CHAPTER

01

Tenses

Tense is defined as the form of verb that gives the relation between **Time** and **Action**. Time is the duration of work and action is the work done. Tense gives the time when the action is done.

There are three phases of time

(i) **present** (time that is now) *(ii)* **past** (time that has passed)

(iii) **future** (time that is yet to come)

Let's consider the sentences given below

(i) Hari eats a mango. (Present) *(ii)* Hari ate a mango. (Past)

(iii) Hari will eat a mango. (Future)

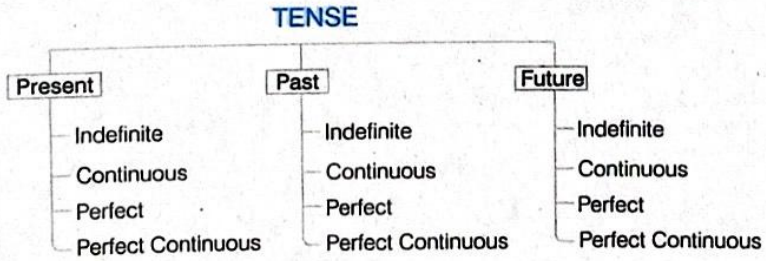
We can observe that each sentence given above has a different meaning. The reason is that each sentence has a different form of verb. These different forms of verbs are called tenses. The tense of a verb shows the time of an action or the state of being.

Classification of Tenses

There are three tenses

(i) Present Tense *(ii)* Past Tense *(iii)* Future Tense

Each tense is further divided into four forms. Study the chart given below to understand more about all tenses and their forms.



Present Tense (Present Indefinite Tense)

(Also Called Simple Present Tense)

This tense is used in the following ways

(i) To express habitual action, habit or custom.

e.g. (a) I watch television on Sundays.
(b) She gets up every morning at 6 o'clock.
(c) He walks in the evening.
(d) My shop opens at 9 o'clock.
(e) I do exercise every morning.

(ii) To talk about a general or universal truth.

e.g. (a) Earth revolves around the Sun.
(b) The Sun rises in the East.
(c) The Sun sets in the West.
(d) Two and two makes four.
(e) Honesty is the best policy.

(iii) To indicate a future event which is part of a plan or arrangement.

e.g. (a) The school reopens next week.
(b) The examination commences next month.

(iv) To introduce quotes with the verb 'says'.

e.g. (a) Newton says, "Every action has an equal and an opposite reaction."
(b) Keats says, "A thing of beauty is a joy forever."

(v) Vivid narration, as a substitute for the simple past.

e.g. Ravana fights bravely but he is killed in the end.

(vi) Exclamatory sentences that begin with here or there.

e.g. (a) Here you go! (b) There he goes!

(vii) Time clauses and conditional clauses in place of simple future.

e.g. (a) If you do not earn money, you will not buy the house.
(b) If you do not work hard, you will fail.

› Rules for Affirmative Sentences

- Singular subject + first form of verb + s/es + ...
- Plural subject + first form of verb + ...

e.g. (a) They play cricket in the ground.
(b) She cooks food in the evening.
(c) Water boils at 100°C.
(d) We study in ABC institution.
(e) She advises me not to smoke.

› Rules for Negative Sentences

- Singular subject + does not + first form of verb + ...
- Plural subject + do not + first form of verb + ...

e.g. (a) Reena does not watch television.
(b) We do not smoke.
(c) She does not write a letter to her friend.
(d) They do not like to swim.

› Rules for Interrogative Sentences

- Do/does + subject + first form of verb + ...?
- Question word + do/does + subject + first form of verb + ...?

e.g. (a) Do you play cricket?
(b) Does she wash clothes?
(c) Does he not go to school daily?
(d) Why do you weep now?
(e) Whose book do you read?
(f) Whom do you teach?
(g) Which subject does Garima not want to study?
(h) Who teaches you English?
(i) Why do you not complete your homework?

Present Continuous Tense

This tense is used in the following ways

(i) To describe an action in progress and the continuity of the action.

e.g. (a) She is playing tennis.
(b) We are watering the plants.
(c) The passengers are wandering to and fro.

