

TENSES

12 Tenses

With Structures, Definitions and Examples



ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Book name: Tenses

First addition: 2019

Author: Fazal Rahman Safi

Gmail: fazalrahman.safi240@gmail.com

Approved by: Sir. Jafar Nangzada. Abdul Bari

Designed by: Fazal Rahman Safi

Available in: Zwan Azm Educational Center Surkhrood Dosraka Loy Paktia Market.

Contact#0780040567

Face book id: Zwan Azm Educational Center

Note: All rights of publication reserved with the author No part of this chapter should be printed or reproduced by any means without written Permission of the author, otherwise the Publisher Photocopier, seller and purchaser shall be dealt with the law of the time Although every care has been taken in the preparing of this chapter However, suggestion for the improvement of the chapter will be welcomed and incorporated in the subsequent editions of the chapter.

Mob: 0744169097

Thanks

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

What is Tense?

Tense: is the form of the verb which denotes, what we did in the past, what we do in the present and what will we do in the future.

We went to school yesterday. (Shows what did we do in the past)

We go to school every day (shows what do we do in the present)

We will go to school tomorrow. (shows that what will we do in the future)

Note: The word Tense according to dictionary has the following meanings.

a- When it is used as noun, it means time

e.g. which tense do you study to day.

b- When it is used as verb, it means to makes someone unhappy.

e.g. Zaid tenses his mother.

c- When it is used as adjective, it means unhappy.

e.g. you look tense to day.

d- When it is used as adverb, it means sadly

e.g. He answered my question tensely.

According to voice Tenses are divided into two types.

i. Active voice

ii. Passive voice

i. Active voice: active voice is the form of a verb in which subject preforms the action. or active voice in which the doer of the action is the subject of a sentence.

Examples:

Ali bought a chair.

He writes a letter.

ii. Passive voice: passive voice is a voice in which subject dose not perform an action. or **A** voice in which subject is the receiver of an action.

Examples:

A chair was bought.

A letter is written.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

there are 12 active tenses in English grammar, that are divided in to three families.

Present family	Past family	Future family
I. Simple present tense	i. Simple past tense	i. Simple future tense
ii. Present continuous tense	ii. Past continuous tense	ii. Future continuous tense
iii. Present perfect tense	iii. Past perfect tense	iii. future perfect tense
iv. Present perfect continuous tense	iv. Past perfect continuous	iv. future perfect continuous tense

i. Simple present tense

Structures:

Affirmative structure for singular subjects:

He
She
It
Singular person or thing

+ verb+ s/es + complement.

e.g. He goes to park every Friday. it runs on the morning every day.

Ali plays cricket in every Friday.

Note: it is mentionable that all the verbs except of auxiliaries' verbs take (s) (es) or (ies) in the third singular person (he, she, it) of the simple present tense.

Rules for adding (s, es, ies)

- 1- Verb ends in (s, ss, ch, sh, o, x, z) take (es) and verbs ending in other letter take only (s). when (es) is added, it pronounced like an (iz) extra syllable

Ex Wash – Washes. Go – Goes. Mix – Mixes. Play – Plays. Agree – Agrees.

- 2- Verbs ending in (y) following a consonant change (y) in to (I) then add es
Example: study – studies
- 3- Verbs ending in a (y) following a vowel add (s) without any change.
Stay- stays

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Affirmative sentences for plural subjects:

I
You
We (subject) + verb + complement.
They
Plural people and things

e.g.:

I go to school every day.

You recite holy Qur'an every day.

We perform prayer every day.

They go to mosque every day.

Zaid and Ali always go to school together.

Interrogative structure for plural subject:

Do + [I
You
We
They
Plural people and things] + verb + complement?

e.g.

Do I go to school every day?

Do you recite holy Qur'an every day?

Do we perform prayer every day?

Do they go to masjid every day?

Do Zaid and Ali always go to school together?

Interrogative structure for singular subjects:

Does + [He
She
It
Singular person or thing] + verb + complement?

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Note: In the negative and interrogative forms of singular subject's (s and es) are omit from the verbs.

e.g.

Does he go to park every Friday?

Does she wash the dishes every morning?

Does it run in the morning every day?

Does Ali play cricket in every Friday?

Negative structure for singular subjects:

He] + does + not+ verb + complement.
She	
It	
Singular person or things	

He does not go to park every Friday.

