

In exams, students are asked to put the verbs in brackets in the correct tense. As all tenses will be mixed up, it becomes harder for the student to know which tense it should be. So, students should look for the signal word first and once they find one, they think of the form. Let's consider these two examples:

1. I (to go) ..... to New York last year. The signal word is "last" and it refers to Simple Past. So, the answer is "went".
2. By 7 O'clock, Smith (to finish).....painting the room. The signal word is "By..." and it refers to Future Perfect Simple. So, the answer is "will have finished".

## 1

### SIMPLE PRESENT

<b>Form</b>	<ul style="list-style-type: none"> <li>• he, she, it --&gt; verb + s/ + es</li> <li>• I, you, we, they --&gt; + verb</li> <li>• to be --&gt; am/ is/ are</li> <li>• not --&gt; doesn't + verb/ don't + verb</li> </ul>
<b>Use</b>	daily routine, habits and repeated actions, and general truths.
<b>Signal words</b>	every...., on Mondays, usually, sometimes, often, rarely,...

#### EXERCISE 1 Find the signal words for simple present.

1. Which is a signal word for simple present?  
last week – on Mondays – next week
2. Which is **not** a signal word for simple present?  
usually – everyday – in 2005

#### EXERCISE 2 Put these verbs in simple present.

1. He/ to go                                 --> \_\_\_\_\_
2. They / to play                            --> \_\_\_\_\_
3. Mary/ to wash                            --> \_\_\_\_\_
4. My children / be                         --> \_\_\_\_\_
5. She/ not, to study                      --> \_\_\_\_\_

#### EXERCISE 3 Put the following verbs in the correct tense.

- 1- Maria sometimes (to read) \_\_\_\_\_ Spanish novels.
- 2- David (wash) \_\_\_\_\_ the family car on Sundays.
- 3- The teacher (wear) \_\_\_\_\_ a suit and tie every meeting.
- 4- My children (to be) \_\_\_\_\_ usually sick in Autumn.
- 5- (Jackie, go) \_\_\_\_\_ to the gym every week?

## 2

### SIMPLE PAST

<b>Form</b>	<ul style="list-style-type: none"> <li>• regular verbs + ed/ irregular (the list)</li> <li>• to be --&gt; was/ were</li> <li>• not --&gt; didn't + verb</li> </ul>
<b>Use</b>	actions happened at a specific time in the past.
<b>Signal words</b>	last...., yesterday, .....ago, in 2011, the other day

#### EXERCISE 1 Find the signal words for simple past.

1. Which is a signal word for simple past?  
the other day – tomorrow - rarely
2. Which is **not** a signal word for simple past?  
....ago – in 2005 – next week

#### EXERCISE 2 Put these verbs in simple past.

1. go   --> \_\_\_\_\_
2. see    --> \_\_\_\_\_
3. play    --> \_\_\_\_\_
4. not, come                                        --> \_\_\_\_\_
5. they/ be   --> \_\_\_\_\_

#### EXERCISE 3 Put the following verbs in the correct tense.

- 1- Mike's parents (arrive) \_\_\_\_\_ yesterday at 6 O'clock.
- 2- My little brother (see) \_\_\_\_\_ a nightmare last night.
- 3- Alfred and Dave (to be) \_\_\_\_\_ in the swimming two hours ago.
- 4- We (not, to like) \_\_\_\_\_ the party last weekend; it was too noisy.
- 5- (Nancy, go) \_\_\_\_\_ shopping last night?

## 3

## PRESENT CONTINUOUS

<b>Form</b>	am, is, or are + verb + ing
<b>Use</b>	actions happening now, at the moment of speaking.
<b>Signal words</b>	now, at the moment, still, Look! Listen!...

**EXERCISE 1** Find the signal words for present continuous.

- Which is a signal word for present continuous?  
last – now – every night
- Which is **not** a signal word for present continuous?  
now - already - still

**EXERCISE 2** Put these verbs in present continuous.

- They / play  $\dashrightarrow$  \_\_\_\_\_
- Sara and Leila/ dance  $\dashrightarrow$  \_\_\_\_\_
- I/ not, speak  $\dashrightarrow$  \_\_\_\_\_
- He/ to sing  $\dashrightarrow$  \_\_\_\_\_
- David / not, to write  $\dashrightarrow$  \_\_\_\_\_

**EXERCISE 3** Put the following verbs in the correct tense.

- Now, it (rain) \_\_\_\_\_ heavily outside.
- She (not, speak) \_\_\_\_\_ French at the moment.
- Many people (still, fight) \_\_\_\_\_ against poverty in Africa.
- Mark's children (to play) \_\_\_\_\_ video games at the moment.
- (Sandra, to do) \_\_\_\_\_ her homework now?

