllable ends in a single consonant other than **w**, **x** or **y** preceded by a single vowel, the final consonant is doubled to form the present participle only when the last syllable of the verb is pronounced with the heaviest stress.

For instance, in the following examples, the last syllables of the verbs have the heaviest stress, and the final consonants are doubled to form the present participles. In these examples, the syllables pronounced with the heaviest stress are underlined. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to exp <u>el</u>	expelling
to beg <u>in</u>	beginning
to occ <u>ur</u>	occurring
to om <u>it</u>	omitting

When a verb of more than one syllable ends in **w**, **x** or **y**, the final consonant is not doubled before the ending **ing** is added. In the following examples, the syllables pronounced with the heaviest stress are underlined. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to all <u>ow</u>	allowing
to aff <u>ix</u>	affixing
to con <u>vey</u>	conveying

When the last syllable of a verb is not pronounced with the heaviest stress, the final consonant is usually not doubled to form the present participle. For instance, in the following examples, the last syllables of the verbs do not have the heaviest stress, and the final consonants are not doubled to form the present participles. In these examples, the syllables pronounced with the heaviest stress are underlined. For example:

<u>Infinitive</u>	<u>Present Participle</u>
to <u>l</u> isten	listening
to <u>o</u> rd <u>e</u> r	ordering
to <u>f</u> ocus	focusing
to <u>l</u> imit	limiting

If necessary, a dictionary can be consulted to determine which syllable of a verb has the heaviest stress. Many dictionaries use symbols such as apostrophes to indicate which syllables are pronounced with the heaviest stress.

It should be noted that British and American spelling rules differ for verbs which end in a single **l** preceded by a single vowel. In British spelling, the **l** is always doubled before the endings **ing** and **ed** are added. However, in American spelling, verbs ending with a single **l** follow the same rule as other verbs; the **l** is doubled only when the last syllable has the heaviest stress. In the following examples, the syllables with the heaviest stress are underlined. For example:

<u>Infinitive</u>	<u>Present Participle</u> <u>American Spelling</u>	<u>British Spelling</u>
to <u>signal</u>	signaling	signalling
to <u>travel</u>	traveling	travelling
to <u>compel</u>	compelling	compelling
to <u>propel</u>	propelling	propelling

From these examples it can be seen that the American and British spellings for verbs ending in a single **l** differ only when the last syllable does not have the heaviest stress.

#### 4. Questions and Negative Statements

##### a. Questions

In the Present Continuous, the verb **to be** acts as an auxiliary. As is the case with other English tenses, it is the auxiliary which is used to form questions and negative statements.

To form a question in the Present Continuous tense, the auxiliary is placed before the subject. For example:

##### Affirmative Statement

I am working.  
You are working.  
He is working.  
She is working.  
It is working.  
We are working.  
They are working.

##### Question

Am I working?  
Are you working?  
Is he working?  
Is she working?  
Is it working?  
Are we working?  
Are they working?

##### b. Negative Statements

To form a negative statement, the word **not** is added after the auxiliary. For example:

##### Affirmative Statement

I am working.  
You are working.  
He is working.  
She is working.  
It is working.  
We are working.  
They are working.

##### Negative Statement

I am not working.  
You are not working.  
He is not working.  
She is not working.  
It is not working.  
We are not working.  
They are not working.

### c. Negative Questions

To form a negative question, the auxiliary is placed before the subject, and the word **not** is placed after the subject. However, when contractions are used, the contracted form of **not** follows immediately after the auxiliary. Although there is no universally accepted contraction for **am not**, the expression **aren't I?** is often used in spoken English. For example:

#### Without Contractions

Am I not working?  
Are you not working?  
Is he not working?  
Is she not working?  
Is it not working?  
Are we not working?  
Are they not working?

#### With Contractions

[Aren't I working?] - used in speaking  
Aren't you working?  
Isn't he working?  
Isn't she working?  
Isn't it working?  
Aren't we working?  
Aren't they working?

### d. Tag questions

Tag questions are also formed using the auxiliary. In the following examples, the tag questions are underlined. In spoken English, **aren't I?** is often used as a tag question. For example:

#### Affirmative Statement

I am working.  
You are working.  
He is working.  
She is working.  
It is working.  
We are working.  
They are working.

#### Affirmative Statement with Tag Question

I am working, am I not?  
You are working, aren't you?  
He is working, isn't he?  
She is working, isn't she?  
It is working, isn't it?  
We are working, aren't we?  
They are working, aren't they?

## 5. Comparison of the uses of the simple present and present continuous

As pointed out in Chapter 1, the Simple Present tense may be used for stating general truths, and for referring to actions which occur at regular intervals. In the following examples, the verbs in the Simple Present tense are underlined.

e.g. Nova Scotia is a Canadian province. Geese fly south every winter.

In contrast, the Present Continuous tense is usually used to refer to ongoing actions happening at the time of speaking or writing. In the following examples, the verbs in the Present Continuous tense are underlined.

e.g. Right now, I am visiting the province of Nova Scotia. At the moment, a flock of geese is flying overhead.

## Exercise

### Affirmative sentences

Q.1: Translate the following sentences from English into Urdu.

1. He is telling a lie.
2. She is sewing the clothes.
3. The boy is catching the fish.
4. I am mending my shoe.
5. You are speaking truth.
6. We are reading a novel.
7. They are teaching.
8. The cattle are grazing.
9. Aahad is working.
10. Alia is waiting for me.

Q.2: Translate the following Paragraph into Urdu.

The sun is rising. The children are going to school. The peon is ringing the bell. The teachers are teaching the lessons. The students are doing their class work. The principal is taking the round of school.

#### **Negative sentences**

Q.5: Translate the following sentences into Urdu.

1. He is not preparing for the exam.
2. She is not beating her.
3. The teacher is not punishing.
4. They are not sending me gifts.
5. I am not cleaning my room.
6. We are not celebrating Eid.
7. They are not selling the cakes.
8. Sadaf is not listening to the songs.
9. Amna is not quarrelling.
10. The cat is not chasing the rat.

#### **Interrogative Sentences**

Q.7: Translate the following sentences into Urdu.

1. Am I wasting your time?
2. Is he calling your name?
3. Is she making a plan?
4. Are we reading a story?
5. Is it raining?
6. Are you white washing the wall?
7. Is Shumail drinking milk?
8. Is Humaira ironing the clothes?
9. Are they quarrelling?
10. Is he polishing his shoes?

### **Present Perfect Tense**

The Present Perfect Tense is used to describe action that began in the past and continues into the present or has just been completed at the moment of utterance. The Present Perfect is often used to suggest that a past action still has an effect upon something happening in the present.

## Use

It is a combination of past and present. An action in the past has something to do with the present.

1) **Result of an action in the past is important in the present** (It is not important when this action happened. When we use a specific time in the past - e.g. yesterday - then we use the Simple Past.)

I **have cleaned** my room. (*It is clean now.*)

**Has** Peggy ever **been** to Tokyo? (*Has Peggy been there or not?*)

---

2) **Recently completed actions**

He **has** just **played** handball. (*It is over now.*)

---

3) **Actions beginning in the past and still continuing** - mostly with **since** (point of time) or **for** (period of time)

We **have lived** in Canada **since** 1986. (*We still live there.*)

---

4) **together with lately, recently, yet**

I **have been** to London recently. (*no specific point of time*)

He **has not written** the e-mail yet. (*He has not done it.*)

## Formation

We form the Present Perfect with **have** and the **past participle**  
(regular verbs: infinitive + -ed; irregular verbs: 3rd column of the table of the irregular verbs)

**have/has** + **past participle**

**has**: 3rd person singular (he, she, it)

**have**: all other forms

**past participle:**

- regular verbs: **infinitive + -ed**
- irregular verbs: **2nd column** of the table of the irregular verbs

---

Affirmative sentences

**regular verbs**

I/we/you/they **have played** football.  
He/she/it **has played** football.

**irregular verbs**

I/we/you/they **have gone** to the supermarket.  
He/she/it **has gone** to the supermarket.

**NOTE:** We use **has** in the 3rd person singular (he, she, it).

---

Negative sentences

**regular verbs**

I/we/you/they **have not played** football.  
He/she/it **has not played** football.

**irregular verbs**

I/we/you/they **have not gone** to the supermarket.  
He/she/it **has not gone** to the supermarket.