(ii) An action that is not happening at the time of speaking but is in progress.

e.g. (a) He is working in an MNC.
(b) I am teaching in a school.
(c) They are studying in DN College.

(iii) An action that has been pre-arranged to take place in the near future.

e.g. (a) The wedding is going to take place on Sunday.
(b) I am going to attend the class tomorrow.

(iv) Persistent and undesirable habit, especially with adverbs like *always, continually, constantly etc.*

e.g. (a) You are always running me down.
(b) He is constantly gazing at me.

› Rules for Affirmative Sentences

- Singular subject + is/am + first form of verb + ing +.....
- Plural subject + are + first form of verb + ing +.....

e.g. (a) I am playing a game.
(b) She is reading a book.
(c) We are going to Shimla.

› Rules for Negative Sentences

- Singular subject + is/am + not + first form of verb + ing +.....
- Plural subject + are + not + first form of verb + ing +.....

e.g. (a) Ram is not surfing the internet.
(b) They are not watching a movie.
(c) I am not swimming in the water.

› Rules for Interrogative Sentences

- Is/are/am + subject + first form of verb + ing + ...?
- Question word + is/are/am + subject + first form of verb + ing + ... ?

e.g. (a) Is Reena cooking the food?
(b) Are you not writing a letter?
(c) What is Raveena doing here?
(d) Which newspaper are you buying?
(e) Why was the camel not drinking water?

Exceptions for Present Continuous Tense

The following verbs are not normally used in present continuous tense on account of their meaning

- Verbs of perception or senses, e.g. *see, hear, smell, notice, recognise* etc .
- Verbs of appearance, e.g. *appear, look, seem* etc.
- Verbs of thinking, e.g. *think, suppose, believe, agree, consider, forget, know, imagine, mean* etc.
- Verbs of emotion, e.g. *want, wish, desire, feel, love, prefer* etc.
- *have, own, possess, be* (except when used in the passive).

Present Perfect Tense

This tense is used in the following ways

(i) To express an action that has recently been completed.

e.g. (a) She has just taken tea.
(b) I have purchased a book.
(c) They have won the match.
(d) He has come now.

(ii) To describe an action whose time is not given.

e.g. (a) Have you done M Sc in Maths?
(b) Have you read Shakespeare?

(iii) To describe past events whose effect still exists.

e.g. I have finished my work and now I am free.

(iv) To describe actions that started in the past and are continuing until now and possibly will continue into the future.

e.g. I have already used this brand of soap.

(v) To show how a past situation relates to the present.

e.g. I've done my homework, so I can help you with yours now.

› Rules for Affirmative Sentences

- Singular subject + has + third form of verb + ...
- Plural subject + have + third form of verb + ...

e.g. (a) She has gone to the market. (b) I have met her.
(c) They have bathed. (d) It has become dark now.

› Rules for Negative Sentences

- Singular subject + has + not + third form of verb + ...
- Plural subject + have + not + third form of verb + ...

e.g. (a) I have not called him. (b) The train has not gone.

› Rules for Interrogative Sentences

- Has/have + subject + third form of verb +.....?
- Question word + has/have + subject + third form of verb + ... ?

e.g. (a) Has she gone to Delhi?
(b) Have they not seen the Taj Mahal yet?
(c) What have they eaten today?
(d) Why has the peon not come yet?

Present Perfect Continuous Tense

This tense is also called Present Progressive Tense.

This tense is used in the following ways

(i) To describe an action that began in the past and is still continuing.

e.g. (a) They have been staying in the village for a long time.
(b) It has been raining since last night.

(ii) To express an action already completed, but whose effect is still continuing.

e.g. I have been running around for the job all day and am now tired.

› Rules for Affirmative Sentences

- Singular subject + has + been + first form of verb + ing + ... + for/since +.....
- Plural subject + have + been + first form of verb + ing + ... + for/since +.....

e.g. (a) Arpit has been sleeping since 6 o'clock.
(b) They have been running for three hours.

› Rules for Negative Sentences

- Singular subject + has + not + been + first form of verb + ing + ... + for/since +.....
- Plural subject + have + not + been + first form of verb + ing + ... + for/since +.....

e.g. (a) You have not been suffering from fever for one week.
(b) Reena has not been going to music class for 2 months.

