

TENSES HANDOUT

★ Tenses denote the time of action. They show when the work is done.

★ They are: (1)Present Tense (2)Past Tense (3)Future Tense They are further divided into 12 types. They are:

Types	Present	Past	Future
Simple	Simple Present	Simple Past	Simple Future
Continuous	Present Continuous	Past Continuous	Future Continuous
Perfect	Present Perfect	Past Perfect	Future Perfect
Perfect Continuous	Present Perfect Continuous	Past Perfect Continuous	Future Perfect Continuous

Tenses	Explanation	Types of Sentence	Structure	Examples
Simple Present	It is used to denote scientific facts, universal truths and work done on daily basis.	ASSERTIVE RULE	sub + V1 + s/es + object	She writes a letter.
		NEGATIVE RULE	sub + does not + v1 + object	– She does not write a letter.
		INTERROGATIVE RULE	Does + sub + v1 + object	Does she write a letter?
Simple Past	Used to indicate an action completed in the past. It often occurs with adverb of time. Sometimes it is used without an adverb of time.	ASSERTIVE RULE	Subject + V2 + Object	She wrote a letter
		NEGATIVE RULE	Subject + didn't + V1 + Object	She didn't write a letter.
		INTERROGATIVE RULE	Did + Subject + V1 + Object	Did she write a letter?
Simple Future	This tense tells us about an action which has not occurred yet and will occur after saying or in future	ASSERTIVE RULE	Subject + Will/Shall + Verb (Ist form) + Object	She will write a letter.
		NEGATIVE RULE	Subject + Will/Shall + Not + Verb (Ist form) + Object	She will not write a letter.
		INTERROGATIVE RULE	Will/Shall + Subject + Verb (Ist form) + Object	Will she write a letter?
Present Continuous	It is used to express an action taking	ASSERTIVE RULE	sub + is/am/are + v1 + ing + object	she is writing a letter.

	place at the time of speaking.	NEGATIVE RULE	sub + is/am/are + not + v1 + ing + object	She is not writing a letter.
		INTERROGATIVE RULE	is/am/are + sub + v1 + ing + object	Is she writing a letter?
Past Continuous	Used to denote an action going on at some time in the past.	ASSERTIVE RULE	Subject + was/were + V1 + ing + Object	She was writing a letter.
		NEGATIVE RULE	Subject + was/were + not + v1 + ing + Object	She was not writing a letter.
		INTERROGATIVE RULE	Was/were + Subject + v1 + ing + Object	Was she writing a letter?
Future Continuous	It is used to express an ongoing or continued action in future.	ASSERTIVE RULE	Subject + Will/Shall + Be + Verb (Ist form) + Ing + Object	She will be writing a letter.
		NEGATIVE RULE	Subject + Will/Shall + Not + Be + Verb (Ist form) + Ing + Object	She will not be writing a letter.
		INTERROGATIVE RULE	Will/Shall + Subject + Be + Verb (Ist form) + Ing + Object	Will she be writing a letter?
Present Perfect	It is used to show an action that started in the past and has just	ASSERTIVE RULE	sub + has/have + v3 + object	She has written a letter.
		NEGATIVE	sub + has/have	She has not

	finished.	RULE	+ not + v3 + object	written a letter.
		INTERROGA TIVE RULE	- has/have + sub + v3 + object	Has she written a letter?
Past Perfect	Used to describe an action completed before a certain moment in the past, usually a long time ago. If two actions happened in the past, past perfect is used to show the action that took place earlier.	ASSERTIVE RULE	Subject + had + V3 + Object	She had written a letter.
		NEGATIVE RULE	Subject + had + not + Object	She had not written a letter.
		INTERROGA TIVE RULE	Had + Subject + V3 + Object	Had she written a letter?
Future Perfect	It is used to express an action which will happen/occur in future and will be completed by a certain time in future. We use the future perfect to say that something will be finished by a particular time in the future.	ASSERTIVE RULE	Subject + Will/Shall + Have + Verb (3rd form) + Object	She will have written a letter.
		NEGATIVE RULE	Subject + Will/Shall + Not + Have + Verb (3rd form) + Object	She will not have written a letter.
		INTERROGA TIVE RULE	Will/Shall + Subject + Have + Verb (3rd form) + Object	Will she have written a letter?

Present Perfect Continuous	This tense shows the action which started in the past and is still continuing.	ASSERTIVE RULE	sub + has/have + been + v1 + ing + object	– She has been writing a letter.
		NEGATIVE RULE	sub + has/have + not been + v1 + ing + object	She has not been writing a letter.
		INTERROGATIVE RULE	has/have + sub + been + v1 + ing + object	Has she been writing a letter?
Past Perfect Continuous	Used to denote an action that began before a certain point in the past and continued up to some time in the past.	ASSERTIVE RULE	Subject + had been + V1 + ing + Object	She had been writing a letter.
		NEGATIVE RULE	Subject + had + not been + V1 + ing + Object	She had not been writing a letter.
		INTERROGATIVE RULE	Had + Subject + been + V1 + ing + Object	Had she been writing a letter?
Future Perfect Continuous	It is used to talk about actions that will commence at a fix time in future and will continue for some time in future.	ASSERTIVE RULE	Subject + Will/Shall + Have been + Verb (Ist form) + Ing + Object	She will have been writing a letter.
		NEGATIVE RULE	Subject + Will/Shall + Not + Have been + Verb (Ist form) + Ing + Object	She will not have been writing a letter.
		INTERROGATIVE RULE	Will/Shall + Subject + Have been + Verb (Ist form) + Ing + Object	Will she have been writing a letter?