**NOTE:** We use **has** in the 3rd person singular (he, she, it).

---

Questions

**regular verbs**

**Have** I/we/you/they **played** football?  
**Has** he/she/it **played** football?

**irregular verbs**

**Have** I/we/you/they **gone** to the supermarket?  
**Has** he/she/it **gone** to the supermarket?

**NOTE:** We use **has** in the 3rd person singular (he, she, it).

**Diagram**

We use the Present Perfect for actions in the past which have a connection to the present. The time when these actions happened is not important.



---

We use the Present Perfect for recently completed actions.

## Present Perfect



We use the Present Perfect for actions beginning in the past and still continuing.

## Present Perfect



### TIPS

These words tell you what tense you have to use. For the Present Perfect the following words are used frequently:

**just**  
**yet**  
**never**  
**already**  
**ever**  
**so far**  
**up to now**  
**recently**  
**since**  
**for**

### IMPORTANT POINTS

For the Present Perfect you need the form of the verb which can be found in the 3rd column of the table of the irregular verbs.

go - went - **gone**

Add **-ed** with regular verbs.

**regular verbs**

**infinitive** + **-ed**

Sometimes there are exceptions in spelling when adding **-ed**.

1) consonant after a short, stressed vowel at the end of the word

**Double the consonant.**

stop – **stopped**  
swap - **swapped**

We do not double the consonant if it is not stressed:  
benefit - **benefited** (Here we stress the first 'e', not the 'i'.)

In British English we double one -l at the end of the word:  
travel - **travelled**

---

2) one -e at the end of the word

**Leave out the -e. Add -d.**

love – **loved**  
save – **saved**

---

3) verbs ending in -y

**verbs ending in 'y' preceded by a vowel (a, e, i, o, u): Add -ed.**  
play - **played**

**Change 'y' to 'i' after a consonant. Then add -ed.**  
worry - **worried**

## Special verbs in the Present Perfect

### 1) have as a full verb

<b><i>affirmative sentence</i></b>	<b><i>negative sentence</i></b>	<b><i>question</i></b>
I, we, you, they:		
I <b>have had</b> a book.	I <b>have not had</b> a book.	<b>Have</b> I <b>had</b> a book?
he, she, it:		
He <b>has had</b> a book.	He <b>has not had</b> a book.	<b>Has</b> he <b>had</b> a book?

### 2) be as a full verb



<i>affirmative sentence</i>	<i>negative sentence</i>	<i>question</i>
I, we, you, they:		
I <b>have been</b> to Britain.	I <b>have not been</b> to Britain.	<b>Have I been</b> to Britain?
he, she, it:		
He <b>has been</b> to Britain.	He <b>has not been</b> to Britain.	<b>Has he been</b> to Britain?

### 3) do as a full verb

<i>affirmative sentence</i>	<i>negative sentence</i>	<i>question</i>
I, we, you, they:		
I <b>have done</b> an exercise.	I <b>have not done</b> an exercise.	<b>Have I done</b> an exercise?
he, she, it:		
He <b>has done</b> an exercise.	He <b>has not done</b> an exercise.	<b>Has he done</b> an exercise?

#### **NOTE:**

We sometimes use short forms for **have (has)** with affirmative or negative sentences.

### **Exercise**

#### **Affirmative sentences**

Q. Translate the following sentences into Urdu.

1. Ahmad has broken his pen.
2. He has celebrated Eid.
3. She has taken the exam.
4. You have sent a message.
5. They have painted the door.
6. I have cut my finger.
7. We have burnt the papers.
8. You have made a noise.
9. Saim has completed the homework.
10. Nighat has resigned.

### **THE PRESENT PERFECT PROGRESSIVE TENSE**

Like the Present Perfect, the Present Perfect Progressive is used to describe an action, event, or condition that has begun in the Past and continues into the Present. The Present Perfect Progressive however is used to stress the ongoing nature of that action, condition, or event.

### **USE**

It is a combination of past and present where actions in the past have something to do with the present. The focus is not on the result (this is the Present Perfect) but on the action itself.

1) Actions beginning in the past and still continuing (focus is on the action) - mostly with **since** (point of time) or **for** (period of time)

I **have been waiting** for you for three hours. (*It was a long time.*)

---

2) Recently completed actions (focus is on the action)

She **has been watching** too many videos. (*It was too much time.*)

## FORMATION

We form the Present Perfect with **have, been** and the verb with the ending **-ing**.

**have/has** + **been** + **Infinitiv** + **-ing**

**has**: 3rd person singular (he, she, it)

**have**: all other forms

---

### Affirmative sentences

I/we/you/they **have been playing** volleyball.

He/she/it **has been playing** volleyball.

**NOTE:** We use **has** in the 3rd person singular (he, she, it).

---

### Negative sentences

I/we/you/they **have not been playing** volleyball.

He/she/it **has not been playing** volleyball.

**NOTE:** We use **has** + not in the 3rd person singular (he, she, it).

---

### Questions

**Have** I/we/you/they **been playing** volleyball?

**Has** he/she/ity **been playing** volleyball?

**NOTE:** We use **has** in the 3rd person singular (he, she, it).

### **Diagram**

We use the Present Perfect Progressive for actions in the past which have a connection to the present.

We use the Present Perfect for actions beginning in the past and still continuing. The focus is on the action.



We use the Present Perfect Progressive for recently completed actions. The focus is on the action.



### **TIPS**

We often use expressions of time with this tense. The following words/phrases can indicate that the Present Perfect Progressive should be used:

**all day**  
**the whole day**  
**since**  
**for**

Questions with **how long**

### **IMPORTANT POINTS**

Be careful with some words when adding -ing to the infinitive.

### 1) consonant after a short, stressed vowel at the end of the word

#### **Double the consonant.**

sit – he **has been sitting**

put - he **has been putting**

If the consonant is not stressed, we do not double it:

benefit - I **have been benefiting** (Here we stress the first 'e', not the 'i'.)

In British English we double one -l at the end of the word:

travel - I **have been travelling**

---

### 2) one -e at the end of the word

#### **Leave out the -e.**

write – he **has been writing**

take – he **has been taking**

#### **BUT:**

double –e: add -ing

flee – he **has been fleeing**

---

### 3) verbs ending in -ie

#### **Change 'ie' to 'y'.**

lie - she **has been lying**

---

### 4) verbs ending in -c

#### **Change 'c' to 'ck'.**

picnic - she **has been picnicking**

---

### Special verbs in the Present Perfect Progressive

We do not normally use verbs which express a state in this tense. We prefer verbs which describe a process.

A verb which expresses an action (dynamic verb) can form both the Present Perfect and the Present Perfect Progressive:

**Present Perfect:**

I **have visited** him in Canada. (The focus is on the result. - I have been there and I have met him.)

**Present Perfect Progressive:**

I **have been visiting** him in Canada. (The focus is on the duration of the action.)

A verb which expresses a state can only form the Present Perfect:

I **have believed** him.

Have a look at verbs which are not used in progressive forms (state verbs).

<b>1) do as a main verb</b>		
<b><i>affirmative sentence</i></b>	<b><i>negative sentence</i></b>	<b><i>question</i></b>
I, we, you, they:		
I <b>have been doing</b> an exercise.	I <b>have not been doing</b> an exercise.	<b>Have I been doing</b> an exercise?
he, she, it:		
He <b>has been doing</b> an exercise.	He <b>has not been doing</b> an exercise.	<b>Has he been doing</b> an exercise?

**NOTE:**

We can substitute **haven't been doing (hasn't been doing)** for **have not been doing (has not been doing)**.

**EXERCISE**

Fill in the verbs in the Present Perfect Progressive into the gaps.

**Example:** She \_\_\_\_\_ tennis for half an hour now. (*to play*)

**Answer:** She **has been playing** tennis for half an hour now.

1. Andrew \_\_\_\_\_ in the country. (*not/to live*)
2. How long \_\_\_\_\_ your parents \_\_\_\_\_ this car? (*to drive*)
3. Tony \_\_\_\_\_ this book, but Mary has. (*not/to read*)
4. \_\_\_\_\_ Andy \_\_\_\_\_ on the blue car? (*to work*)
5. How long \_\_\_\_\_ they \_\_\_\_\_ for a home? (*to look*)
6. My brother \_\_\_\_\_ hard enough. (*not/to study*)

7. How long \_\_\_\_\_ you \_\_\_\_\_ for him? (*to wait*)  
8. \_\_\_\_\_ he \_\_\_\_\_ the whole morning? (*to sleep*)

## THE SIMPLE PAST TENSE

The Simple Past is used to talk about actions or situations in the past. It is also called Past Simple.