› Rules for Interrogative Sentences

- Has/Have + subject + been + first form of verb + ing + ... + since/for +.....?
- Question word + has/have + subject + been + first form of verb + ing + ...+ since/for + ...?

e.g. (a) Have you been sleeping since 8 o' clock?
(b) Has he not been living in this house for a long time?
(c) Why have they been playing football since morning?

⚠ **TIP** We use the Simple Present Tense to describe events that happen in succession, like cricket commentaries, demonstrations of an experiment or asking for and giving instructions. However, the Present Progressive Tense is used for changing and developing situations e.g. Rates of packaged foodstuffs are going up.

Past Tense (Past Indefinite Tense)

(Also Called Simple Past Tense)

This tense is used in the following ways

(i) To indicate an action that happened in the past and to report completed actions. It is used often in recounts and narratives.

e.g. (a) We closed the shop at 8 pm.
(b) She met me last year.
(c) I visited the Taj Mahal three months ago.

(ii) To indicate past habits or repeated events that are now over.

e.g. (a) In those days, my mother gave me some pocket money every day.
(b) I always rode a bike to school when I was young.

(iii) The habitual past can also be expressed by using 'used to'.

e.g. (a) She used to drink tea in the morning.
(b) My grandfather used to read a few chapters of the Gita every day.

(iv) Sometimes this tense is used without an adverb of time. In such cases, the time may be either implied or indicated by the context.

e.g. I learnt Punjabi in Chandigarh.

(v) To indicate another action which happened in the middle of a longer action.

e.g. The light went out while I was watching my favourite TV serial.

› Rule for Affirmative Sentences

- Subject + second form of verb +.....

e.g. (a) I played football in the ground.
(b) She sang a song in the party.

› Rule for Negative Sentences

- Subject + did not + first form of verb +.....

e.g. (a) I did not attend the function.
(b) They did not watch television.

› Rules for Interrogative Sentences

- Did + subject + first form of verb + ... ?
- Question word + did + subject + first form of verb +.....?

e.g. (a) Did you play a game?
(b) Why did she abuse her friends?
(c) When did father go to office?
(d) Why did Supriya not speak the truth?

Past Continuous Tense

This tense is used in the following ways

(i) To indicate an action that was happening at some time in the past. The time of action may or may not be indicated.
e.g. We were watching TV the whole evening.

(ii) Used with *always, continually* etc for persistent habits in the past.
e.g. He was always sulking.

(iii) The past continuous is also used for an action that was going on during a given period or at a period of time in the past.
e.g. While Rohan was filling in the hole, his dog was digging another.

› Rules for Affirmative Sentences

- Singular subject + was + first form of verb + ing +.....
- Plural subject + were + first form of verb + ing +.....

e.g. (a) She was driving her car.
(b) They were making a noise.

› Rules for Negative Sentences

- Singular subject + was + not + first form of verb + ing +.....
- Plural subject + were + not + first form of verb + ing +.....

e.g. (a) She was not singing a song.
(b) They were not eating mangoes.

› Rules for Interrogative Sentences

- Was/were + subject + first form of verb + ing +.....?
- Question word + was/were + subject + first form of verb + ing +.....?

e.g. (a) Were you eating a mango?
(b) When was the milkman milking the cow?
(c) Why was the blind boy crying?

Past Perfect Tense

This tense is used in the following ways

(i) To indicate an action that was completed before a definite time or before another action that took place in the past.

e.g. (a) Manish reached here after you had gone.
(b) The patient had died before the doctor reached the hospital.

(ii) It indicates desires in the past that have not been fulfilled.

e.g. I wish I had not wasted my time.

(iii) It expresses those conditions of the past that were impossible to fulfil.

e.g. If you had questioned him earlier, things would have improved.

› Rule for Affirmative Sentences

- Subject + had + third form of verb + ...

e.g. She had cooked the food.

› Rule for Negative Sentences

- Subject + had + not + third form of verb + ...

e.g. They had not attended the function.