She does not wash the dishes every morning.

It does run in the morning every day.

Ali does play cricket in every Friday.

Negative structure for plural subjects:

I] + do + not + verb + complement.
You	
We	
They	
plural people and things	

I don't go to school every day.

You don't recite holy Qur'an every day.

We don't perform prayer every day.

They don't go to mosque every day.

Zaid and Ali don't always go to school together.

Note: (Don't) is the short form of do not. And (Doesn't) is the short form of does not, in the spoken form of English the short forms are more usual.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Usages

1. Simple present tense expresses an action or state which happens daily, regularly or habitually.

e.g. I wash my face every morning. (daily action)

They usually eat chocolate in the class. (Habitual action)

He feels thirsty every morning (shows state)

It snows in Kabul every winter. (Regular action)

Note: Habitual action is an action which is done habitually. Like every day, every week...

When simple present tense is used to show habitual actions,

It is usually followed by adverbs of frequency; Adverbs of frequency are those which show repetition of an action.

Some Adverbs of frequency:

1	Always	همیشه
2	Often	اکثره وقت
3	Usually	معمولا
4	Sometimes	خني وقت
5	Seldom	دير لير
6	Rarely	په نادره توگه (دير کم)
7	Ever	هر کله
8	Never	هيڅکله
9	Every day	هره ورځ
10	Every night	هره شپه
11	Every morning	هرسهار
12	Every week	هره هفته
13	Every month	هره مياشت

Ex. I am always in the library.

Ex. She often washes the dishes.

2. Simple present tense: Is used to show general fact.
General fact is a fact which is clear for all.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Facts can be changeable and unchangeable.

1- Changeable fact

Ex. I have a lots of friends. My car is new.

2- Unchangeable fact

Ex. Allah (SWT) is one.

Ex. The earth moves around the sun.

The sun rises from the east.

3. Simple present tense: Is also used to show a planned future action

Ex. I go to Kabul tomorrow.

Ex. We finish the class next week.

Ex. She comes here tomorrow.

4. Simple present tense: is also used in the headlines of newspaper to show present, past and future actions or states.

i. When simple form of the verb is used in newspaper, it shows a past action or state.

Ex: PEACE TALKS FAIL.

ii. When (Verb + ing) is used, shows a present action.

Ex: THE PEOPLE ELECTING THE PRESIDENT.

iii. When (To + verb) infinitive is used, shows a future action or state

ex: The president to meet the prisoners.

Present continuous tense

Structures:

Affirmative Structure: Sub + Tobe (is, am & are) + verb ing + complement.

e.g. He is studying English grammar now.

Interrogative structure: Tobe (is, am & are) + sub + verb ing + complement?

e.g. Is he studying English grammar now?

Negative structure: Sub + Tobe (is, am & are) + not + verb ing + complement.

e.g. He is not studying English.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Rules for adding ing to the verb:

i. If a verb ends with single e drop e then add ing.

Make making

Write writing Take Taking

Memo: Verbs end in (ee) no change is possible.

Agree Agreeing.

See seeing

ii. Verb ends in (C) an extra (K) is added before adding (Ing).

e.g. Picnic Picnicking.

iii. Verb ends in (ie), change (ie) into (y) then add (ing).

e.g. Die Dying

 Tie Tying.

iv. If a verb ends with double consonant directly add ing.

e.g. talk talking

 walk walking

v. If a verb ends with (consonant + stress vowel + consonant) the last consonant should be doubled before adding (ing).

e.g. Stop Stopping

 Run Running

 Hit Hitting.

vi. If a verb ends with (consonant + unstressed vowel + consonant) we add ing without any change.

e.g. open opening

note: The letters (I, O & U) are stress vowels. And the letters (E & A) are unstressed vowels

vii. If a verb ends with (x, w & y) directly add ing.

e.g. fix fixing

 play playing draw drawing

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

viii. Verbs of two syllables or more than two if last syllable contains one vowel and end in a consonant, if the stress falls on the last syllable , the last consonant is doubled before adding (ing).

e.g. Admit Admitting
Prefer Preferring
Begin Beginning.

ix. Verbs ending (Y) following a consonant or vowel take (ing) without any change.

e.g. Study Studying
Play playing
Stay staying

Usages

i. **present continuous tense**: expresses the duration of an action which is happening right now.

e.g. Zaid is talking right now.

