

Headway plus

Tikrit University
Accounting Department
Present Tenses

Headway plus

Present tense

There are two tenses in English: past and present.

The present tense is used to talk about the **present** and to talk about the **future**.

There are four present tense forms:

Present simple	<i>I work</i>
Present continuous	<i>I am working</i>
Present perfect	<i>I have worked</i>
Present perfect continuous	<i>I have been working</i>

Headway plus

Usages of present simple:-

1. **Use1. Regular habits or daily routine:** Use the Simple Present to express the idea that an action is repeated or usual. The action can be a habit, a hobby, a daily event or something that often happens.

E.g.

- I play soccer.
- The school opens every morning at 7 AM.
- He always forgets her bag.
- Every twelve months, the Earth circles the Sun.

2. **Use2. Facts or generalizations:** The Simple Present can also indicate the speaker believes that a fact was true before, is true now, and will be true in the future. It is not important if the speaker is correct about the fact. It is also used to make generalizations about people or things.

E.g.

- Cats like milk.
- Caracas is the capital of Venezuela
- Windows are not made of wood.

3. **Use3. Scheduled Events in the Near Future:** Speakers occasionally use Simple Present to talk about scheduled events in the **near future**. This is most commonly done when talking about public transportation, but it can be used with other scheduled events as well.

E.g.

- The bus leaves tonight at 6 PM.

Headway plus

- When do we board the plane?

- The party starts at 8 o'clock.

4. is used with adverbs like:

- **Always** : I always come to school by car

- **Often**: I don't come here very often

Usually: He usually eats breakfast at 7:00 AM

- **Sometimes**: Sometimes I go to party

- **Rarely**: She rarely cooks

- **Never**: He is never late for class

- **Every day**: They sleep early every day

Grammar Structure

1. Wh- Questions with the auxiliaries "do" and "does"

-What do you do on Saturday morning? -I have breakfast .

2-What does she do on weekdays? -She does exercise.

3-when do you go to school? - We go to school on Sunday .

1- (I, we, you , they)+ v. base (Infinitive)..... walk to school every day .

(He , she , it)+ third person singular (v. base +s).....walks to school every day .

2- Adverbs of time { Every day , every week , sometimes , never , usually , frequently , always and often }.

- Negative form:-

(He, she ,it) Doesn't + v. base.

(They, we, I) Don't +v. base

Ex. -He goes out in the evening (positive)..... He doesn't go out in the evening.

-They speak two languages (Positive)..... They don't speak two languages.

Headway plus

- Question form :-

A- Yes/No questions and short answers:

-Does + subj. (he, she, it) or a name + v. base +.....?

-Do+subj. (they, we, I) +v. Base +.....?

Ex.

Does he like football ? Yes , He does .

 No, He doesn't .

-Do they speak English ? Yes , they do .

 No, they don't

Common mistakes:-

Mistakes	What should be said
1- I am living in Spain.	I live in Spain.
2-I am coming from Japan.	I come from Japan
3-Our company is producing Glass.	Our company produces glass

2-Present continuous tense

2.1 Affirmative Form :

Subj + helping verb + (v.)ing

(He , She ,It). + is + (v.)ing + cont.

(They , we ,you) + Are + (v.)ing + cont..

Ex..

- I am talking on the phone.

-we are cooking dinner.

- She is playing football.

2.2. Negative form:

Subj. + verb to be + not + cont.

Ex...

- I am not waiting for you..

-He isn't sleeping late..

-it isn't freezing...

-They aren't cutting papers.

2.3. Question form:

Auxiliary verb + Subj. + v.)Ing. + cont.

(Is ,are , am)

Ex.. Am I getting close?

Are you running late?

-When do we use present continues tense:

There are five ways we usually use this tense in :

1- An action that's happening at this moment eg. (am listening to music , am playing tennis) and the most common question in this situation is (hey . What are you doing ?) - (Iam doing this .)

2- An action that's happening during this period of time . Now this means the period of time in your life right now ,maybe the past week , two weeks , a few months .
Eg. (Are you still practising piano ?) this means , you are not practising piano at this moment but you have been doing in your life for a while .

3- An action that's prearranged in the future .so this means you are almost 100% certain this action or event will happen eg. (we are going to new York tomorrow .) (Am seeing a Movie tomorrow night) (my mom is visiting me this weekend) so anything which is scheduled or preplanned and almost 100% sure it will happen .

Note : it includes near future as well as far almost certain future eg.