› Rule for Interrogative Sentences

- Had + subject + third form of verb + ... ?
- Question word + had + subject + third form of verb +.....?

e.g. (a) Had she watched a movie?
(b) Why had you not gone to Delhi?

Past Perfect Continuous Tense

This tense is used in the following way

It indicates an action which began in the past and continued up to a certain point of time in the past.

e.g. (a) When we met in Lucknow, she had been studying in city college for 3 years.
(b) At that time, he had been working in the company for two months.

› Rule for Affirmative Sentences

- Subject + had been + first form of verb +ing + ... + since/for +.....

e.g. (a) You had been suffering from fever since Tuesday.
(b) I had been studying for three hours.

› Rule for Negative Sentences

- Subject + had + not + been + first form of verb + ing + ... + since/for +.....

e.g. They had not been going to office since the 5th of July.

› Rules for Interrogative Sentences

- Had + subject + been + first form of verb + ing + ... + since/for + ...?
- Question word + had + subject + been + first form of verb + ing + ...since/for+..... ?

e.g. (a) Had you not been reading the book since morning?
(b) Where had he been playing since morning?

Future Tense (Future Indefinite Tense) (Also Called Simple Future Tense)

This tense is used in the following ways

(i) To say what we believe or think will happen in future.

e.g. (a) I believe she will join the office tomorrow.
(b) They will go to college.
(c) We shall win the match.

(ii) Things which we cannot control and are factual.

e.g. The Sun will rise at 6:00 AM.

(iii) To indicate an instant decision.

e.g. It is our first marriage anniversary. I shall give you a precious gift.

› Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + first form of verb + ...
- I/We (First Person Pronouns) + shall + first form of verb + ...

e.g. (a) He will sell his house.
(b) I shall purchase a new car.

› Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + first form of verb + ...
- I/We (First Person Pronouns) + shall + not + first form of verb + ...

e.g. (a) My friend will not host dinner this evening.
(b) We shall not skip the exams.

› Rules for Interrogative Sentences

- Will/Shall+ subject + first form of verb +.....?
- Question word + will/shall + subject + first form of verb + ...?

e.g. (a) Will she not come in the party?
(b) Who will help him?
(c) Why will your friend not come here?

Future Continuous Tense

This tense is used in the following ways

(i) To indicate an action that will occur in the normal course.

e.g. (a) She will be cooking the food tomorrow.
(b) I will be meeting him tomorrow.

(ii) To indicate an action that will be in progress at a given point of time in the future.

e.g. (a) At this time tomorrow, we shall be attending the party.
(b) We shall be visiting the zoo at this time tomorrow.

› Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + be + first form of verb + ing + ...
- I/We (First Person Pronouns) + shall + be + first form of verb + ing + ...

e.g. (a) Next year my teacher will be going to China.
(b) I shall be teaching my students.

› Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + be + first form of verb + ing + ...
- I/We (First Person Pronouns) + shall + not + be + first form of verb + ing + ...

e.g. (a) They will not be studying in city college.
(b) I shall not be bathing this evening.

› Rules for Interrogative Sentences

- Will/shall + subject + be + first form of verb + ing + ...?
- Question word + will/shall + subject + be + first form of verb + ing +.....?

e.g. (a) Will this boy be wandering in the forest?
(b) How long will they be travelling?

Future Perfect Tense

This tense is used to describe an action which will be completed at some point of time in the future.

e.g. (a) I shall have finished this work by tomorrow.
(b) They will have reached home by the evening.
(c) I shall have reached the school before the bell rings.

› Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + have + third form of verb + ...
- I/We (First Person Pronouns) + shall + have + third form of verb + ...

e.g. (a) Your examination will have been over by Tuesday.
(b) We shall have cooked the food by the evening.

› Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + have + third form of verb + ...
- I/We (First Person Pronouns) + shall + not + have + third form of verb + ...

e.g. (a) The passengers will not have reached the station before the train starts.
(b) Your brother will not have read this novel before next Saturday.
(c) I shall not have written the letter by noon.

› Rules for Interrogative Sentences

- Will/shall + subject + have + third form of verb +.....?
- Question word + will/shall + subject + have + third form of verb .....?

e.g. (a) Will he not have gone before I reach?
(b) What will he have eaten before he sleeps?