### USE

The uses of the Simple Past are somewhat similar to the uses of the Simple Present, except that past states or actions are expressed.

The Simple Past Tense is used to describe an action, an event, or condition that occurred in the past, sometime before the moment of speaking or writing.

The Simple Past can be used to express actions which occurred at regular intervals in the past.  
e.g. Last year I drove to Yarmouth once a week.

In addition, the Simple Past is used to describe situations which existed for a period of time in the past.  
e.g. Millions of years ago, dinosaurs inhabited the earth.

George Washington was the first president of the United States.

The Simple Past is also used to express non-continuous actions which occurred at a definite time in the past.

e.g. Columbus reached America in 1492.

I graduated from school last year.

The Simple Past is used to talk about actions or situations in the past. It is also called Past Simple.

Have a look at the following examples:

#### 1) action finished in the past (single or repeated)

I **visited** Berlin last week.

Andrew **watched** TV yesterday.

#### 2) series of completed actions in the past

First I **got** up, then I **had** breakfast.

#### 3) together with the Past Progressive/Continuous - The Simple Past interrupted an action which was in progress in the past.

They **were playing** cards when the telephone **rang**.

1st action: Past Progressive **were playing**

2nd action: Simple Past **rang**

## Formation

We form the Simple Past:

- with regular verbs: **infinitive + -ed**
- with irregular verbs: **2nd column** of the table of the irregular verbs

---

### Affirmative sentences:

We use the the same form of the verb every time regardless the subject.

regular verbs	irregular verbs
I <b>played</b> football.	I <b>went</b> to the supermarket.

---

### Negative sentences:

We use the auxiliary **did** (Simple Past of do) every time regardless the subject.

regular verbs	irregular verbs
I <b>did not play</b> football.	I <b>did not go</b> to the supermarket.

**NOTE:** We often use short forms in negative sentences in the Simple Past.

regular verbs	irregular verbs
I <b>didn't play</b> football.	I <b>didn't go</b> to the supermarket.

---

### Questions:

We use the auxiliary **did** (Simple Past of do) every time regardless the subject.

regular verbs	irregular verbs
<b>Did</b> you <b>play</b> football?	<b>Did</b> I <b>go</b> to the supermarket?

#### a. The verb To Be

The Simple Past of the verb **to be** is conjugated as follows:

I was  
you were  
he was

she was  
it was  
we were  
they were

### **i. Questions and negative statements**

The Simple Present and Simple Past of the verb **to be** do not use auxiliaries to form questions and negative statements. Instead, the verb itself is used.

The verb **to be** forms questions and negative statements in the same way in the Simple Past as in the Simple Present. In order to form a question, the verb is placed before the subject. For example:

#### **Affirmative Statement**

I was awake.  
They were ready.

#### **Question**

Was I awake?  
Were they ready?

In order to form a negative statement, the word **not** is placed after the verb. For example:

#### **Affirmative Statement**

I was awake.  
They were ready.

#### **Negative Statement**

I was not awake.  
They were not ready.

In spoken English, the following contractions are often used:

#### **Without Contractions**

was not  
were not

#### **With Contractions**

wasn't  
weren't

In order to form a negative question, the verb is placed before the subject, and the word **not** is placed after the subject. However, when contractions are used, the contracted form of **not** immediately follows the verb. For example:

#### **Without Contractions**

Was I not awake?  
Were they not ready?

#### **With Contractions**

Wasn't I awake?  
Weren't they ready?

In order to form tag questions, the verb itself is used. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

#### **Affirmative Statement**

I was awake.  
They were ready.

#### **Affirmative Statement with Tag Question**

I was awake, wasn't I?  
They were ready, weren't they?

### **b. Other verbs**

English verbs other than the verb **to be** have the same form in the Simple Past, regardless of the subject.



In the case of regular English verbs, the Simple Past has the same form as the past participle. For example, the Simple Past of the regular verb **to work** is conjugated as follows:

I worked  
you worked  
he worked  
she worked  
it worked  
we worked  
they worked

In the case of irregular English verbs, the form of the Simple Past must be memorized. As illustrated by the examples below, for some irregular verbs, the Simple Past is the same as the past participle; whereas for others, the Simple Past differs from the past participle. For example:

<u>Bare Infinitive</u>	<u>Simple Past</u>	<u>Past Participle</u>
begin	Began	begun
find	Found	found
go	Went	gone
let	Let	let
take	Took	taken

Like the regular verbs, irregular verbs other than the verb **to be** do not modify in the Simple Past, but have the same form, regardless of the subject. For example, the Simple Past of the irregular verb **to take** is conjugated as follows:

I took  
you took  
he took  
she took  
it took  
we took  
they took

#### **i. Questions and negative statements**

In both the Simple Present and the Simple Past of verbs other than the verb **to be**, questions and negative statements are formed using the auxiliary **to do** and the bare infinitive.

For questions and negative statements in the Simple Past, the Simple Past of the auxiliary **to do** is used. The Simple Past of **to do** is conjugated as follows:

I did

you did  
he did  
she did  
it did  
we did  
they did

In order to change an affirmative statement into a question, **did** is placed before the subject, and the form of the verb is changed from the Simple Past to the bare infinitive. In the following example, the regular verb **to work** is used. The verb **to work** has the Simple Past **worked**, and the bare infinitive **work**.

**Affirmative Statement**

I worked.  
You worked.  
He worked.  
She worked.  
It worked.  
We worked.  
They worked.

**Question**

Did I work?  
Did you work?  
Did he work?  
Did she work?  
Did it work?  
Did we work?  
Did they work?

In order to change an affirmative statement into a negative statement, **did not** is placed after the subject, and the form of the verb is changed to the bare infinitive. In the following example, the irregular verb **to speak** is used. The verb **to speak** has the bare infinitive **speak** and the Simple Past **spoke**.

**Affirmative Statement**

I spoke.  
You spoke.  
He spoke.  
She spoke.  
It spoke.  
We spoke.  
They spoke.

**Negative Statement**

I did not speak.  
You did not speak.  
He did not speak.  
She did not speak.  
It did not speak.  
We did not speak.  
They did not speak.

In spoken English, the following contraction is often used:

**Without Contraction**

did not

**With Contraction**

didn't

In order to change an affirmative statement into a negative Question, **did** is placed before the subject, **not** is placed after the subject, and the form of the verb is changed to the bare infinitive. However, when contractions are used, the contracted form of **not** follows immediately after the auxiliary **did**. For example:

**Without Contractions**

**With Contractions**

Did I not work?  
Did you not work?  
Did he not work?  
Did she not work?  
Did it not work?  
Did we not work?  
Did they not work?

Didn't I work?  
Didn't you work?  
Didn't he work?  
Didn't she work?  
Didn't it work?  
Didn't we work?  
Didn't they work?

Tag questions are formed using the auxiliary **did**. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

**Affirmative Statement**

I worked.  
You worked.  
He worked.  
She worked.  
It worked.  
We worked.  
They worked.

**Affirmative Statement with Tag Question**

I worked, didn't I?  
You worked, didn't you?  
He worked, didn't he?  
She worked, didn't she?  
It worked, didn't it?  
We worked, didn't we?  
They worked, didn't they?

**3. The simple past of To Use followed by an infinitive**

The Simple Past of the verb **to use**, followed by an infinitive, generally refers to something which took place repeatedly or continuously in the past, but which no longer takes place.

In the following examples, the Simple Past of **to use** is printed in bold type, and the infinitives which follow it are underlined. The Simple Past of **to use** is **used**.

e.g. The ferry **used** to operate every day.

We **used** to live on Duke Street.

In the first example, the use of **used** followed by the infinitive indicates that in the past the ferry operated every day, but now it does not operate every day. In the second example, the use of **used** followed by the infinitive indicates that in the past we lived on Duke Street, but now we do not live on Duke Street.

**Diagram**

We use the Simple Past when we talk about something which started and finished in the past.

**Simple Past**



We use the Simple Past to describe a series of actions in the past.