We are reciting Quran now.

She is talking in the class at the moment.

ii. **Present Continuous Tense**: Shows the duration of an action which is in progress at the moment of speaking. Or is uses to the duration of an action which in progress right now.

Example: I am writing a latter now. She is drinking a glass of milk right now.

Note: When present continuous is used to this way, It is usually followed by adverbs of time.

Right now	همدا اوس
Now	اوس
At the moment	په دي لحظه كي
At present	په دي حاضر وخت كي

Ex. Ahmad is speaking to Ali now.

Ex. We are studying our lessons right now.

2. **Present Continues Tense**: Can be also used to show an action which will take place in the future.

Note: In this way the adverbs of future tense like: Tomorrow, to night, and etc... Are used.

Ex. He is coming here tomorrow. We are going a picnic next week.

She is leaving Kabul next Sunday.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

3. **Present Continues Tense:** Can also show the duration of an action which is apparently going on, but not necessarily at the moment speaking.
Ex. Ahmad is working in a bank.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Present perfect tense

Structures:

Affirmative form: Sub + have/has + 3rd verb + complement.

e.g. I have gone Kabul.

Zaid has studied English.

She has cleaned the cloths.

Interrogative form: Have/has + Sub + 3rd verb + complement?

e.g. Have I gone to Kabul.

Has Zaid studied English.

Has She cleaned the cloths.

Negative form: Sub + have/has + not + 3rd verb + complement.

e.g. I have not gone to Kabul. Zaid has not studies English. She has not cleaned the cloths.

Usages:

Usage 1: Present perfect tense expresses an action or state which happened or didn't happen at some unspecified time in the past.

Ex: I have finished my homework. She has gone to college.

2: Present perfect tense used With time expressions (many time, several times, a couple of times, twice...) to expresses the repetition of an action in the past.

Ex: I have gone to Dare - Nor several times with my friends.

Zaid has gone to Kabul many times.

Usages 3: With (Just, Lately, recently,) present perfect tense expresses an action which happened in recent past (only a short time ago).

Ex: Zaid has Just met his partner. I have met my friend recently/lately.

Lately/Recently, the security of Nangarhar has destroyed.

Usages 4: present prefect tense also talks about new reports or events.

Ex: A bomb has gone off in front of the governor house.

India has inaugurated Dim of Selma in Heart province.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Usage 5: with (Ever and Never) present perfect tense talks about all period of life.

Ex: Basher has never played soccer.

Have they ever made a promise to you?

Usage 6: with the words (since and for) present perfect tense expresses an action which started in the past continues to the present and it may or may not go to the future.

Ex: We have studied DEL for five Months.

She has lived in Germany since 2010.

He has been here for two weeks.

Since and For

We use since and for to say that how long something has been happening.

Ex I have been here for ten minutes.

I have been here since six o'clock.

Since: Is used to show the specific starting time of an action or state from past to present.

Ex: I have lived in Jalalabad since 2007.

Khyber has been sick since Friday.

For: is used to show the duration of an action or length of time.

Ex: He has lived in Jalalabad for five years.

Gone and Been

Gone: When we expect the person still to be there.

Gone: Shows the idea of going it means the person we are talking about is still there and has not returned.

Ex: She has gone to Kabul. (She is still in Kabul hasn't returned)

Been: When we expect the person to be here.

Been: Shows the idea of going and coming. It means the person we are talking about has gone somewhere and has returned back.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Ex: She has been to London (=she has gong and returned back)

Present prefect continuous tense

Structures:

Affirmative structure: Sub + have/has + been + verb + ing + complement.

Examples: He has been writing his homework Zaid has been working in the bank.

They have been playing with one another. I have been studying English.

Interrogative structure: Have/has + sub + been + verb + ing + complement?

e.g. Has he been writing his homework. Has Zaid been working in the bank.

Have they been playing with one another? Have I been studying English?

Negative structure: Sub + has/have + not + verb +ing +complement.

He has not been writhing his homework. Zaid has not been working in the bank.

They have not been playing with one another. I have not been studying English.