Future Perfect Continuous Tense

This tense is used in the following ways

It describes an action that will be in progress over a period of time that will end in the future.

e.g. (a) At noon Anuradha will have been singing songs for an hour.
(b) I shall have been working round the clock for twenty two years next April.

› Rules for Affirmative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + have + been + first form of verb + ing + ... + since/for + ...
- I/We (First Person Pronouns) + shall + have + been + first form of verb + ing + ... + since/for + ...

e.g. By next April we shall have been leaving for the USA.

› Rules for Negative Sentences

- You/He/She/It/They (Second and Third Person Pronouns) + will + not + have + been + first form of verb + ing + ... + since/for + ...
- I/We (First Person Pronouns) + shall + not + have + been + first form of verb + ing + ... + since/for + ...

e.g. (a) Mahima will not have been going to Kanpur for a long time.
(b) I shall not have been writing for half an hour.

› Rules for Interrogative Sentences

- Will/shall + subject + have + been + first form of verb + ing + ... + since/for + ... ?
- Question word + will/ shall + subject + have + been + first form of verb + ing + ... + since/for + ... ?

e.g. (a) Will she have been playing for some time?
(b) Why will you not have been going to school since 8 o' clock?

PRACTICE QUESTIONS

I. *Fill in the blanks with suitable tenses.*

A. 1. Hardly had the minister finished the speech when the earthquake ..... (shake) the stadium.

2. Everybody will be at office at about 08:30 tomorrow as the meeting ..... (start) at nine o'clock.

3. While climbing onto the mountain top, I..... (encounter) a strange animal which I had never seen before.

4. She ..... (know) about their problem for years.

5. Mother ..... (work) in the garden whole day.

6. Most shops ..... (close) at 6 p.m on Saturday.

7. When I ..... (come) home this evening, my parents had gone out for a walk.

8. By the time the troops ..... (arrive), the war will have ended.

9. By the year 2020, linguists ..... (study) the Indy-European language family for more than 200 years.

10. By the time he was 14, Mozart ..... (compose) an enviable number of musical pieces.

B. 1. We ..... (visit) the seashore many times before but last summer we enjoyed ourselves more than ever.

2. By Saturday next week, I ..... (work) on this painting for exactly one month.

3. By the year 2030, the population of Delhi ..... (grow) substantially.

4. They were very tired in the evening because they ..... (help) on the farm all day.

5. Whey they ..... (walk) through the park yesterday, they met their neighbours.

6. When I was a young boy, I ..... (meet) Santa Claus.

7. I ..... (see) this movie about a dozen times already.

8. We ..... (sleep) all day yesterday.

9. Rahul ..... (study) for his maths test right now.

10. He finally ..... (decide) to call her yesterday to know how she was.

II. *Fill in the blanks using correct tenses.*

A. 1. He ..... (lose) his watch while he ..... (see) the sights of the city.

2. I ..... (come) down the stairs when my friend ..... (ring) the doorbell.

3. A few years ago he ..... (live) in Germany where he ..... (work) as a journalist.

4. Jaya ..... (get) a degree in 2006 after she ..... (study) at the university for over 5 years.

5. The plane that you ..... (look) at now ..... (just take) off for Paris.

6. When we went to see them last night they ..... (play) cards. They said they ..... (play) cards since 6 o'clock.

7. I am so sorry that I ..... (have) to leave the party so early yesterday because I ..... (enjoy) myself.

8. He usually ..... (work) at the restaurant after school. After work he ..... (go) to the fitness centre twice a week.

9. Mary told him what ..... (happen) to his dog. So he ..... (run) home to see how it was

10. Look! those bees ..... (buzz) round the flowers. The bees not only ..... (collect) honey, but they ..... (pollinate) the flowers as well.

B. 1. It ..... (rain) since last night and it ..... (look) as if it may rain for the rest of the day.

2. Ravi ..... (not stop) studying until he ..... (cover) all the exam topics.

3. When Sarita ..... (graduate) from university next year, she ..... (study) English for nearly four years.

4. When the old woman ..... (hear) that her grandson ..... (arrest) for robbery. She ..... (shock).

5. We ..... (wait) for the bus for nearly half an hours, but it ..... (not arrive) yet so, I don't think we ..... (be able to) attend the meeting on time.