(we are going to Cuba in November.) (we are travelling to Australia next year) .

Headway plus

4- A temporary event of state / situation. So a person can be acting a certain way in the moment and maybe they don't normally act this way eg. (Why are you being so selfish) it means you normally aren't selfish.

5- For a repeated behaviour, it can be a positive or negative behaviour but we usually use it to describe things that annoy us eg. (He is always complaining)

We use (always and constantly with this structure) mostly (she is constantly helping people).

Time markers: at the moment, now, right now etc ..

3-Present perfect tense

Present perfect tense :-

Subj. + has, have + v.(past participle) + cont .

The present perfect tense might be a hard tense for learners of English and students often have a hard time keeping the present perfect tense apart from the past simple tense. In this English grammar lesson I am going to show you how to form a present perfect tense, and when to use a present perfect tense. But before we get started it's good to know how to conjugate the verb 'to have'.

For the singular forms:

I have
you have
he has
she has
it has.

For the plural forms:

we have
you have
they have.

Headway plus

It's also good to know that in the English language there are regular and irregular verbs. And it is advisable that you study the most commonly used irregular verbs.

Take a look at these sentences:-

I have painted the door.

They have paid for dinner themselves.

Both these sentences are in the present perfect tense.

How to form a present perfect tense :

Let's have a look at the regular verbs. For the regular verbs we use the auxiliary verb **'to have'** and the *past participle*. You can make the past participle by adding **'ed'** to the infinitive form of the verb.

Subj. + has,have + v.(past participle) + cont .

Now let's have a look at the singular forms :

I have worked there.

You have listened carefully.

He has cleared the table.

She has placed it on the floor.

It has snowed.

For the plural forms:

We have walked to school.

You have watched the tennis match.

They have marked the tests.

Headway plus

***Now we need to pay extra attention to verbs that end in an 'e':**

Such as live, close and wipe. For these verbs we use the auxiliary verb (**to have**) and the past participle. But the past participle is made by simply adding a **'-d'** to the verb.

Look at the examples:

I have **lived** here for quite some time now.

He has **closed** the window.

They have **wiped** the floor.

* We also need to pay attention to verbs that end in a 'y', especially those preceded by consonant such as *spy* and *study* because we change the **'-y'** into an **'i'**.

For example:

He has spied on his neighbors.

We have studied hard.

***Now let's have a look at the irregular verbs. For the irregular verbs we also use the auxiliary verb to have and the past participle.**

But for the irregular verbs the past participle has a unique present perfect form. Take a look at the examples:

- I have built that shed with my own two hands. (The infinitive form of the verb is **to build**.)

- She has bought some flowers at the market. (The infinitive form of the verb is **'to buy'**.)

- We have run the marathon. (The infinitive form of the verb is **to run**.)

Present perfect tense in questions:-

Have ,Has + sbj . +pp. + cont.

First for the regular verbs. Again we use the auxiliary verb 'to have' and the past participle.

Has she talked to him yet?

Have you kicked the ball?

Have they ever worked on a farm?

For the irregular verbs we also use the auxiliary verb 'to have' and the past participle, but now the unique present perfect tense form.

For example :-

Has she quit her job yet?

Have you ever driven a car?

Have they ever paid for dinner?

- Present perfect tense in negations :-

Subj. + has,have + not +v.(past participle) + cont

For the regular verbs the auxiliary verb 'to have' and we add 'not', contracting it into haven't or hasn't and the past participle.

I haven't listened to the news.

It hasn't rained since Friday

They haven't closed the window.

Headway plus

For the irregular verbs we also use the verb 'to have', and contracting it into haven't and hasn't and the past participle.

For example:

She hasn't quit her job. (The infinitive form is 'to quit'.)

You haven't ever driven a car. (The infinitive form is 'to drive'.)

They haven't paid for dinner. (The infinitive form of the verb is 'to pay'.)

Let's have a look at the present perfect tense in use (uses):-

- 1- We use the present perfect tense for things that happened in the past, but it is not important when they happened and for how long

ex.

*I have been to Scotland. It's not important when I've been there, it's important that I've been to Scotland.

*They've decided to buy a car. It's not important when they decided it, the decision alone is important.

We also use the present perfect tense for things that started in the past, that have continued in the present.

For example:

Bob and Jack have known each other for ages. (non-action verb) (For example they met in the 1970s, and they are still friends.)