## 4

## PAST CONTINUOUS

<b>Form</b>	was or were + verb + ing
<b>Use</b>	For actions which were in progress in the past.
<b>Signal words</b>	when, while + long action in the past

**EXERCISE 1** Find the signal words for past continuous.

- Which is a signal word for past continuous?  
while - by next week - tomorrow
- Which is **not** a signal word for past continuous?  
next week – when - while

**EXERCISE 2** Put these verbs in past continuous.

- She/ watch  $\dashrightarrow$  \_\_\_\_\_
- They/ to play  $\dashrightarrow$  \_\_\_\_\_
- It/ rain  $\dashrightarrow$  \_\_\_\_\_
- Many students/ to work  $\dashrightarrow$  \_\_\_\_\_
- He/ not, to drive  $\dashrightarrow$  \_\_\_\_\_

**EXERCISE 3** Put the following verbs in the correct tense.

- Barbara (to do) \_\_\_\_\_ her homework yesterday when I came in.
- When I (write) \_\_\_\_\_ the E-mail last time, Mary (to watch) \_\_\_\_\_ TV.
- I saw my teacher yesterday when I (wait) \_\_\_\_\_ for the bus.
- When Sandra (arrive) \_\_\_\_\_ home yesterday, her father (not, to cook) \_\_\_\_\_ lunch.
- (Your brother, to play) \_\_\_\_\_ the game when the computer crashed down?

## 5

## PRESENT PERFECT

<b>Form</b>	have or has + Past Participle
<b>Use</b>	For actions which started in the past and continued up to the present.
<b>Signal words</b>	just, already, yet, for, since, so far, recently, ever...

NB. We use Present Perfect Continuous (have/has+ been + verb +ing) to give more emphasis on the duration of the action. However, some verbs can't be used in the continuous form such as own, smell, need, belong, cost, agree, contain..., etc.

**EXERCISE 1** Find the signal words for present perfect.

- Which is a signal word for present perfect?  
still – usually – since
- Which is **not** a signal word for present perfect?  
since – before – for

**EXERCISE 2** Put these verbs in present perfect.

- They/ to do  $\dashrightarrow$  \_\_\_\_\_
- Jack / to publish  $\dashrightarrow$  \_\_\_\_\_
- He/ not, to have  $\dashrightarrow$  \_\_\_\_\_
- She/ to study  $\dashrightarrow$  \_\_\_\_\_
- Mike and Lina / to have  $\dashrightarrow$  \_\_\_\_\_

**EXERCISE 3** Put the following verbs in the correct tense.

- He (just, phone) \_\_\_\_\_ Sabrina; she is in Chicago now.
- I (buy, recently) \_\_\_\_\_ a laptop to Louis.
- The maid (not, cook) \_\_\_\_\_ the dinner yet.
- She (drive) \_\_\_\_\_ this car for two hours.
- He (to be) \_\_\_\_\_ in prison since 2003.
- (you, ever, read) \_\_\_\_\_ Hemingway's novels?

## 6

## PAST PERFECT

<b>Form</b>	had + Past Participle 2 actions in the past 1st action → Past Perfect 2nd action → Simple Past
<b>Use</b>	For actions which happened before the other one in the past.
<b>Signal words</b>	before, after, already, when, never.. as soon as, until...

**EXERCISE 1** Find the signal words for past perfect.

- Which is a signal word for past perfect?  
last week - after - now
- Which is **not** a signal word for past perfect?  
at the moment - after - already

**EXERCISE 2** Find the past perfect to these verbs.

- come → \_\_\_\_\_
- not, have → \_\_\_\_\_
- see → \_\_\_\_\_
- play → \_\_\_\_\_
- cut → \_\_\_\_\_

**EXERCISE 3** Put the following verbs in the correct tense.

- Before Randa (to take) \_\_\_\_\_ the test exam yesterday, she (memorize) \_\_\_\_\_ irregular verbs.
- After she (to do) \_\_\_\_\_ her homework last night, she (go) \_\_\_\_\_ to bed.
- When I (arrive) \_\_\_\_\_ home yesterday, the film (already, start) \_\_\_\_\_.
- Last time, I (feel) \_\_\_\_\_ stressed because I (never, take) \_\_\_\_\_ the IELTS Test before.
- Jonny (get) \_\_\_\_\_ the job after he (graduate) \_\_\_\_\_ from Oxford university.