We use the Simple Past (red) together with the Past Progressive (grey). The action in the Simple Past interrupted the action in the Past Progressive (the one which was in progress).



### **TIPS**

For the Simple Past these are expressions of time in the past.

**yesterday**  
**last week**  
**a month ago**  
**in 2002**

### **IMPORTANT POINTS**

#### **Pronunciation of the ending -ed in the Simple Past**

In the Simple Past we add -ed to regular verbs. Be careful pronouncing the verbs:

1) verbs ending in -ed preceded by a voiceless consonant [p, k, f, ʃ, tʃ, s, θ]

-> speak [t].

The -e is silent. Example: I stop - I stopped [stɒpt]

2) verbs ending in -ed preceded by a voiced consonant [b, g, v, ʒ, dʒ, z, ð, l, m, n] or a vowel

-> speak [d].

The -e is silent. Example: I clean - I cleaned [kli:nd]

3) verbs ending in -ed preceded by [t] or [d]  
-> speak [ɪd].

The -e changes to [ɪ]. Example: I visit - I visited [vɪzɪtɪd]

## EXERCISE

Fill in the verbs in brackets into the gaps. Use Simple Past.

**Example:** Tom \_\_\_\_\_ football. (*to play*)

**Answer:** Tom **played** football.

1. Last summer I \_\_\_\_\_ to Stuttgart. (*to go*)
2. Yesterday Bill \_\_\_\_\_ football in his team. (*to play*)
3. Jenny \_\_\_\_\_ a film about dogs. (*to watch*)
4. On Friday last week Andrew and Ron \_\_\_\_\_ the family car. (*to wash*)
5. I \_\_\_\_\_ my homework in the afternoon. (*to do*)
6. In 2001 our class \_\_\_\_\_ a trip to Norwich. (*to make*)
7. Paul \_\_\_\_\_ nothing to me. (*to say*)
8. The weather \_\_\_\_\_ really nice. (*to be*)

## THE PAST PROGRESSIVE/ CONTINUOUS TENSE

The Past Progressive is used to describe actions ongoing in the Past. These actions often take place within a specific time frame. While actions referred to in the Present Progressive have some connection to the Present, actions referred in the Past Progressive have no immediate or obvious connection to the Present. The ongoing actions took place and were completed at some point well before the time of speaking or writing.

### Use

The Past Progressive is used when we talk about something which was happening at a special time in the past. It is also called Past Continuous. Have a look at the following examples:

#### 1) Actions were in progress at special time in the past

Peter **was reading** a book yesterday evening.  
She **was listening** to the radio.

## 2) Two actions were happening at the same time (the actions do not influence each other)

Anne **was writing** a letter while Steve **was reading** the New York Times.

## 3) Together with the Simple Past

While we **were sitting** at the breakfast table, the telephone **rang**.

### Note:

Past Progressive: **were sitting** at the table

Simple Past: the telephone **rang**.

The action in the Simple Past interrupted the action in the Past Progressive.

---

## 4) Repeated actions irritating the speaker (with always, constantly, forever)

Andrew **was** always **coming** in late. (*I don't like it.*)

### Simple Past:

Andrew always **came** late. (*Here I don't give a comment.*)

## Formation

The Past Continuous tense is formed from the Simple Past of the auxiliary **to be (was, were)**, followed by the present participle (infinitive + ing) of the verb.

**to be (was, were) + infinitive + -ing**

For example, the Past Continuous of the verb **to play** is conjugated as follows:

I was playing  
you were playing  
he was playing  
she was playing  
it was playing  
we were playing  
they were playing

### Affirmative sentences:

I/he/she/it **was playing** football.

We/you/they **were playing** football.

**NOTE:** Use **was** with **I, he, she, it** -  
and **were** with **all other pronouns**.

In affirmative sentences we do not use short forms in the Past Progressive.

---

Negative sentences:

I/he/she/it **was not playing** football.

We/you/they **were not playing** football.

We use short forms in the Past Progressive in negative sentences:

I/he/she/it **wasn't playing** football.

We/you/they **weren't playing** football.

---

Questions:

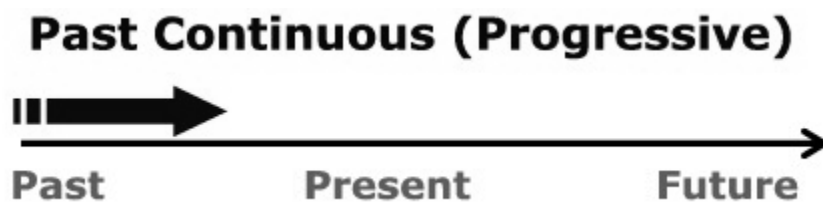
In the Past Progressive we put the auxiliary (was or were) before the subject  
(Auxiliary - Subject - Verb - Rest).

**Was** I/he/she/it **playing** football?

**Were** we/you/they **playing** football?

### **Diagrams**

We use the Past Progressive when we talk about something which was happening around a period of time in the past.



We use the Past Progressive together with the Simple Past (pink). The Past Progressive is used for the action in the past which was in progress when a new action (Simple Past) happened.

## Past Continuous (Progressive)



Two actions which were in progress in the past do not influence each other.

### TIPS

In the Past Progressive we often use a period of time. A typical signal word is **while**. The Past Progressive is frequently used in sentences together with the Simple Past.

**while** (*In this part of the sentence we usually use Past Progressive.*)

While we **were watching** TV, Andy **was surfing** the internet.

**when** (*In this part of the sentence we usually use Simple Past. The Past Progressive is used in the other part of the sentence.*)

The ladies **were talking** when the accident **happened**.

### Important Points

Be careful with some words when adding -ing to the infinitive.

#### 1) Consonant after a short, stressed vowel at the end of the word

**Double the consonant.**

sit – he **was sitting**

put - he **was putting**

**If the consonant is not stressed, we do not double it:**

benefit - benefit**ing** (Here we stress the first 'e', not the 'i'.)

**In British English we double one -l at the end of the word:**

travel - travel**ling**

---



## 2) One -e at the end of the word

**Leave out the -e.**

**write** – he **was writing**

**take** – he **was taking**

**BUT:**

**double -e:** add -ing

**see** – he **was seeing**

---

## 3) Verbs ending in -ie

**Change 'ie' to 'y'.**

**lie** - he **was lying**

---

## 4) Verbs ending in -c

**Change 'c' to 'ck'.**

**picnic** - he **was picnicking**

### Special verbs in the Past Progressive

#### 1) have as a full verb

<b><i>affirmative sentence</i></b>	<b><i>negative sentence</i></b>	<b><i>question</i></b>
I <b>was having</b> a bath.	I <b>was not having</b> a bath.	<b>Was</b> I <b>having</b> a bath?
he, she, it:		
He <b>was having</b> a bath.	He <b>was not having</b> a bath.	<b>Was</b> he <b>having</b> a bath?
we, you, they:		
You <b>were having</b> a bath.	We <b>were not having</b> a bath.	<b>Were</b> we <b>having</b> a bath?

#### 2) do as a full verb

<b><i>affirmative sentence</i></b>	<b><i>negative sentence</i></b>	<b><i>question</i></b>
I <b>was doing</b> an exercise.	I <b>was not doing</b> an exercise.	<b>Was</b> I <b>doing</b> an exercise?
he, she, it:		
He <b>was doing</b> an exercise.	He <b>was not doing</b> an exercise.	<b>Was</b> he <b>doing</b> an exercise?
we, you, they:		
We <b>were doing</b> an exercise.	We <b>were not doing</b> an exercise.	<b>Were</b> we <b>doing</b> an exercise?

We often use the short forms with these verbs.

## EXERCISE

Write the correct forms of the verbs into the gaps. Use Past Progressive. Watch the example below.