They have lived there since 2011. (So they moved there in 2011 and they've continued to live there.)

- 2- We also use the present perfect tense, when the following words are in a sentence:

(for, yet, never, ever, just, already, since).

Headway plus

-Here are some examples:

I have lived here for three years.

We haven't seen that film yet.

Have you ever watched a football game?

Note:-

The present perfect is used to indicate a link between the present and the past. The time of the action is **before now but not specified**, and we are often more interested in the **result than in the action itself**.

4-Present perfect continuous tense :

let's take a look at these sentences :-

I have been working a lot lately.

It has been snowing since Friday.

Both the sentences are in the present perfect continuous tense.

How to form a present perfect continuous :-

Subj. + has ,have + been + v.ing + cont.

We use the auxiliary verb (**to have**) and the past participle of the (**to be**) which is (**being**), the base form of the verb and ING (**v. ing**)

For example:

For the singular form :

-I have been working all afternoon.

Headway plus

- You have been listening to the radio for the past hour.
- He has been sweeping the floor all afternoon.
- She has been spending a lot of money lately.
- It has been raining all week.

And for the plural forms:

We have been playing computer games all night.
You have been searching for a supermarket.
They have been watching the news all afternoon.

***Now we need to pay special attention to verbs that end in an 'e'. For example: live, make, close and wipe, because these verbs drop their 'e'. Take a look at the examples:**

I have been **living** here for quite some time now.
He has been **making** a lot of noise lately.
They have been **wiping** the floor for over an hour.

***Please note that leaving, making and wiping no longer have an 'e.'**

- Present perfect continuous in questions :-

Has, have + subj. + been + v.ing + cont .

Has she been talking about him?
Have you been playing tennis?
Have they been doing their job?

Headway plus

For negations :-

Subj. + has ,have + not + been + v.ing + cont.

- I haven't been listening to the news.
- She hasn't been waiting for you for over an hour.
- The haven't been paying attention.

When to use present perfect continuous :-

1-We use a present perfect continuous for (action verb) activities that started in the past but have continued in the present.

For example:

I have been travelling for a few years.(So I started travelling a few years ago and I'm still traveling) .

They have been working as a chauffeur .(So in the past they started to work as a chauffeur and they still are chauffeurs).

2- We also used the present perfect continuous for things that happened in the past but it's not important when they happened, so we do not need to know the time when it took place.

She has been visiting her aunt a lot.

They have been repairing that car.

So both these sentences lack time.

3-We also use the present perfect continues for things that are annoying .

For example :

I've been doing your dirty laundry all afternoon.

They have been playing loud music all night long.

4-we use present perfect continuous rather than present perfect when it's an action verb and it's important to know for how long .

Eg. I have been reading for two years .

Headway plus

-Present passive

Affirmative Form	Object + am / is / are + verb3 (past participle)
Question Form	Am / Is / Are + Object + verb3 (past participle) ?

Something is done by someone regularly / everyday / as expected...

Active : The gardener waters the flowers every evening.

Passive: The flowers are watered by the gardener every evening.

Active : Helen doesn't drink anything in parties.

Passive: Nothing is drunk by Helen in parties.

Active : Who sells umbrellas?

Passive: Who are umbrellas sold by?

Active : My mother doesn't paint the walls.

Passive: The walls aren't painted by my mother.

Exercise 1

Put the following sentences into passive voice.

1. Many people read this writer's articles.

2. Jackie milks the cows every morning.

3. Benny never understands the new teacher.

4. Everybody loves chocolate.

5. Kids always eat candies.

Headway plus

6. The American people elect the members of Congress.

7. . Does the mechanic check the brakes regularly?

Correct Answer

1. This writer's articles are read by many people
2. The cows are milked every morning (by Jackie)
3. The new teacher is never understood by Benny
4. Chocolate is loved by everybody
5. Candies are always eaten by kids
6. The members of Congress are elected by the American people
7. Are the brakes checked regularly by the mechanic?

Exercise 2

Mixed Tenses Exercises (Present Tenses)

- 1- I for the bus every day. (wait)
- 2- I for the bus at the moment . (wait)
- 3- I For the bus many times in my life. (wait)
- 4- I For the bus since 9 o'clock. (wait)

Correct the following sentences

- 1-I have waited for half an hour.
- 2-He has slept since 9 o'clock.
- 3-It has been snowing twice this week.
- 4-she has been writing many books for many years .
- 5-I am working here for two years .
- 6-I have been working here for two years.
- 7-I study English for six month.

