

## Present Simple Tense:

**The simple present tense is used**

**(i)** to express universal truths, facts, customs:

- The sun sets in the west.
- The earth revolves round the sun.
- Water freezes at 0°
- The Hindus cremate their dead.

**(ii)** to express habitual action:

- I go to temple daily.
- My father goes for a walk in the evening.
- He gets up at 4 a.m daily.
- She walk to the office every day

**(iii)** to express a permanent state:

- My house faces west.
- Delhi stands on the bank of the Yamuna,
- NH-1 (National Highway) leads to Amritsar.
- The house has four rooms.

**(iv)** in exclamatory sentences:

- Look out!
- Here comes the bus!
- There goes the train!

**(v)** in subordinate clauses beginning with 'if' and 'when':

- If you request him, he will help you.
- If he works hard, he will pass.
- When you go there, try to meet him.

**(vi)** in imperative sentences:

- Let us go out for a walk.
- Obey your elders.
- Shut the door.
- Please, give me a glass of water.

**(vii)** to indicate a planned future action or series of action when they refer to a journey.

- He comes here tomorrow.
- This airplane flies to London next week.
- Our examination commences next Monday.
- We leave Delhi at 9 a.m. and reach.

**(viii)** for narrative events in a dramatic way:

- The sound of firing is heard.
- Lights are switched on.
- The hero is seen lying dead on the stage.

**(ix)** in running commentaries on sports events:

- Mohit passes the ball to Rohit.
- Rohit hits the ball straight into the goal.

**(x)** to introduce quotations:

- Our teacher says, "Slow and steady wins the race."
- My father says, "Hard work is the key to success."

**Note:** We generally use the following adverbs or adverbial phrases in the present tense:

always, often, daily, generally, usually, everyday, every week, frequently, etc.

## Present Progressive Tense

### Uses of the Present Progressive Tense:

**(i)** The present progressive tense is used for an action that is in progress at the time of speaking:

- He is reading a newspaper.
- The children are playing football.
- The girl is singing a song. I am doing my work.

**(ii)** The present progressive tense is used for an action that is in progress and will continue in future. It may not be going on at the time of speaking:

- He is learning English.
- My neighbour is writing a novel.

**(iii)** It is used to describe an action that is planned to take place in the near future:

- I am meeting him tomorrow.
- He is going to England next week.
- They are not coming here on Monday.

**(iv)** The present progressive tense is used to express disapproval of a persistent habit or something done again and again. We generally use adverbs such as always, constantly, repeatedly, etc:

- She is continually watching movies on T.V.
- He is always doing one mischief or the other.
- He is repeatedly making the same mistakes.
- They are constantly changing their statements.

**Note:** Verbs of perception and some other verbs are not generally used in the present progressive tense, for example see, smell, hear, taste, know, understand, hate, like, want, wish, etc.

## Present Perfect Tense

### Uses of Present Perfect

The present perfect tense is used

**(i)** to express an action that has been recently completed:

- He has just left the place.
- Our team has won the match.
- She has finished her work.

**(ii)** for past actions whose time is not given:

- He has been to Agra.
- Has she cooked lunch?
- I have met him before.

**(iii)** with adverbs like already, often, recently, yet,

- I have already read this novel.
- He has recently met the Prime Minister.
- She has not replied to my letter yet.

**(iv)** for an action which began in the past and is still continuing:

- They have lived in this city for a long time. He has been ill since Tuesday.
- I have always helped him.

## Present Perfect Progressive Tense

### Uses of the Present Perfect Progressive Tense:

The present perfect progressive tense is used

**(i)** to express an action which began at some time in the past and is still continuing:

- It has been raining since morning.
- The farmers have been ploughing their fields since 8 o'clock.
- He has been working for the last two hours.
- She has been teaching for ten years.

**(ii)** to express an action which has already been finished:

- He has been watering the plants (but is not doing so now).
- She has been working all day.
- I have been working in the field.

## Simple Past Tense

### Uses of the Simple Past:

The simple past tense is used

**(i)** to indicate an action that was completed in the past. Generally the adverbials of the past time are used:

- I went to Delhi yesterday.
- He wrote a letter to her last week.
- She met us two days ago.

**(ii)** sometimes without adverbials of time:

- My father congratulated me on my brilliant success.
- Our team won the match.

**(iii)** for an activity done in the past:

- Satish studied for three hours.
- I swam for half an hour.
- We talked for five minutes.

**(iv)** to express a habitual or regular action in the past:

- My father always got up at 4 a.m.
- She visited the temple every day.
- He worked in his garden every Sunday.

**(v)** in conditional clauses:

- If you went there, you should meet him.
- If she worked hard, she would pass.
- If he accepted my advice, he would overcome his difficulty.