## 7

## SIMPLE FUTURE

<b>Form</b>	will + verb
<b>Use</b>	For actions which will occur in the future.
<b>Signal words</b>	next, tomorrow, soon, later,...

**EXERCISE 1** Find the signal words for simple future.

- Which is a signal word for simple future?  
already - next week - in 2017
- Which is **not** a signal word for simple future?  
by tomorrow - tomorrow - soon

**EXERCISE 2** Find the simple future to the following verbs.

- to work → \_\_\_\_\_
- to play → \_\_\_\_\_
- to speak → \_\_\_\_\_
- not, to come → \_\_\_\_\_
- to enjoy → \_\_\_\_\_

**EXERCISE 3** Put the following verbs in the correct tense.

- I (to travel) \_\_\_\_\_ around the world next summer holiday.
- The boss (not, to meet) \_\_\_\_\_ you tomorrow; he's busy.
- Alberto (marry) \_\_\_\_\_ Helen next month.
- The Smiths (not, to be) \_\_\_\_\_ in England next January.
- (James, attend) \_\_\_\_\_ the conference tomorrow?

## 8

## FUTURE PERFECT

<b>Form</b>	will have + Past Participle
<b>Use</b>	For actions that will be finished before some point in the future, also to express certainty that an action was completed.
<b>Signal words</b>	by....., in.....time

**EXERCISE 1** Find the signal words for future perfect.

- Which is a signal word for future perfect?  
tomorrow - in two days' time - next week
- Which is **not** a signal word for future perfect?  
already - by ... - in three weeks' time

**EXERCISE 2** Put these verbs in future perfect.

- to go → \_\_\_\_\_
- to play → \_\_\_\_\_
- to do → \_\_\_\_\_
- to visit → \_\_\_\_\_
- to enjoy → \_\_\_\_\_

**EXERCISE 3** Put the following verbs in the correct tense.

- By 9 O'clock, many students (finish) \_\_\_\_\_ doing their exercises.
- In two days' time, we (go) \_\_\_\_\_ back home.
- My brother (to return) \_\_\_\_\_ from the trip by 7 O'clock.
- By November, we (buy) \_\_\_\_\_ a new apartment in Paris.
- By the end of next year, we (study) \_\_\_\_\_ English for three years.

**Past Perfect Simple:**

- Form: 1<sup>st</sup> action → Past perfect = had + Past Participle    2<sup>nd</sup> action → Simple past = (ed/list)
- Signal words: before, after, already, when, never, as soon as, .....

**Exercise** Put the following verbs in the correct tense.

1. My friends (to eat) \_\_\_\_\_ everything before I (join) \_\_\_\_\_ them yesterday.
2. After he (have) \_\_\_\_\_ a shower last night, we (go out) \_\_\_\_\_ with Laura.
3. When I (arrive) \_\_\_\_\_ at the cinema, the film (already, start) \_\_\_\_\_.
4. Sara and Peter (know) \_\_\_\_\_ each other for three years before they (get) \_\_\_\_\_ married.
5. She (to phone) \_\_\_\_\_ her friend before she (to go) \_\_\_\_\_ to New York yesterday.
6. As soon as he (finish) \_\_\_\_\_ his education in Paris in 2009, he (return) \_\_\_\_\_ to Morocco.

**Past Perfect Continuous:**

- Form: Past perfect continuous = had been + verb + ing (here more emphasis is put on the duration of the action.)
- Signal words: before, after, when, because, all day, for.....

NB. Some verbs can't be used in the continuous form such as own, smell, need, belong, cost, agree, contain...etc.