**Example:** \_\_\_\_ she \_\_\_\_\_ books? (*to read*)

**Answer:** **Was** she **reading** books? (*to read*)

1. \_\_\_\_\_ Melissa \_\_\_\_\_ out a book? (*to take*)
2. \_\_\_\_\_ Ashley \_\_\_\_\_ on the computer? (*to work*)
3. \_\_\_\_\_ the friends \_\_\_\_\_ home from school? (*to come*)
4. \_\_\_\_\_ you \_\_\_\_\_ to music? (*to listen*)
5. \_\_\_\_\_ Nicolas \_\_\_\_\_ at a picture? (*to look*)
6. \_\_\_\_\_ Emma and Bertha \_\_\_\_\_ her friend? (*to phone*)
7. \_\_\_\_\_ the girl \_\_\_\_\_ the windows? (*to open*)
8. \_\_\_\_\_ she \_\_\_\_\_ judo? (*to do*)
9. \_\_\_\_\_ James \_\_\_\_\_ the bike? (*to repair*)
10. \_\_\_\_\_ Tyler \_\_\_\_\_ with the cooking? (*to help*)

## THE PAST PERFECT TENSE

The Past Perfect Tense is used to refer to actions that took place and were completed in the past. This tense is often used to emphasize that one action, event or condition ended before another past action, event or condition began.

### USE

#### 1) Together with the Simple Past

When two past actions are combined - the first action, which was completed before the second one began, is put into Past Perfect.

The lesson **had started** when we arrived.

After Amy **had gone** home it started to rain.

## 2) the past equivalent of the Present Perfect

He **had played** hockey.

### FORMATION

The Past Perfect tense is formed with **had** (the Simple Past of the auxiliary **to have**), followed by the past participle of the verb.

### had + past participle

We use the same form of the auxiliary **had** every time regardless the subject.

### DIAGRAM

We use the Past Perfect for an action which was completed before a special point of time in the past.



We often use the Past Perfect together with the Simple Past. The action which was completed before the other action began is put into Past Perfect.



### Affirmative sentences

regular verbs	irregular verbs
I/you/he/she/it/we/they <b>had played</b> hockey.	I/you/he/she/it/we/they <b>had gone</b> home.

*Negative sentences*

regular verbs	irregular verbs
I/you/he/she/it/we/they <b>had not played</b> hockey.	I/you/he/she/it/we/they <b>had not gone</b> home.

*Questions*

regular verbs	irregular verbs
<b>Had</b> I/you/he/she/it/we/they <b>played</b> hockey?	<b>Had</b> I/you/he/she/it/we/they <b>gone</b> home?

## EXERCISE

Using the Past Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets.  
For example:

He \_\_\_\_\_ hard. (to practise)  
He had practised hard.

\_\_\_\_ they \_\_\_\_ a good job? (to do)  
Had they done a good job?

I \_\_\_\_ not \_\_\_\_\_ the news. (to hear)  
I had not heard the news.

1. You \_\_\_\_\_ it carefully.(to consider)
2. She \_\_\_\_\_ her way in the woods. (to lose)
3. \_\_\_\_\_ he not \_\_\_\_\_ his hands? (to wash)
4. \_\_\_\_\_ they \_\_\_\_\_ the letter? (to read)
5. I \_\_\_\_ not \_\_\_\_\_ the words. (to forget)
6. We \_\_\_\_\_ to come even before we received the letter. (to decide)
7. \_\_\_\_\_ he not \_\_\_\_\_ everything well? (to organize)
8. They \_\_\_\_ not \_\_\_\_\_ a holiday in a long time. (to have)
9. She \_\_\_\_\_ to talk to us. (to stop)
10. He \_\_\_\_ not yet \_\_\_\_\_. (to arrive)
11. \_\_\_\_\_ you \_\_\_\_\_ to meet him? (to plan)
12. I \_\_\_\_ not \_\_\_\_\_ her for a long time. (to see)

### Answers to Exercise

1. Had you entered the contest? You had not entered the contest. Had you not entered the contest? Hadn't you entered the contest? You had entered the contest, hadn't you?
2. Had I wanted to come? I had not wanted to come. Had I not wanted to come? Hadn't I wanted to come?

I had wanted to come, hadn't I?

3. Had we arrived on time? We had not arrived on time. Had we not arrived on time? Hadn't we arrived on time? We had arrived on time, hadn't we?

## THE PAST PERFECT PROGRESSIVE TENSE

The Past Perfect Progressive/Continuous Tense is used to indicate that a continuing action in the past began before another past action began or interrupted the first action.

### USE

The Present Perfect Progressive is not easy to understand for students. It is a combination of past and present where actions in the past have something to do with the present. The focus is not on the result (this is the Present Perfect) but on the action itself.

**1) Actions beginning in the past and still continuing (focus is on the action) - mostly with **since** (point of time) or **for** (period of time)**

I **had been waiting** for you for three hours. (*It was a long time.*)

**2) Recently completed actions (focus is on the action)**

She **had been watching** too many videos. (*It was too much time.*)

The Past Perfect Continuous tense is used to refer to a continuous, ongoing action in the past which was already completed by the time another action in the past took place. In the following examples, the verbs in the Past Perfect Continuous tense are underlined.

e.g. I had been waiting for two months by the time I received the reply.  
He had been thinking about his friends shortly before they called.

In the preceding examples, the verbs **had been waiting** and **had been thinking** are in the Past Perfect Continuous tense, and the verbs **received** and **called** are in the Simple Past. The use of the Past Perfect Continuous tense indicates that the actions of waiting and thinking were continuous, and were completed by the time the actions expressed by the verbs in the Simple Past took place.

### FORMATION

The Past Perfect Continuous tense is formed from the Past Perfect of the auxiliary **to be**, followed by the present participle of the verb. For example, the Past Perfect Continuous tense of the verb **to work** is conjugated as follows:

I had been working  
you had been working  
he had been working  
she had been working  
it had been working  
we had been working  
they had been working

The auxiliary **had** is often contracted to **'d** in spoken English.

### **Questions and negative statements**

As is the case with other English tenses, questions and negative statements in the Past Perfect Continuous tense are formed using the first auxiliary.

Questions are formed by placing the first auxiliary before the subject. For example:

#### **Affirmative Statement**

I had been working.  
They had been working.

#### **Question**

Had I been working?  
Had they been working?

Negative statements are formed by placing the word **not** after the first auxiliary. For example:

#### **Affirmative Statement**

I had been working.  
They had been working.

#### **Negative Statement**

I had not been working.  
They had not been working.

Negative questions are formed by placing the first auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** follows immediately after the first auxiliary. For example:

#### **Without Contractions**

Had I not been working?  
Had they not been working?

#### **With Contractions**

Hadn't I been working?  
Hadn't they been working?

Tag questions are formed using the first auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

#### **Affirmative Statement**

I had been working.  
They had been working.

#### **Affirmative Statement with Tag Question**

I had been working, hadn't I?  
They had been working, hadn't they?

## **EXERCISE**

**Using the Past Perfect Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:**

We \_\_\_\_\_ for an apartment. (to search)

We had been searching for an apartment.

She \_\_\_\_\_ extra courses. (to take)

She had been taking extra courses.

1. We \_\_\_\_\_ the grass. (to cut)
2. You \_\_\_\_\_ at the photographs. (to look)
3. They \_\_\_\_\_ you the letters. (to give)
4. He \_\_\_\_\_ for us. (to wait)
5. She \_\_\_\_\_ a business. (to run)
6. It \_\_\_\_\_ all night. (to rain)
7. We \_\_\_\_\_ them. (to encourage)
8. You \_\_\_\_\_ on the beach. (to lie)
9. They \_\_\_\_\_ the sauce. (to taste)
10. He \_\_\_\_\_ behind. (to lag)

### **Answers to Exercise:**

1. had been cutting 2. had been looking 3. had been giving 4. had been waiting 5. had been running 6. had been raining 7. had been encouraging 8. had been lying 9. had been tasting 10. had been lagging

## **THE FUTURE TENSES**

Just as there are four present tenses and four past tenses in English, there are also four future tenses: the Simple Future, the Future Continuous, the Future Perfect, and the Future Perfect Continuous.

### **THE SIMPLE FUTURE TENSE**

The Simple Future Tense refers to actions that will take place after the act of speaking or writing. It describes events/activities that are to happen later the same day or in near or distant time after the immediate time.

## **USE**

The Simple Future tense is used to express non-continuous actions which will take place in the future. In the following examples, the verbs in the Simple Future tense are underlined.

e.g. They will finish the work tomorrow.

He will arrive next Saturday.

## **FORMATION**

The Simple Future of any verb is formed from the auxiliary **will** or **shall**, followed by the bare infinitive of the verb.

In informal English, particularly in American English, the Simple Future is usually conjugated entirely with the auxiliary **will**. The auxiliary **will** is a **modal** auxiliary. Modal auxiliaries do not modify, but have the same form, regardless of the subject.