**(vi)** in the indirect form of speech:

- He said, "I work for eight hours every day."
- He said that he worked for eight hours every day.
- My teacher said, "I pray to God for your success."
- My teacher said that he prayed to God for our success.

## **The Past Progressive Tense**

### **Uses of the Past Progressive Tense:**

The past progressive tense is used

**(i)** to express a state or an action that was continuing at a certain point of time in the past. It had begun before that point and was probably continuing after it. We use adverbials of time.

- She was cooking at 8 a.m.
- I was going to college in the morning.
- Was the farmer returning from his fields in the evening?

**(ii)** to express an action that was in progress in the past:

- He was sleeping.
- She was singing.
- I Was reading a newspaper.

**(iii)** to express an action in progress at some point of time in the past when another event took place:

- She was watching T.V. when he came.
- He was reading a novel when the doorbell rang.
- I was sleeping when my father came from his office.

**(iv)** to describe two or more actions continuing at the same time:

- While I was bathing, my sister was washing clothes.
- While he was doing homework, his brother was listening to songs.

**(v)** to indicate a frequently repeated action or persistent habit in the past:

- He was constantly complaining about something or the other.
- She was always finding fault with my work.
- Sohan was always smoking whether at home or in the office.

## **Past Perfect Tense**

### **Uses of Past Perfect Tense:**

The past perfect tense is used:

**(i)** for an action that had been completed before another action began in the past:

- I had done my work before he came.
- The guests had already left when she reached there.

**(ii)** to describe an action taking place before a particular time in the past:

- By 2pm all the students had left the school.
- By 6 a.m. he had left for Delhi.

**(iii)** to describe an action in the past which became the cause of another action:

- The child was crying because the father had beaten him.
- Sonu was weeping because he had lost his bag.

**(iv)** to describe an action in the past using the time adverbials such as already, since, before, etc:

- He had already left for Ludhiana.
- She had not come here since 1960.
- They had not met each other before.

**(v)** to express an unfulfilled wish:

- If you had worked hard, you would have passed.
- If they had left early, they would have caught the train.

## Past Perfect Progressive Tense

### Uses of Past Perfect Progressive Tense:

The past perfect progressive tense is used

**(i)** to describe an action in the past that had begun and had been going on for sometime before another action took place in the past:

- She had been dancing for half an hour when we reached there.
- The match had been going on for several hours.

**(ii)** to express a repeated action in the past:

- She had always been asking us for help.
- They had been trying to meet the Prime Minister.

**(iii)** to describe an action which began before the time of speaking in the past.

The action either stopped before that time or continued upto it:

- The farmer had been ploughing since morning.
- The children had been playing for the last hour.

## Future Simple Tense

### Uses of the Simple Future:

**(i) Shall** is used with the second and third persons to express determination, promise, intention, etc.

- I shall not apologise, whatever may happen.
- You shall get a reward if you win the race.
- He shall be fined if he does not attend classes.

**(ii) Shall** is used with the first person to express an offer or suggestion:

- Shall I open the door?
- Which dress shall I wear?



**(iii) Will** is used with the first person to express willingness, determination, etc:

- I will do it myself.
- I will help you.
- We will never commit such a mistake again.

**(iv)** The simple future is used to express the speaker's opinion, for something to be done in the future. We use such verbs believe, know, suppose, think, We also use such adverbs as perhaps, possibly, surely, etc:

- We think he will reach there in time.
- They suppose that he will never help them.

**(v)** The simple future is used to express habitual action:

- They will abuse you again and again.
- He will go to church daily.

**(vi)** The simple future is used for an action that is yet to take place:

- I shall help him.
- He will come here tomorrow.

## **Future Progressive**

**Form:**

**(i)** The future progressive has the form shall/will + be + present participle:

- I shall be doing this work tomorrow.
- He will be going to Delhi tomorrow.

**(ii)** The negative sentences are formed by placing not after shall/will:

- I shall not be doing this work tomorrow.
- He will not be going to Delhi tomorrow.

**(iii)** The interrogative sentences are formed by placing shall/will before the subject:

- Shall I be doing this work tomorrow?
- Will he not be going to Delhi tomorrow?

**(iv)** The negative interrogative sentences are formed by putting shall/will before the subject and not before be:

- I Shall I not be doing this work tomorrow?
- Will he not be going to Delhi tomorrow?

## **Future Perfect**

### **Uses of Future Perfect:**

**(i)** The future perfect expresses an action that is expected to be completed by a certain time in the future:

- They will have reached the station in half an hour.
- He will have finished his homework by this time.

**(ii)** The future perfect is used to express the speaker's belief that something has taken place:

- He will have known the Sharmas.
- She will have read "The Tempest."

## **Future Perfect Progressive**

### **Uses of Future Perfect Progressive:**

The future perfect progressive expresses an action as being in progress over a period of time that will end at some point in the future.

- By next June, I shall have been completing my studies.