Usages

i. Present perfect continuous tense expresses the duration of an action which was started in the past continuous to the present and may or may not go to the future.

e.g. I have been playing football.

ii. expresses an action that has been in progress before now.

e.g. I have been writing a letter. Zaid has been drinking water.

iii. with phrase (how long) present perfect continuous tense ask that how long something has been happening.

e.g. Question: How long have you been living in the Jalalabad?

Answer: I have been living in Jalalabad since 2001

How long have you been teaching English? I have been teaching English since 2014.

Deference between present perfect and present perfect progressive tenses.

Present perfect

- 1. Result of an action achieved.***
- 2. Show long lasting action.***
- 3. Express the occurrence of an action.***

present perfect progressive tense

- 1. Result of an action is not achieved.***
- 2. Show short lasting action***
- 3. Expresses the duration of an action***

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Past Family of Tense

Simple Past Tense

Structures

Affirmative form: Sub + 2nd form verb + complement.

Examples: Zaid went to school yesterday. I played cricket last week.

Interrogative form: Did + sub + verb + complement?

Examples: Did Zaid go to school yesterday? Did I recite holy Quran yesterday?

Negative form: sub+ did+ not + verb + complement.

Examples: Zaid did not go to school yesterday. I did not recite holy Quran yesterday.

Negative interrogative form: did + sub+ not + verb + complement.

Did he not go to school yesterday? Did I not recite holy Quran yesterday?

Usages

1. **Simple past tense** expresses an action that took place at some particular time in the past.

e.g. they went to city yesterday. She wrote a yesterday.

1.Simple Past Tense is used to ask about past action.

Ex. Where were you yesterday?

Ex. When did you arrive to Kabul?

2.Simple Past Tense can be used with (Always) to show a past habit.

Ex. She always talked about herself.

Ex. Ali always studied in his room.

Past Progressive Tense

Structures:

A.F=> sub +was/were+ b+ ing + complement.

Q.F=> was/were + sub +verb +ing+ complement?

N.F=> sub+ /was/were + not+ verb + ing + complement.

N.I.F=> was/were + s + not + verb + ing + complement?

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Examples

Ahmad was painting the wall last week.

Was Ahmad painting the wall last week?

Ahmad was not painting the wall last week.

Was Ahmad not painting the wall last week?

1. Usage

Past progressive tense: is used to show the duration of an action which was going on at some specified time in the past.

Note: In this usage it is usually used with a (When) or (While) clauses.

. Examples: I was swimming in the pool while he came yesterday morning.

They were playing volleyball when I called them.

While I was studying, he knocked the door

Note: if the (when and while) clauses come at the beginning a coma is used before second clause.

2. Past progressive tense is used with (always) to show a past habit.

Examples:

Ahmad and Ali were always studying together.

I was always playing cricket on Friday.

3. Usage: Past continuous tense is also used to show an unfulfilled decision in the past.

Ex: I was going to call you, but I didn't have your number.

4. Expresses the situation in that two actions were in progress at same time.

Ex: while I was talking to him, he was laughing.

While they were playing cricket, we were studying for exam.

While I was studying, he was watching TV.

Note: In the above examples both actions were in progress on the same time.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Past Perfect Tense

structures

Affirmative: sub + had + third form of verb + complement.

You had eaten dinner before you went bed.

Interrogative structure: Had + sub + third form of a verb + complement?

Had you eaten dinner before went to bed?

Negative form: sub+ had+ no t+ third form of verb+ complement.

you had not eaten dinner before went to bed.

Negative interrogative form: had + sub+ not + third form of verb + complement.

Had you not eaten dinner before went to bed?

Note: the second action should be in simple past tense.

Usage

Past perfect tense: Expresses an action that was happened before another action in the past, or in the other hand expresses an action that was completed before another action in the past.

Example: she had cooked the launch before we arrived.

Past Perfect Continuous Tense

Structures

Affirmative: sub + had + been + verb + ing + complement.

He had been reciting holy Quran for one hour before he met us.

Interrogative: Had +sub + been + verb + ing + complement.

Had he been reciting holy Quran for one hour before he met us?

Negative form: sub + had + not+ been + verb + ing + complement.

He had not been reciting holy Quran for one hour before he met us.

Usage

Past perfect continuous tense expresses the duration of an action which was in progress at some unspecified time before another action in the past.

Example: they had been visiting the principle before came to the class.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Future family.

Simple Future Tense

Structures:

AF: sub + will/ shall+ verb + complement.

e.g. I will go to Kabul tomorrow.