The auxiliary **will** is often contracted to **'ll**. Thus, in informal English, the Simple Future of the verb **to work** is usually conjugated as follows:

### **Without Contractions**

I will work  
you will work  
he will work  
she will work  
it will work  
we will work  
they will work

### **With Contractions**

I'll work  
you'll work  
he'll work  
she'll work  
it'll work  
we'll work  
they'll work

Verbs used with the subjects **I** and **we** are generally referred to as being in the **first person**; verbs used with the subject **you** are generally referred to as being in the **second person**; and verbs used with the subjects **he, she, it** and **they** are generally referred to as being in the **third person**.

For formal English, there is a rule which states that in the Simple Future, the auxiliary **shall** should be used in the first person, and the auxiliary **will** should be used in the second person and third person. Like the auxiliary **will**, the auxiliary **shall** is a modal auxiliary.

Thus, in formal English, the Simple Future of the verb **to work** may be conjugated as follows:

I shall work  
you will work  
he will work  
she will work  
it will work  
we shall work  
they will work

Even in informal English, the auxiliary **shall** is usually used in the first person for questions in which a request for permission is implied.

e.g. Shall I call the office?



Shall we go to the library?

However, the use of **will** for the first person of the Simple Future is beginning to be considered acceptable in formal English. Thus, except for questions where a request for permission is implied, either **will** or **shall** may be used for the first person of the Simple Future. In this chapter, the alternative use of the auxiliary **shall** in the first person will be indicated by the word **shall** in brackets.

The rules for the use of **will** and **shall** which apply to the Simple Future tense, also apply to the other future tenses.

## Questions and Negative Statements

As is the case with other English tenses, questions and negative statements in the Simple Future are formed using the auxiliary.

Questions are formed by placing the auxiliary before the subject. For example:

### Affirmative Statement

It will work.  
They will work.

### Question

Will it work?  
Will they work?

Negative statements are formed by placing the word **not** after the auxiliary. For example:

### Affirmative Statement

It will work.  
They will work.

### Negative Statement

It will not work.  
They will not work.

In spoken English, the following contraction is often used:

### Without Contraction

will not

### With Contraction

won't

The contracted form of **will not** is unusual, since it is not only the **o** of **not** which is omitted. In addition, the **ll** of **will** is omitted, and the **i** of **will** is changed to **o**. The contracted form, **won't**, is pronounced to rhyme with **don't**.

In addition, **shall not** is sometimes contracted to **shan't**. However, the word **shan't** is rarely used in modern American English.

Negative questions are formed by placing the auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** immediately follows the auxiliary. The following are examples of negative questions with and without contractions:

### Without Contractions

Will it not work?  
Will they not work?

### With Contractions

Won't it work?  
Won't they work?

Tag questions are formed using the auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

### Affirmative Statement

### Affirmative Statement with Tag Question

It will work.  
They will work.

It will work, won't it?  
They will work, won't they?

## 2. The conjugation expressing determination and compulsion

In formal English, there is a rule which states that, in order to express determination and compulsion, the auxiliary **will** is to be used in the first person, and the auxiliary **shall** is to be used in the second person and third person. This is the reverse of the use of **will** and **shall** found in the Simple Future. The use of **will** in the first person is supposed to express determination, and the use of **shall** in the second person and third person is supposed to express compulsion.

For instance, for the verb **to work**, the Simple conjugation which expresses determination and compulsion is as follows:

I will work  
you shall work  
he shall work  
she shall work  
it shall work  
we will work  
they shall work

In this conjugation, the expressions **I will work**, and **we will work**, have the meaning **I am determined to work**, and **we are determined to work**. In contrast, the expressions **you shall work**, and **they shall work**, for instance, have the meaning **you will be compelled to work**, and **they will be compelled to work**.

The rule for expressing determination and compulsion which applies to the Simple conjugation, also applies to the Continuous, Perfect, and Perfect Continuous conjugations.

However, particularly in American English, the use of the conjugations expressing determination and compulsion is beginning to be considered old-fashioned.

## 3. The present continuous of To Go followed by an infinitive

The Present Continuous tense of **to go**, followed by an infinitive, is often used to refer to an event which is about to happen, or to refer to an action which someone intends to carry out in the future.

The Present Continuous tense of the verb **to go** is conjugated as follows:

I am going  
you are going  
he is going  
she is going

it is going  
we are going  
they are going

The examples below illustrate the use of the Present Continuous tense of **to go**, followed by an infinitive, to refer to a future event. In each of these examples, the Present Continuous of **to go** is printed in bold type, and the infinitive which follows it is underlined.

e.g. It **is going** to rain.

I **am going** to write a letter tonight.

They **are going** to study in France next year.

In the first example, the use of the Present Continuous of **to go** followed by the infinitive **to rain** indicates that it is about to rain. In the second and third examples, the use of the Present Continuous of **to go** followed by the infinitives **to write** and **to study** indicates that the actions of writing and studying are intended to be carried out in the future.

It should also be noted that the Past Continuous tense of **to go** can be used to express actions which were about to happen in the past.

e.g. I **was going** to write a letter last night.

In this example, the use of the Past Continuous of **to go** followed by the infinitive **to write** indicates that the action of writing was intended to be carried out in the past.

## **EXERCISE**

Using either the auxiliary **shall** or the auxiliary **will** for the first person, fill in the blanks with the **Simple Future of the verbs shown in brackets. For example:**

I \_\_\_\_\_. (to agree)

I shall agree or I will agree.

You \_\_\_\_\_ the results. (to publish)

You will publish the results.

1. We \_\_\_\_\_. (to succeed)
2. They \_\_\_\_\_ the site. (to excavate)
3. He \_\_\_\_\_ the situation. (to study)
4. We \_\_\_\_\_. (to hurry)
5. I \_\_\_\_\_ soon. (to follow)
6. It \_\_\_\_\_ a surprise. (to be)
7. He \_\_\_\_\_ us. (to remind)
8. She \_\_\_\_\_ tomorrow. (to depart)
9. I \_\_\_\_\_ here. (to remain)
10. They \_\_\_\_\_ university. (to enter)

### **Answers to Exercise:**

**1. shall succeed or will succeed 2. will excavate 3. will study 4. shall hurry or will hurry 5. shall follow or will follow 6. will be 7. will remind 8. will depart 9. shall remain or will remain 10. will enter**

## THE FUTURE PROGRESSIVE/ CONTINUOUS TENSE

THE FUTURE PROGRESSIVE TENSE IS USED TO DESCRIBE ACTIONS ONGOING IN THE FUTURE. THE FUTURE PROGRESSIVE IS USED TO REFER TO CONTINUING ACTION THAT WILL OCCUR IN THE FUTURE.

### USE

The Future Continuous tense is used to express continuous, ongoing actions which will take place in the future. In the following examples, the verbs in the Future Continuous tense are underlined.

e.g. He will be waiting for us.

They will be arriving tomorrow.

- 1) An action will be in progress at a certain time in the future. This action has begun before the certain time.
- 2) Something happens because it normally happens.

### b. Formation

**will + be + Infinitive + ing**

#### *Examples*

- 1) When I come to school, the other kids **will be waiting** for me.
- 2) We'**ll be going** to the disco on Saturday.

The Future Continuous of any verb is formed from the Simple Future of the auxiliary **to be**, followed by the present participle of the verb. For instance, the Future Continuous of the verb **to work** is conjugated as follows:

I will (shall) be working  
you will be working  
he will be working  
she will be working  
it will be working  
we will (shall) be working  
they will be working

It can be seen that the Future Continuous tense has two auxiliaries. The first auxiliary is **will** or **shall**, and the second auxiliary is **be**.

### c. Questions and negative statements

As is the case with other English tenses, questions and negative statements in the Future Continuous are formed using the first auxiliary.

Questions are formed by placing the first auxiliary before the subject. For example:

#### Affirmative Statement

It will be working.  
They will be working.

#### Question

Will it be working?  
Will they be working?

Negative statements are formed by placing the word **not** after the first auxiliary. For example:

#### Affirmative Statement

It will be working.  
They will be working.

#### Negative Statement

It will not be working.  
They will not be working.

Negative questions are formed by placing the first auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** immediately follows the first auxiliary. For example:

#### Without Contractions

Will it not be working?  
Will they not be working?

#### With Contractions

Won't it be working?  
Won't they be working?

