

21 Review of present and past tenses

A Introduction

Study the verb forms.

Present continuous:	<i>Claire is ready to go on safari. She is waiting for her guide.</i>
Present simple:	<i>She goes on holiday a lot.</i>
Present perfect:	<i>She has bought a safari suit.</i>
Present perfect continuous:	<i>She has been planning her trip for months.</i>
Past simple:	<i>She bought the suit last week.</i>
Past continuous:	<i>She was going past Harrods when she saw it in the window.</i>
Past perfect:	<i>She had already decided that she needed a safari suit.</i>
continuous:	<i>She had been looking for one for a week or two.</i>



B I am doing or I do? (Unit 6)

PRESENT CONTINUOUS

We use the present continuous for an action now, something we are in the middle of.

*I **am writing** a letter.*

*Claire **is wearing** a safari suit.*

*We're **getting** lunch now.*

We use the present continuous for a feeling over a short period of time.

*Vicky **is liking** her course much better this year.*

We use the present continuous for a temporary situation or routine.

*I'm very busy at the moment, so I'm **getting up** early this week.*

PRESENT SIMPLE

We use the present simple for repeated actions, things that happen again and again.

*I **write** home every week.*

*Tom never **wears** smart clothes.*

*We usually **get** lunch at about one.*

We normally use the present simple for thought; and feelings, and for states and permanent facts.

*Claire **likes** holidays.*

*Four times twelve **makes** forty-eight.*

We use the present simple for a permanent situation or routine.

*I usually **get up** quite late.*

C I have done or I did? (Units 14-15)

PRESENT PERFECT

The present perfect tells us about the past and the present.

*They **have locked** the door. No one can get in.*

We use the present perfect for a state which has gone on up to the present.

*I've **known** him for ages. He's an old friend.*

We use the present perfect for actions in a period of time up to the present.

*I **have seen** the carnival several times.*

PAST SIMPLE

The past simple tells us about the past, a time which is finished.

*They **locked** the door at ten o'clock last night.*

We use the past simple for a state in the past,

*I **knew** him when we were at college together.*

We use the past simple for actions in the past,

*I **saw** the carnival several times as a child.*

D I have been doing or I have done? (Unit 17)

PRESENT PERFECT CONTINUOUS

We use the present perfect continuous for an action over a period of time leading up to the present. We are thinking of the action going on.

*Daniel's tired. He's **been working**.
I've **been reading** all afternoon.
We've **been staying** here for a week/since
Thursday.*

PRESENT PERFECT

We use the present perfect simple for a complete action. We are thinking of the result.

*At least he's **earned** some money.
I've **read** 200 pages.*

E I was doing or I did? (Unit 10)

PAST CONTINUOUS

We use the past continuous for an action that we were in the middle of.

*I **was reading** the paper at half past ten.*

PAST SIMPLE

We use the past simple for a complete action in the past or for a past state.

*I **left** the house at half past ten.
Vicky **had** a headache.*

We often use the past continuous and simple together when a shorter action (simple) comes in the middle of a longer one (continuous).

*We were **looking** for the coffee bar when we **met** Emma. But we
use two past simple verbs for one action after another.
*When we **saw** Rachel, she **waved** to us.**

F I did or I had done? (Units 18-19)

We use the past simple to talk about a past situation and the past perfect for things that happened earlier. *I **threw** the magazine away. I'd **finished** with it. When Sarah **found** the letter, someone **had** already **opened** it. When the new people **moved** in, the house **had been** empty for a year.*

We can use **when ... had done** to say that one thing finished and then something else happened.

*When we'd **paid** the **bill**, we **left** the restaurant. But when one short action comes straight
after another, we use the past simple for both.
*When the firework **went** off, the dog **ran** away.**

Compare these two sentences.

*When we arrived, the others all **left**. (We arrived and then they left.) When
we arrived, the others **had** all **left**. (They left before we arrived.)*

G I had been doing or I had done? (Unit 20)

We use these forms when we look back from a situation in the past.

PAST PERFECT CONTINUOUS

We use the past perfect continuous for an action over a period of time. We are thinking of the action going on.

*Emma's hand ached because she'd **been using**
the computer.
When I finally served the meal, I'd **been cooking**
for hours.*

PAST PERFECT

We use the past perfect simple for a complete action. We are thinking of the result,

*Her work looked really neat because she'd **used**
the computer.
I felt quite proud that I'd **cooked** a meal for
eight people.*

21 Exercises

1 Present tenses (A-D)

Complete the sentences using the notes in brackets. The verbs can be present continuous (*am doing*), present simple (*do*) or present perfect (*have done*).

