

Tenses – Part 2

1. PRESENT TENSE

A. Present Indefinite / Simple Present

Uses

1. To express a habitual or regular action

- I **go** to school every day.
- She **reads** the newspaper every morning.

2. To express general truths or facts

- The Sun **rises** in the east.
- Water **boils** at 100°C.

3. To express permanent situations

- He **lives** in Delhi.
- My father **works** in a bank.

4. To express likes, dislikes, feelings and opinions

- I **like** classical music.
- She **believes** in hard work.

5. To describe a fixed timetable or schedule

- The train **leaves** at 6 a.m.
 - The school **starts** at 8:00 a.m.
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B. Present Continuous

Uses

1. An action happening at the time of speaking

- I **am writing** a letter.
- She **is studying** now.

2. An action happening around the present time

- He **is preparing** for his examination.
- They **are working** on a new project.

3. A temporary action or situation

- I **am staying** with my uncle this week.
- She **is working** at a different branch this month.

4. A planned future arrangement

- We **are visiting** Patna tomorrow.
- I **am meeting** my teacher this evening.

5. An action that is gradually changing

- The weather **is getting** colder.
- Technology **is changing** rapidly.

C. Present Perfect

Uses

1. An action that has just been completed

- I **have finished** my homework.
- She **has completed** the project.

2. A past action whose result is important in the present

- He **has lost** his keys.
(*He does not have them now.*)

3. An action that has happened at an unspecified time

- I **have visited** Mumbai.
- She **has seen** that movie.

4. An action that started in the past and continues up to the present

- I **have lived** here for five years.
- She **has known** him since 2020.

5. Life experiences

- He **has travelled** to many countries.
- I **have never eaten** sushi.

D. Present Perfect Continuous

Uses

1. An action that started in the past and is still continuing

- I **have been studying** for three hours.
- She **has been teaching** since morning.

2. To emphasize the duration of an ongoing action

- They **have been waiting** for two hours.
- He **has been working** here since 2022.

3. A recently stopped action whose effect is visible in the present

- She is tired because she **has been running**.
- His clothes are dirty because he **has been working** in the garden.

2. PAST TENSE

A. Past Indefinite / Simple Past

Uses

1. An action completed in the past

- I **visited** Delhi last year.

- She **finished** her homework yesterday.

2. A series of completed actions in the past

- He **opened** the door, **entered** the room and **sat** down.

3. A past habit

- I **played** football when I was young.
- She **walked** to school every day.

4. A past event at a definite time

- India **won** the match in 2024.
 - He **left** home at 7 a.m.
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B. Past Continuous

Uses

1. An action that was in progress at a particular time in the past

- I **was studying** at 8 p.m.
- They **were playing** at noon.

2. An action in progress when another action occurred

- I **was sleeping** when the phone rang.
- She **was cooking** when her mother arrived.

3. Two actions happening simultaneously in the past

- While I **was reading**, my brother **was watching** television.

4. To describe the background or situation in a past event

- The sun **was shining** and the birds **were singing**.
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C. Past Perfect

Uses

1. An action completed before another action in the past

- The train **had left** before we reached the station.
- She **had finished** dinner before the guests arrived.

2. To show which of two past actions happened first

- When I arrived at school, the class **had already started**.

3. To describe a past condition resulting from an earlier action

- He was tired because he **had worked** all day.

Important:

When two actions happened in the past, the **earlier action** is often expressed in Past Perfect.

D. Past Perfect Continuous

Uses

1. An action that continued for some time before another past action

- I **had been studying** for three hours before my friend arrived.
- She **had been waiting** for an hour when the bus came.

2. To emphasize the duration of an action before a particular point in the past

- He **had been working** there for ten years before he retired.

3. To explain the cause of a past situation

- He was tired because he **had been running**.
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4. FUTURE TENSE

A. Future Indefinite / Simple Future

Uses

1. An action that will happen in the future

- I **will visit** Delhi tomorrow.
- She **will join** the school next month.

2. Predictions

- It **will rain** tomorrow.
- India **will become** a major economic power.

3. Promises

- I **will help** you.
- I **will never forget** your kindness.

4. Decisions made at the moment of speaking

- The phone is ringing. I **will answer** it.
- I am thirsty. I **will drink** some water.

5. Offers and willingness

- I **will carry** your bag.
 - We **will help** you with the project.
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B. Future Continuous

Uses

1. An action that will be in progress at a particular time in the future

- I **will be studying** at 8 p.m. tonight.
- They **will be travelling** tomorrow afternoon.

2. An action that will happen as part of a normal course of events

- This time next week, we **will be staying** in Mumbai.

3. To ask politely about someone's future plans

- **Will you be using** the computer this evening?
- **Will you be attending** the meeting tomorrow?

C. Future Perfect

Uses

1. An action that will be completed before a specific time in the future

- I **will have completed** my homework by 8 p.m.
- She **will have reached** home by tomorrow morning.

2. An action that will be completed before another future action

- They **will have finished** dinner before the guests arrive.
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D. Future Perfect Continuous

Uses

1. An action that will continue for a period of time up to a particular point in the future

- By next June, I **will have been studying** here for three years.
- By 5 p.m., she **will have been working** for eight hours.

2. To emphasize the duration of an action up to a future time

- By next month, he **will have been teaching** for ten years.
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