Tag questions are formed using the first auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

#### Affirmative Statement

It will be working.  
They will be working.

#### Affirmative Statement with Tag Question

It will be working, won't it?  
They will be working, won't they?

## EXERCISE

Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Continuous of the verbs shown in brackets. For example:

We \_\_\_\_\_ you tomorrow. (to see)

We shall be seeing you tomorrow. or We will be seeing you tomorrow.

He \_\_\_\_\_ school next year. (to attend)

He will be attending school next year.

1. You \_\_\_\_\_ with us. (to come)
2. It \_\_\_\_\_ warmer. (to grow)
3. They \_\_\_\_\_ new furniture. (to buy)
4. She \_\_\_\_\_ the clock. (to watch)

5. I \_\_\_\_\_ downtown. (to go)
6. You \_\_\_\_\_ the cake. (to cut)
7. They \_\_\_\_\_ the newspaper. (to read)
8. We \_\_\_\_\_ the museum. (to visit)

### Answers to Exercise :

1. will be coming 2. will be growing 3. will be buying 4. will be watching 5. shall be going **or** will be going 6. will be cutting 7. will be reading 8. shall be visiting **or** will be visiting

## THE FUTURE PERFECT TENSE

THE **FUTURE PERFECT** IS USED TO REFER TO AN ACTION THAT WILL BE COMPLETED SOMETIME IN THE FUTURE BEFORE ANOTHER ACTION TAKES PLACE.

### Use

The Future Perfect tense is used to refer to a non-continuous action which will be completed by a certain time in the future.

In the following examples, the verbs in the Future Perfect tense are underlined.

e.g. She will have finished the work by Wednesday.

I will have cleaned the room before the guests arrive.

They will have eaten breakfast by the time he gets up.

In these examples, the use of the Future Perfect indicates that the actions of finishing the work, cleaning the room, and eating breakfast will have been completed before the coming of Wednesday, the arrival of the guests, and his getting up take place.

### b. Formation

The Future Perfect of any verb is formed from the Simple Future of the auxiliary **to have**, followed by the past participle of the verb.

**will + have + past participle**

For instance, the Future Perfect of the verb **to work** is conjugated as follows:

I will (shall) have worked  
you will have worked  
he will have worked  
she will have worked  
it will have worked  
we will (shall) have worked  
they will have worked

### c. Questions and negative statements

As is the case with other English tenses, questions and negative statements in the Future Perfect are formed using the first auxiliary.

Questions are formed by placing the first auxiliary before the subject. For example:

#### Affirmative Statement

It will have worked.  
They will have worked.

#### Question

Will it have worked?  
Will they have worked?

Negative statements are formed by placing the word **not** after the first auxiliary. For example:

#### Affirmative Statement

It will have worked.  
They will have worked.

#### Negative Statement

It will not have worked.  
They will not have worked.

Negative questions are formed by placing the first auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** immediately follows the first auxiliary. For example:

#### Without Contractions

Will it not have worked?  
Will they not have worked?

#### With Contractions

Won't it have worked?  
Won't they have worked?

Tag questions are formed using the first auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

#### Affirmative Statement

It will have worked.  
They will have worked.

#### Affirmative Statement with Tag Question

It will have worked, won't it?  
They will have worked, won't they?

## **EXERCISE**

Using either the auxiliary **shall** or the auxiliary **will** for the first person, fill in the blanks with the Future Perfect of the verbs shown in brackets. For example:

She \_\_\_\_\_ by then. (to arrive)  
She will have arrived by then.

We \_\_\_\_\_ everyone. (to meet)  
We shall have met everyone **or** We will have met everyone.

1. You \_\_\_\_\_ the advertisement. (to study)
2. He \_\_\_\_\_ the newspapers. (to scan)
3. I \_\_\_\_\_ here for five years. (to be)
4. They \_\_\_\_\_ the proposal. (to consider)
5. It \_\_\_\_\_ raining by tomorrow. (to stop)

6. You \_\_\_\_\_ your plans. (to make)
7. I \_\_\_\_\_ the flowers. (to pick)
8. They \_\_\_\_\_ their minds. (to change)

### Answers to Exercise:

1. will have studied 2. will have scanned 3. shall have been **or** will have been 4. will have considered 5. will have stopped 6. will have made 7. shall have picked **or** will have picked 8. will have changed

## THE FUTURE PERFECT PROGRESSIVE TENSE

The Future Perfect Progressive Tense is used to indicate a continuing action that will be completed at some specified time in the Future. This tense is rarely used.

### Use

The Future Perfect Continuous tense is used to express a continuous, ongoing action which will be completed by a certain time in the future. In the following examples, the verbs in the Future Perfect Continuous tense are underlined.

e.g. By next January, she will have been living here for a year.

You will have been traveling a great deal by the time you return home.

He will have been working for ten months by the time he takes his vacation.

In these examples, the use of the Future Perfect Continuous indicates that the continuous, ongoing actions of living, traveling, and working, will have been completed before the events of the coming of January, your returning home, and his taking a vacation, take place.

### Formation

The Future Perfect Continuous of any verb is formed from the Future Perfect of the auxiliary **to be**, followed by the present participle of the verb.

**will + have + been + Infinitive + ing**

For instance, the Future Perfect Continuous of the verb **to work** is conjugated as follows:

I will (shall) have been working

you will have been working

he will have been working

she will have been working

it will have been working

we will (shall) have been working

they will have been working

### c. Questions and negative statements



As is the case with other English tenses, questions and negative statements in the Future Perfect Continuous are formed using the first auxiliary.

Questions are formed by placing the first auxiliary before the subject. For example:

**Affirmative Statement**

It will have been working.  
They will have been working.

**Question**

Will it have been working?  
Will they have been working?

Negative statements are formed by placing the word **not** after the first auxiliary. For example:

**Affirmative Statement**

It will have been working.  
They will have been working.

**Negative Statement**

It will not have been working.  
They will not have been working.

Negative questions are formed by placing the first auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** immediately follows the first auxiliary. For example:

**Without Contractions**

Will it not have been working?  
Will they not have been working?

**With Contractions**

Won't it have been working?  
Won't they have been working?

Tag questions are formed using the first auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions. For example:

**Affirmative Statement**

It will have been working.  
They will have been working.

**Affirmative Statement with Tag Question**

It will have been working, won't it?  
They will have been working, won't they?

**VERB ASPECT**

A verb, in addition to having the quality of tense, which refers to the absolute location of its action, idea, or condition in time, may be described by its *aspect*. Aspect refers, not to the absolute location in time of an action, idea, or condition, but to how the action, idea, or condition is to be viewed with respect to time.

Aspect is concerned with (1) the ordering of actions, ideas, or conditions and (2) the temporal distribution and range of actions, ideas, or conditions. Aspect has three designations.

**INDEFINITE ASPECT (Simple Tense)**

A verb having indefinite aspect does not tell us whether its action, idea, or condition is completed or ongoing. The indefinite aspect renders the beginning, middle, and ending of an action, idea, or condition unimportant. In fact, this aspect often communicates a simple statement that has no connection to the time of an event, e.g., Harry beats his drums. Simple tense verbs have an indefinite aspect; their basic point of reference is the moment of utterance.

**Simple Present Tense**

Athletes compete to win.

**Simple Past Tense**

The mechanic repaired her car.

### Simple Future Tense

Children will run in the park.

**COMPLETE**

### ASPECT (Perfect Tense)

A verb in the complete aspect describes an action, idea, or a condition that is finished or completed, placing emphasis upon the fact that the end of the action, idea, or condition is known. Note that the action, idea, or condition can be completed in the present, the past, or in the future. Verbs having a completed aspect are frequently used in sentences expressing a complex time relationship. Such a relationship typically exists in sentences with a subordinate clause that expresses a time referent different from the time expressed in the main clause. Verbs in the perfect tense have a complete aspect.

### Present Perfect Tense

Mary has completed the assigned reading.

### Past Perfect Tense

The thief had shot the guard before the police arrived.

**CONTINUING  
ASPECT  
(Progressive  
Tenses)**

### Future Perfect Tense

Physicians will have discovered a cancer cure by the turn of the century.

A verb in the

continuing aspect describes an action, idea, or condition that is ongoing in the past, present, or future. This aspect places emphasis upon the ongoing action, idea, or condition itself, whether the action, idea, or condition exists in the present, past, or future. Verbs in the progressive tenses have a continuing aspect.