- ▶ We bought this picture a long time ago. *We've had it* (we / have / it) for ages.
- 1 Sarah finds her mobile phone very useful..... (she / use / it) all the time.
- 2 Vicky doesn't know where her watch is..... (she / lose / it).
- 3 We're in the middle of decorating our kitchen, so we can't cook any meals.
.....(we / get / them) from a take-away restaurant this week.
- 4 Claire is on a skiing holiday..... (she / enjoy / it), she says on her postcard.
- 5 The colour of this paint is absolutely awful.....(I/hate/it).
- 6 These figures certainly should add up..... (I / check / them) several times already.
- 7 Trevor and Laura like Scrabble..... (they / play / it) most evenings.
- 8 These flowers are dying..... (you / not water / them) for ages.

2 Present tenses (A-D)

Read about each situation. What else do you say? Use the verb in brackets.

- ▶ You can't go out with a friend because you have a Saturday job. (work)
I'm sorry. *I work on Saturdays.*
- 1 You have just met a friend you last saw months ago. (not see)
Hello! How are you?
- 2 Someone has arranged to phone you at this time, and you're ready for the call, (wait)
I have to stay by the phone.....
- 3 Your friend is wearing a very nice jacket you haven't seen before, (like)
Oh, that's nice.....
- 4 You are watching the snow fall. It started yesterday and is still falling, (snow)
I can't believe it.....

3 Present and past tenses (A-F)

Read about each situation and then tick the right answer.

- ▶ When we were talking, Tom left the room.
Which took longer, a) our conversation, or b) Tom's departure?
- 1 Mark has been a member of the golf club for two years.
a) He joined the club two years ago and is still a member.
b) He was a member of the club for two years but is not a member now.
- 2 Vicky is watching the weather forecast.
The weather forecast a) hasn't started yet, b) has started but not finished, or c) is over.
- 3 I've switched off the burglar alarm.
Do I think that the alarm a) is off, b) is on, or c) may be on or off?
- 4 I've been studying all afternoon, and I've got a headache.
Am I thinking of a) how much I have learned, or b) the action going on for a long time?
- 5 We had already travelled some distance when the sun rose.
Did our journey start a) before sunrise, b) at sunrise, or c) after sunrise?
- 6 I'm going to work by bus this week.
a) I always go to work by bus. b) My routine is different for this week.

4 Present and past tenses (C-E)

Put in a pronoun and the correct form of the verb. Use the past continuous (*was doing*), the past simple (*did*) or the present perfect continuous (*have been doing*).

- Mark: I rang at one, but you weren't in your office.
Sarah: No, / *was having* (have) lunch.
- 1 David: You look tired.
Melanie: Yes, I expect I do..... (work) all day.
- 2 Sarah: Is Laura at home?
Trevor: No,..... (go) out about half an hour ago.
- 3 Vicky: I haven't finished this letter yet.
Rachel: It must be a long letter.(write) it since lunch-time.
- 4 Harriet: I see you've got some new neighbours.
Tom Yes, a young couple..... (move) in last month.
- 5 David: Did Tom drive you home?
Melanie: Yes,..... (stop) and offered me a lift
while(wait) for a bus outside the town hall.

5 Present and past tenses (A-G)

Complete the conversation. Choose the correct form.

- Melanie: How (►) are you getting/do you get on in your new job, Nick?
Nick: Oh, so (1) you know/you're knowing about my job as a car salesman.
Melanie: (2) David's told/David told me yesterday.
Nick: Well, I (3) haven't been/wasn't in the job long. (4) I started/I've started on Monday.
Melanie: And how many cars (5) have you been selling/have you sold so far?
Nick: Well, none yet. Give me a chance. Up to now (6) I've been learning/I've learned all the time.
Melanie: David says you (7) had/were having a sports car once.
Nick: I've still got it. (8) I had/I've had it for about five years. (9) I don't often drive/I'm not often driving it because (10) I don't like/I'm not liking getting it dirty. Normally (11) I ride/I'm riding my motor bike. And the car is expensive to run. I (12) bought/had bought it on impulse. I (13) was working/worked on a building site at the time. For several months before I bought it, (14) I'd done/I'd been doing overtime, and when (15) I'd been earning/I'd earned enough to buy a car, it was a really magical moment. Maybe you'd like a ride in it some time?
Melanie: Oh, yes please. That would be lovely.

6 Present and past tenses (A-G)

Complete the radio news report. Put in the correct forms of the verbs.