IN: will/ shall + sub + verb + complement.

e.g. I will go to Kabul tomorrow?

Note: shall is used for I and we in British English.

Second structure:

Sub+ be going to + verb + complement.

e.g. I am going to go to Kabul tomorrow.

Differences between will and be going to

Will

1. It shows weak planned action
2. Will is modal auxiliary.
3. It shows immediate planned action.
4. Will is used for polite request

be going to

1. it shows strong planned action
2. Be going to is semi modal auxiliary.
3. It shows preplanned action

Usage

1. Simple future tense expresses an action that will or won't take place at particular time in the past.

Example: I will go school tomorrow.

I am going to go to school tomorrow.

2. We use simple future tense to make promises

Example: I will defiantly come to the party.

I will wash the car later.

3. To predict something.

Example: I think it will rain.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Future Continuous Tense:

Structures

Affirmative: sub + will + be + verb/ ing + complement.

Example: I will be going to office at morning.

Interrogative: will+ sub + be + verb + ing + complement?

Example. Will I be going to office at morning?

Negative form: I will not be going to office at morning.

Note. we can use (be going to) instead of will to indicate strong future action or state.

Example: I am going to be study math before you come.

Usages

Future progressive (continuous) tense is used to show the duration of an action, which will be in progress before another action or time in the future.

Example: They will be eating lunch by the time you get there.

The students will be studying hard by the time the examinations start.

Usage: Future continuous tense is also used to show the duration of two actions that will be simultaneously going on

Ex: We will be doing our homework, while they will be working in the garden.

Usage: The future continuous tense can be also used in the conditional sentences.

Ex: I am going to be meeting him at 5:00 PM if I do not face any problem.

Future Perfect Tense:

Structure: Subject + will + have + third form of verb + complement.

Example: We will have graduated by the time you leave to Kabul.

Interrogative form: will +Subject + have + third form of verb + complement.

Will we have graduated by the time you leave to Kabul?

Negative form: Subject + will + not + have + third form of verb + complement?

We won't have graduated by the time you leave to Kabul.

Negative interrogative form: will + not +Subject + have + third form of verb + complement?

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Won't we have graduated by the time you leave to Kabul?

Usages:

Future perfect tense expresses an action that will be completed before another action in the future.

Example: we will have finished class third before start class fourth.

I will have studied the book before he comes to my room.

Note: the second part of the sentence should be in the simple present.

Future perfect progressive tense

Structure: subject + will + have + been + verb ing + complement.

Example: they will have been studying for an hour before the exam starts.

Interrogative form: will + sub + have + been + verb ing + complement?

subject + will + not + have + been + verb / ing + complement.

Example: The wedding party will have not going on when you get to the hotel.

Negative interrogative: will + not +sub + have + been + verb ing + comp?

Example: Won't the wedding party have been going on when you get to the hotel?

Usage

Future perfect continuous tense expresses the duration of an action which will be in progress before another action in the future.

Example: I will have been writhing grammar notes before you come.

.

ZWAN AZM EDUCATIONAL CENTER.

(Join us for yours bright future)

Short review of tenses

Simple Present	Simple Past	Simple Future
I <u>study</u> English every day.	Two years ago, I <u>studied</u> English in England.	If you are having problems, I <u>will help</u> you study English. I <u>am going</u> to study English next year.
Present Continuous	Past Continuous	Future Continuous
I <u>am studying</u> English now.	I <u>was studying</u> English when you called yesterday.	I <u>will be studying</u> English when you arrive tonight. I <u>am going to be studying</u> English when you arrive tonight.
Present Perfect	Past Perfect	Future Perfect
I <u>have studied</u> English in several different countries.	I <u>had studied</u> a little English before I moved to the U.S.	I <u>will have studied</u> every tense by the time I finish this course. I <u>am going to have studied</u> every tense by the time I finish this course.
Present Perfect Continuous	Past Perfect Continuous	Future Perfect Continuous
I <u>have been studying</u> English for five years.	I <u>had been studying</u> English for five years before I moved to the U.S.	I <u>will have been studying</u> English for over two hours by the time you arrive. I <u>am going to have been studying</u> English for over two hours by the time you arrive.

**Get more e-books from www.ketabton.com
Ketabton.com: The Digital Library**