This aspect includes both the progressive tense and the perfect progressive tense.

## **EXERCISE**

Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Perfect Continuous of the verbs shown in brackets. For example:

You \_\_\_\_\_ all night. (to wait)

You will have been waiting all night.

They \_\_\_\_\_ a good time. (to have)

They will have been having a good time.

1. She \_\_\_\_\_ with them. (to argue)
2. We \_\_\_\_\_ the city. (to tour)
3. He \_\_\_\_\_ what happened. (to wonder)
4. I \_\_\_\_\_ inventory. (to take)
5. It \_\_\_\_\_ for two days. (to snow)
6. They \_\_\_\_\_ to come. (to long)

### Answers to Exercise:

1. will have been arguing 2. shall have been touring or will have been touring 3. will have been wondering 4. shall have been taking or will have been taking 5. will have been snowing 6. will have been longing

## **Negatives and Interrogatives**

### Negatives of helping Verbs (is, are, am, was, were, has, had etc.)

Is, are, am etc are called helping verbs in English. These are used just after the subject.

We use 'not', 'after', 'is', 'are', 'am', to make them negative.

### Examples

<b>Positive Sentences</b>	<b>Negative Sentences</b>
1. I am a boy.	1. I am not a boy.
2. I was in the room.	2. I was not in the room.
3. She has a pen.	3. She has not a pen.
4. I had stamps.	4. I had not stamps.
5. They were lame.	5. They were not lame.

### **Interrogatives of helping Verbs (is, are, am, was, were, has, had etc.)**

Is, are, am etc are called helping verbs in English. These are used just before the subject to make the sentences interrogative.

### Examples

<b>Positive Sentences</b>	<b>Interrogative Sentences</b>
(i) I am a boy.	(i) Am I a boy?
(ii) I was in the room.	(ii) Was I in the room?
(iii) She has a pen.	(iii) Has she a pen?
(iv) I had stamps.	(iv) Had I stamps?
(v) They were lame.	(v) Were they lame?

## **Tense wise Negatives and Interrogatives**

### **(i) Present Indefinite Tense.**

<b>Positive Sentences</b>	<b>Negative Sentences</b>
1. I play cricket.	1. I do not play cricket.
2. You eat an apple.	2. You do not eat an apple.
3. Birds fly.	3. Birds do not fly.
4. He eats ice cream.	4. He does not eat ice cream.
5. It rains.	5. It does not rain.
6. Saad takes tea.	6. Saad does not take tea.
7. Do they go there?	7. Do they not go there?

8. Does she sew the clothes?	8. Does she not sew the clothes?
------------------------------	----------------------------------

**(ii) Present Continuous Tense**

- |                                |                                    |
|--------------------------------|------------------------------------|
| 1. He is doing his duty.       | 1. He is not doing his duty.       |
| 2. They are killing a lion.    | 2. They are not killing a lion.    |
| 3. Anas is preparing tea.      | 3. Anas is not preparing tea.      |
| 4. Is she making lame excuses? | 4. Is she not making lame excuses? |
| 5. Are you helping him?        | 5. Are you not helping him?        |

**(iii) Present Perfect Tense and Present Perfect Continuous Tense**

- |   |   |
|---|---|
| 1. He has won the match.                          | 1. He has not won the match.                          |
| 2. You have done well.                            | 2. You have not done well.                            |
| 3. Saira has been cooking the food for two hours. | 3. Saira has not been cooking the food for two hours. |
| 4. They have been quarrelling since morning.      | 4. They have not been quarrelling since morning.      |
| 5. Have I told a lie?                             | 5. Have I not told a lie?                             |

**(iv) Past Indefinite Tense**

- |                      |                              |
|----------------------|------------------------------|
| 1. I went there.     | 1. I did not go there.       |
| 2. You helped me.    | 2. You did not help me.      |
| 3. Imran ran away.   | 3. Imran did not run away.   |
| 4. Did he come?      | 4. Did he not come?          |
| 5. We broke the pen. | 5. We did not break the pen. |

**(iv) Past Continuous Tense**

As is the case with other English tenses, questions and negative statements in the Past Continuous are formed using the auxiliary.

Questions are formed by placing the auxiliary before the subject. For example:

**Affirmative Statement**

I was playing.  
They were playing.

**Question**

Was I playing?  
Were they playing?

Negative statements are formed by placing the word **not** after the auxiliary. For example:

### Affirmative Statement

I was playing.  
They were playing.

1. She was speaking the truth.
2. He was asking a question.
3. They were watering the plants.
4. You were weeping.
5. Was Sana learning her lesson?

### Negative Statement

I was not playing.  
They were not playing.

1. She was not speaking the truth.
2. He was not asking a question.
3. They were not watering the plants.
4. You were not weeping.
5. Was Sana not learning her lesson?

In spoken English, the contractions **wasn't** and **weren't** are often used.

Negative questions are formed by placing the auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** immediately follows the auxiliary. The following are examples of negative questions with and without contractions:

### Without Contractions

Was I not playing?  
Were they not playing?

### With Contractions

Wasn't I playing?  
Weren't they playing?

Tag questions are formed using the auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions. For example:

### Affirmative Statement

I was playing.  
They were playing.

### Affirmative Statement with Tag Question

I was playing, wasn't I?  
They were playing, weren't they?

### (v) **Past Perfect Tense**

Questions are formed by placing the auxiliary before the subject. For example:

### Affirmative Statement

I had played.  
They had played.

### Question

Had I played?  
Had they played?

Negative statements are formed by placing the word **not** after the auxiliary. For example:

### Affirmative Statement

I had played.  
They had played.

### Negative Statement

I had not played.  
They had not played.

1. He had died.

1. He had not died.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>2. I had done my work.</li> <li>3. It had rained.</li> <li>4. She had been making a noise for two hours.</li> <li>5. Had they been washing the clothes since morning?</li> </ul> | <ul style="list-style-type: none"> <li>2. I had not done my work.</li> <li>3. It had not rained.</li> <li>4. She had not been making a noise for two hours.</li> <li>5. Had they not been washing the clothes since morning?</li> </ul> |
|---|---|

In spoken English, the following contraction is often used:

**Without Contraction**

had not

**With Contraction**

hadn't

Negative questions are formed by placing the auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** follows immediately after the auxiliary. For example:

**Without Contraction**

Had I not played?  
Had they not played?

**With Contraction**

Hadn't I played?  
Hadn't they played?

Tag questions are formed using the auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

**Affirmative Statement**

I had played.  
They had played.

**Affirmative Statement with Tag Question**

I had played, hadn't I?  
They had played, hadn't they?

**(vi) Past Perfect Continuous Tense**

Questions are formed by placing the first auxiliary before the subject. For example:

**Affirmative Statement**

I had been playing.  
They had been playing.

**Question**

Had I been playing?  
Had they been playing?

Negative statements are formed by placing the word **not** after the first auxiliary. For example:

**Affirmative Statement**

I had been playing.  
They had been playing.

**Negative Statement**

I had not been playing.  
They had not been playing.

Negative questions are formed by placing the first auxiliary before the subject, and the word **not** after the subject. However, when contractions are used, the contracted form of **not** follows immediately after the first auxiliary. For example:

**Without Contractions**

Had I not been playing?  
Had they not been playing?

**With Contractions**

Hadn't I been playing?  
Hadn't they been playing?

Tag questions are formed using the first auxiliary. In the following examples, the negative tag questions are underlined. Contractions are usually used in negative tag questions.

**Affirmative Statement**

I had been playing.  
They had been playing.

**Affirmative Statement with Tag Question**

I had been playing, hadn't I?  
They had been playing, hadn't they?

**Examination Question**

**Change the following sentences into negative and interrogative.**

1. He likes mangoes.
1. He does not like mangoes.
2. She went to school.
2. She did not go to school.
3. They will be playing hockey.
3. They will not be playing hockey.
4. You will have been flying a kite for two hours.
4. You will not have been flying a kite for two hours.
5. Have they called you?
5. Have they not called you?
6. You must help him.
6. You must not help him.
7. I care a lot.
7. I do not care a lot.
8. Do it at once.
8. Do not do it at once.
9. You should obey me.
9. You should not obey me.
10. Cricket will be being played by you.
10. Cricket will not be being played by you.