Hello. This (►) *is* (be) Kitty Beamish. (1)..... (I / speak) to you from Oxford, where the finals of the World Quiz Championships will be held tomorrow. The favourite is Claude Jennings of Cornwall, the man who (2)(know) everything. Twelve months ago no one (3)(hear) of Claude Jennings, although (4).....(he / take) part in quiz competitions for years. Now suddenly he is a big star. So far this year (5)..... (he / answer) every single question correctly. And he is popular, too. When (6)..... (he / arrive) here two days ago, hundreds of fans (7)..... (wait) at the station to welcome him. Since his arrival Claude (8)..... (read) encyclopedias in his hotel bedroom. He is clearly the man to watch. And now back to the news desk.

22 Introduction to the future

A Present, past and future

Read this paragraph from Rachel's letter to her aunt and uncle.

This is my last year at college, so I'll be leaving in June. And I've already got a job! In September I'm starting work at a bank in London. So I'll be free for most of the summer. I'm going to spend six weeks travelling around the US. My friend Vicky is coming with me. (She finishes college at the same time as me.) We're really looking forward to the trip. We might go to Canada too. Vicky has friends in Toronto.

When we talk about the present or the past, we use verb forms to say what is happening now, what happened yesterday, and so on. *Vicky **has** friends in Toronto.*

We know about things in the present and in the past because they are already real. But talking about the future is more of a problem. There is no single form in English that we can always use for the future. There are many different ways of talking about the future, depending on how we see a future event. It may be something that is fairly sure to happen, but on the other hand it may be just a plan or an intention, or it may be something that you think will happen but you can't be sure about.

B Verb forms used for the future

Here are some examples of verb forms used to express the future.

Be going to	> 24	<i>I'm going to spend six weeks in the US.</i> (an intention)
Will	> 23 A	<i>I'll be free for most of the summer,</i> (neutral future)
Present continuous	> 26A	<i>I'm starting work in September,</i> (an arrangement)
Present simple	> 26B	<i>She finishes college at the same time,</i> (a timetable)
Will be doing	> 28	<i>I'll be leaving in June,</i> (in the course of events)

Very often there is more than one possible form that could be used.

*She'll **finish** college in June. She **finishes** college in June.*

*She's **finishing** college in June. She'll **be finishing** college in June.*

Rachel could use any of these in her letter.

C Will

We often use **will** as a neutral way of expressing the future, but it is not 'the future tense'. It is only one of the forms we can use. In some situations **will** is not the right word.

After college I'm going to travel around the US. Here Rachel is saying what she intends to do in the future. We cannot use **will** here.

D Being sure and unsure

We cannot always be sure about the future. To show that we are unsure we can use **might** or **could** (see Unit 46).

*We **might** go to Canada. It **could** snow soon.*

To show how sure or unsure we are, we often use phrases like **I'm sure, definitely, I expect, I (don't) think and probably.**

*I'm **sure** it'll be all right. We're **definitely** going to be at the meeting.*

*I **expect** everyone will be going home. Rachel will **probably** be late.*

*I **think** I'm going to sneeze. I **don't think** Tom's coming tonight.*

22 Exercises

1 Present, past and future (A-B)

Rachel has received a letter from a friend of hers who left college last year.
Find the sentences which refer to the future and write them below.

I'm really enjoying my work at the store. I'm learning lots about the job. Soon they're moving me to another store - in Birmingham. They told me about it last week. I'll be leaving here at the end of the month. I feel a bit sad about that. Luckily they'll find a flat for me.

The time is going very quickly. I've been here three months. The training programme finishes next summer. I like the work, and I want to stay with the company. They'll decide about that next year. I'm just hoping for the best.

► *Soon they're moving me to another store — in Birmingham.*

- 1
- 2
- 3

2 Present and future (A-D)

Say if the second sentence is about the present or the future. Look at the phrases of time such as *at the moment* and *on Friday*.

► I'm busy. I'm cooking a meal at the moment. *present*

- 1 I'm nervous. I'm cooking for ten people on Friday.
- 2 I don't want to go out. I might watch a video later.
- 3 There's football on TV tonight. I might watch it.
- 4 We're off at last. We arrive in New York at seven.
- 5 This train is never on time. We always arrive late.

3 Present and future (A-D)

Read each pair of sentences and then answer the question about them.

► a) I'll see you on Thursday.

b) I saw you on Thursday.

Which sentence is about the future? *a*

1 a) I'm going to Manchester. I'm waiting for a connecting train.

b) I'm going to get a train to Manchester, changing at Birmingham.

Which is spoken during the journey?