Headway plus

8-We are waiting since 2 o'clock.

9-He is doing his homework since he woke up.

10-I already called him.

Fill in the blanks with an appropriate tense form.

1-Ia letter now . (write)

2-Susan in the garden at the moment. (Dig)

3-Jane to bed at 10 o'clock on weekdays . (go)

4- I am in London this summer. I English. (Learn)

5-We Greece next month. (Visit)

6-. She a novel. (Write)

7-I Anything from her in a long time.

-didn't hear

haven't heard

am not hearing

8-I English for twelve years.

a-am teaching

b-have been teaching

c-will be teaching

Solution (Exercise 2)

1-Wait

2-I am waiting

3-I have waited

4-I have been waiting

Headway plus

2-

1-I have been waiting for half an hour.

2-He has been sleeping since 9 o'clock.

3-It has snowed twice this week.

4-she has written many books. (Passive)

5-I am working here now.

I have been working here for two years.

6-I am studying English now .

7- I have been studying English for six month. (Correct sentence)

8-We are waiting now.

I have been waiting since 2 o'clock.

9-He is doing his homework now.

He has been doing his homework since he woke up.

10-I have already called him .

3-

1-am writing

2-Is digging.

3-goes

4-am learning

5-are visiting

6-has written

7-have not heard.

8-have been teaching.

Exercise 3

Choose the present simple or the present continuous - it could be positive, negative or question

1-(you/come) tonight?

[Are you coming tonight?]

2-(he/eat) rice every day?

[Does he eat rice every day?]

3- I (Work) at the moment.

[I 'm working at the moment.]

4-(he/come) to London often?

[Does he come to London often ?]

5-He (Play) tennis now.

[He is playing tennis now.]

6-(you/come) to the cinema later?

[Are you coming to the cinema later ?]

7-They (not/come) to the party tomorrow.

[They aren't coming to the party tomorrow.]

8-He.....(not/play) golf now.

[He isn't playing golf now.]

9- (you/play) tennis this Sunday?

[Are you playing]tennis this Sunday ?]

10-They (go) to a restaurant every Saturday.

[They go to a restaurant every Saturday.]

11-She (not/go) to the cinema very often.

[She doesn't go to the cinema very often]

12- I(not/drink) coffee very often.

[I don't drink coffee very often]

Headway plus

Exercise 4/Choose the present simple or present continuous - it could be positive, negative or question

- 1-You (not/like) chocolate.
- 2-She (not/study) at the moment.
- 3-We often (go) to the cinema.
- 4-He usually (not/do) his homework.)
- 5-They(not/eat) rice every day.
- 6-.....(you/like)-spicy food?
- 7-..... (she/go) to Scotland often?
- 8-They (Study) now.
- 9-She (Work) every Sunday.
- 10-We..... (not/drink) much wine.

Answer

- 1-You don't like chocolate.
- 2-She isn't studying at the moment.
- 3-We often go to the cinema.
- 4-Usually, he doesn't do his homework.
Or : He usually doesn't do his homework .
- 5-They don't eat rice every day.
- 6-Do you like spicy food?
- 7-Does she go to Scotland often?
- 8-They are studying now?
- 9-she works every day.
- 10-We don't drink much wine.

Present simple VS present continuous

The examples below will show the difference between the two tenses

- Heat **expands** bodies. (NOT Heat **is expanding** bodies. It's a proven fact.)
- The sun **rises** in the east. (NOT The sun **is rising** in the east.)
- Plants **need** water and sunlight for proper growth. (NOT Plants **are needing** water and sunlight for proper growth.)
- When volcanoes **erupt** they **shoot** lava into the air. (NOT When volcanoes **are erupting** they **are shooting** lava into the air.)

Compare:

- John **plays** the piano well. (Here the reference is to a fact.)
- Who **is playing** the piano? (NOT Who **plays** the piano?) (Here the reference is to an activity that is happening right now.)
- My sister **writes** excellent short stories. (A fact)
- My sister **is writing** a story now. (An activity that is going on at the moment of the speaking.)

Now read the sentence given below.

- My sister **has written** many short stories.

As you can see, this sentence is the **present perfect tense**. Neither simple present nor present continuous tense is possible in this case because here we are talking about an action occurred at an unspecified time in the past.

She **has eaten** twelve candies since morning. (NOT She **is eating** twelve candies ...) (NOT She **eats** twelve candies...)