6. When I ..... (have) another look I ..... (realise) that the shirt ..... (shrink) in the laundry.

7. In the evenings, I often ..... (play) chess with my next door neighbour. I ..... (play) chess with him ever since I ..... (come) to live here ten years ago. He has been here all his life. He ..... (inherit) this house from his father.
8. The police ..... (investigate) the robbery that ..... (take) place last week. So far, they ..... (discover) nothing and ..... (arrest) no one.
9. She ..... (look) very worried for the past few days: but when I ..... (ask) what the matter was, she ..... (say) that it was nothing.
10. He walked along the road, wondering what ..... (happen) and where all the people ..... (go). The streets were deserted and the stalls ..... (leave) as they were with fruits and vegetables arranged in neat rows.

III. ***Fill in the blanks with correct forms of tense to complete the passage.***

A. Information technology (1) ..... (change) the way we access information. Since its introduction in the 1980s, the internet (2) ..... (become) cheap and common place. Some people (3) ..... (see) this as an opportunity to deal with problems like unemployment. They (4) ..... (argue) that the government should (5) ..... (provide) free internet access to people (6) ..... (look) for a job.

I do not agree with this point of view for several reasons. Lack of skills is an important reason that (7) ..... (prevent) jobless people from (8) ..... (find) employment. Instead of (9) ..... (offer) free internet to the people, the government should (10) ..... (organise) training programs for the jobless. Giving free internet is unlikely to be of any help. In the first place, it (13) is nearly impossible to control how these technologies (11) ..... (use). Instead of this, the government should use public money to provide subsidised or free bus tickets for the unemployed who (16) ..... (need) to travel for a job interview.

B. Two years ago Rajeev's firm (1) ..... (make) a mistake of sending him to Germany. Although he (2) ..... (study) German at school, he soon (3) ..... (discover) that he (4) ..... (can not) remember very much. He (5) ..... (miss) an important meeting because he (6) ..... (forget) that 'halb neun' in German (7) ..... (mean) half past eight in English. So while he (8) ..... (have) breakfast, his colleagues (9) ..... (be) at the meeting already. When he arrived, the meeting (10) ..... (already finish).

When he got back to India, Rajeev (11) ..... (join) a German course at his local college. While he (12) ..... (drive) to work everyday he (13) ..... (listen) to language CDs. In the past few weeks his German (14) ..... (improve) a lot and now he (15) ..... (know) how to tell the time. Right how he (16) ..... (study) hard for an examination. Next year Rajeev (17) ..... (plan) to spend his summer holiday in a language school in London. After that he hopes that his company (18) ..... (send) him to Germany again.

Answer

I. A. 1. shook 2. starts
3. encountered 4. has known
5. has been working 6. close
7. came 8. arrive
9. will have been studying 10. had composed

B. 1. had visited 2. will have been working
3. will have grown 4. had been helping
5. were walking 6. met
7. have seen 8. slept
9. is studying 10. decided

II. A. 1. lost, was seeing 2. was coming, rang
3. lived, worked 4. got, had studied
5. are looking, has just taken
6. were playing, had been playing
7. had, was enjoying
8. works, goes
9. had happened, ran
10. are buzzing, collect, pollinate

B. 1. has been raining, looks
2. will not stop, covers
3. graduates ,will have been studying
4. heard, had been arrested, was shocked
5. have been waiting, has not arrived, will be able to
6. had, realised, had shrunk
7. play, have been playing, came, inherited
8. are investigating, took, have discovered, have arrested
9. had been looking, asked, said
10. had happened, had gone, were left

III A. 1. has changed 2. has become
3. see 4. argue
5. provide 6. looking
7. prevents 8. finding
9. offering 10. organise
11. are used 12. need

B. 1. made 2. had studied
3. discovered 4. could not
5. missed 6. had forgotten
7. meant 8. was having
9. were 10. had already finished
11. joined 12. was driving
13. listened 14. has improved
15. knows 16. is studying
17. is planning 18. will send