2 a) We'll know the results of the tests next week.

b) We might know the results of the tests next week.

Which sentence is more certain?

3 a) I'm doing two exams this year.

b) I'm doing some work at the moment.

In which sentence has the action already started?...

4 a) What time do we arrive in Swansea?

b) What time will we arrive in Swansea?

Which question is more likely if you are travelling by car?

5 a) I'm eating at the Thai restaurant tonight.

b) I'll eat at the Thai restaurant tonight.

Which would you say if you've booked a table?

23 Will and shall

A Will for the future



We use **will** to say what we know or think about the future. **Will** here has a neutral meaning. It does not express the idea that we have already decided to do something or that we are planning something.

B Will for instant decisions

We also use **will** for an instant decision, when we decide on something or agree to do it more or less at the moment of speaking.

*I'm thirsty. I think **I'll make** some tea.*

NOT I make some-tea.

*You've left your computer on. ~ Oh, **I'll go** and switch it off.*

*We must celebrate. I know, **we'll have** a party.*

*I don't think **I'll do** any work tonight. I'm too tired.*

We also use it to order things.

***I'll have** the ham salad, please.*

We also use **will** in offers and invitations (see Unit 51).

Offer: ***I'll peel** the potatoes. ~ Oh, thank you.*

Invitation: ***Will you come** to lunch? ~ Yes, thank you. I'd love to.*

Promise: ***I'll pay** you back next week.*

C The form of will

The form is **will** or '**ll**.

*The west **will have** rain tomorrow. You'll be late if you don't hurry. **Will you be** at home this evening? The world **will end** in the year 2050.* The negative is **will not** or **won't**.

*The cost **will not be** more than £50. I **won't have** time for a meal.*

D Shall

We can use **shall** for the future, but only in the first person, after **I** or **we**.

*I **will be/I shall be** on holiday in August.*

*We **will know/We shall know** the results soon.*

But NOT *Everyone **shall know** the results soon.*

I will and **I shall** have the same meaning here, but **shall** is a little formal. Both **I will** and **I shall** can be shortened to **I'll**, which is pronounced /aɪl/.

***I'll be** on holiday in August. (= **I will** OR **I shall**)*

Shall has other meanings. We can use it in offers and suggestions (see Unit 51).

Offer: ***Shall I pack** up your shopping for you? ~ Oh, thank you.*

Suggestion: ***Shall we all go** out together? ~ Good idea.*

We do not use **shall** in American English (see page 377).

23 Exercises

1 Will for the future and for instant decisions (A-B)

Read the conversations. Which replies are statements about the future and which are instant decisions?

- What would you like? ~ I'll have an orange juice, please. *decision*
- 1 Shall we go out tonight? ~ I'll be too tired, I think.
 - 2 We've lost a tennis ball. ~ I'll help you look for it.
 - 3 I'm worried about the exam. ~ Oh, you'll be all right.
 - 4 I haven't got any transport. ~ Oh, we'll give you a lift.
 - 5 I must fix this shelf some time. ~ We'll be dead before then.

2 Instant decisions (B)

Say what your decision is in these situations, or what you offer to do.

Use these verbs: *answer, carry, have, post, shut*

- You and your friend have come into the room. The window is open, and it is cold.
I'll shut the window.

- 1 The phone is ringing. You are the nearest person to it.
- 2 The choice on the menu is fish or chicken. You hate fish.
- 3 You are meeting a friend at the station. He has two suitcases. There's a bag, too.
- 4 Your friend has written a letter. You are going to walk into town past the post office.

3 Will and won't for the future (C)

Use the notes to write about what will happen next weekend.

- it / be / warm / tomorrow *It will be warm tomorrow.*
- 1 Tom / watch / the match
 - 2 Harriet's party / be / fun
 - 3 Trevor / not put up / the shelves
 - 4 Laura / be / annoyed
 - 5 Andrew / study / all weekend
 - 6 Rachel / not do / any work

4 Will and shall (A, D)

Complete the conversation. Put in *will* or *shall*.

Rachel: What (►) *shall* we do today?

Vicky: It would be nice to go out somewhere. The forecast says temperatures

(1) rise to thirty degrees.

Jessica: (2) we go for a walk?

Rachel: That sounds a bit boring. What about the seaside? We could get a bus.

Jessica: How much (3) it cost? I haven't got very much money.

Vicky: It isn't far. It doesn't cost much.

Jessica: Everywhere (4) be so crowded today because it's a holiday. The journey

(5) take ages.

Rachel: Come on, Vicky. (6)

miserable?

we leave Jessica behind if she's going to be so