**Exercise** Put the following verbs in the correct tense.

1. The police (look for) \_\_\_\_\_ the thief for 10 days before they (catch) \_\_\_\_\_ him.
2. She (to be) \_\_\_\_\_ tired because she (work) \_\_\_\_\_ all day.
3. She (drive) \_\_\_\_\_ for a couple of hours before she (have) \_\_\_\_\_ the accident.
4. He (to work) \_\_\_\_\_ on the project for three hours before the boss (come in) \_\_\_\_\_.
5. They (play) \_\_\_\_\_ for two hours when it (begin) \_\_\_\_\_ to rain.
6. I (feel) \_\_\_\_\_ tired yesterday because I (to drive) \_\_\_\_\_ all night.

**Future Perfect:**

- Form: Future Perfect = will have + Past Participle (here, the action will be completed at a point in the future)
- Signal words: by.../ in...s' time.....

**Exercise** Put the following verbs in the correct tense.

1. By 8 O'clock tomorrow, she (to do) \_\_\_\_\_ the laundry.
2. The Smiths (visit) \_\_\_\_\_ all Europe by next year.
3. By this time tomorrow, we (finish) \_\_\_\_\_ the project.
4. By 10 O'clock, the kids (fall) \_\_\_\_\_ asleep.
5. By next year, Maria (to receive) \_\_\_\_\_ her promotion.
6. The maid (clean) \_\_\_\_\_ the entire house by dinner.
7. Monica and Rosa (to begin) \_\_\_\_\_ working by this time tomorrow morning.
8. By Sunday, you (do) \_\_\_\_\_ all the homework.
9. In three days' time, the school (receive) \_\_\_\_\_ prizes.
10. In five minutes' time, they (to leave) \_\_\_\_\_ the classroom.

7

**Simple present** Ex. 1 on Mondays 2. in 2005 Ex. 2 1. he goes 2. they play 3. Mary washes  
4. My children are 5. she doesn't study Ex.3 1. reads 2. washes 3. wears 4. are 5. Does Jackie go  
**Simple past** Ex. 1 1. the other day 2. next week Ex. 2 1. went 2. saw 3. played 4. didn't come  
5. they were Ex.3 1. arrived 2. saw 3. were 4. didn't like 5. Did Nancy go

8

**Present continuous** Ex. 1 1. now 2. already Ex. 2. they are playing 2. Sam and Leila are dancing  
3. I am not speaking 4. He is singing 5. David is not writing Ex. 3 1. is raining 2. is not speaking  
3. are still fighting 4. are playing 5. Is Sandra doing... ?  
**Past continuous** Ex. 1 1. while 2. next week Ex. 2 1. she was watching 2. they were playing 3. it was  
raining 4. Many students were working 5. he was not driving Ex.3 1. was doing 2. was writing -  
was watching 3. was waiting 4. arrived - was not cooking 5. Was your brother playing... ?  
**Present perfect** Ex. 1 1. since 2. before Ex. 2 1. they have done 2. Jack has published 3. He has not  
had 4. she has studied 5. Mike and Lina have had Ex. 3 1. has just phoned 2. have recently bought  
3. has not cooked 4. has driven/has been driving 5. has been 6. have you ever read?

9

**Past perfect** Ex. 1 1. after 2. at the moment Ex. 2 1. had come 2. had not had 3. had seen 4. had  
played 5. had cut Ex.3 1. took - had memorized 2. had done - went 3. arrived - had already started  
4. felt - had never taken 5. got - had graduated  
**Simple future** Ex.1 1. next week 2. by tomorrow Ex.2 1. will work 2. will play 3. will speak 4. will not  
come 5. will enjoy Ex.3 1. will travel 2. will not meet 3. will marry 4. will not be 5. Will James attend?  
**Future perfect** Ex.1 in two days' time 2. already Ex.2 1. will have gone 2. will have played 3. will  
have done 4. will have visited 5. will have enjoyed Ex. 3 1. will have finished 2. will have gone  
3. will have returned 4. will have bought 5. will have studied

10

**Past perfect simple** 1. had eaten - joined 2. had had - went out 3. arrived - had already started  
4. had known - got 5. had phoned - went 6. had finished - returned  
**Past perfect continuous** 1. had been looking for - caught 2. was - had been working 3. had been  
driving - had 4. had been working - came in 5. had been playing - began 6. felt - had been driving  
**Future perfect** 1. will have done 2. will have visited 3. will have finished 4. will have fallen 5. will  
have received 6. will have cleaned 7. will have begun 8. will have done 9. will have received 10. will  
have left

