1- SIMPLE PRESENT TENSE

1. SIMPLE PRESENT TENSE
   1.1. FORM
   1.2. SPELLING OF FINAL –S AND –ES
   1.3. USES OF SIMPLE PRESENT TENSE
   1.4. USING FREQUENCY ADVERS: ALWAYS, USUALLY ETC.
   1.5. USING FREQUENCY ADVERBS WITH BE

1.1 FORM OF SIMPLE PRESENT TENSE

a) Affirmative (Positive) Sentences

| I YOU WE THEY | like hamburger. | have lunch at 12:00. | do exercise every morning. |
| HE SHE IT | likes hamburger. | has lunch at 12:00. | does exercise every morning |

Rule 1: After I, you, we, and they simple form of verb is used.
Rule 2: After he, she it (3rd person singular) a final -(e)s is added to the simple form of the verb.

- Mary speaks English every day.
- We watch TV every evening.
- My girlfriend writes a letter to me every week.
- Sally and Tom study grammar on Wednesdays.
- My father usually leaves home at 8 o’clock in the morning.

b) Negative Sentences

| I YOU WE THEY | don’t like hamburger. | don’t have lunch at 12:00. | don’t do exercise every morning. |
| HE SHE IT | doesn’t like hamburger. | doesn’t have lunch at 12:00 | doesn’t do exercise every morning |

In the negative form of simple present tense, helping verbs (auxiliary verbs “DO and DOES” are necessary to use. After I, You, We They the helping verb DO NOT (DON’T) is used with the simple form of the verb. After He, She, It the helping verb DOES NOT (DOESN’T) is used with the simple form of the verb; -(e)s is never used. It is only used in affirmative sentences.

- Sam doesn’t know French.
- It doesn’t snow in Egypt.
- They don’t have breakfast every morning.
- I don’t get up early on Sundays.
- She doesn’t want to go to school this morning.
- My mother doesn’t watch football matches on TV.
- Mary and Jack don’t like ice cream.
c) Question Sentences

<table>
<thead>
<tr>
<th>DO</th>
<th>I</th>
<th>YOU</th>
<th>WE</th>
<th>THEY</th>
<th>like hamburger?</th>
<th>have lunch at 12:00?</th>
<th>do exercise every morning?</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOES</td>
<td>HE</td>
<td>SHE</td>
<td>IT</td>
<td></td>
<td>like hamburger?</td>
<td>have lunch at 12:00?</td>
<td>do exercise every morning?</td>
</tr>
</tbody>
</table>

In question sentences, the helping verbs **DO** and **DOES** are used in the beginning of the sentences. The simple forms of the verbs are used: -(e)s is never used.

- **Does** Jane live in London?
- **Do** you watch TV every evening?
- **Does** your father read newspapers?
- **Do** you live in town or a city?
- **Does** your boyfriend call you every evening?

1.2 SPELLING OF FINAL –S AND - ES

| a) work – works | talk – talks | Final –s is added to most verbs. Many verbs end in –e. Final –s is simply added. |
| read – reads    | suggest – suggests | |
| b) write – writes | believe – believes | |
| c) -sh........ wash – washes | The verbs ending in –sh, -ch, -ss, -x, -o get a final –es. |
| d) –ch........ catch – catches | |
| e) –ss........discuss – discusses | |
| f) –x ........fax – faxes | |
| g) –o ...... do – does | |
| h) - consonant + y:  cry – cries | If the verb ends in a –y coming after another consonant letter,-y is omitted and –ies is added to the verb. |
|       | fly – flies | |
|       | try – tries | |
| i) – vowel + -y :  play – plays | If the verb ends in a –y coming after a vowel letter, -s is simply added to the verb; -ies is not used. |
|       | stay – stays | |
|       | pray – prays | |

1.3 USE OF SIMPLE PRESENT TENSE

a) General Truths

The present simple tense is very often used to express general truths and factual statements.

- The earth **is** round.
- The earth **goes** around the sun.
Water freezes at 0 degrees.
Kangaroos live in Australia.
The sun sets in the West.
Most babies learn to speak when they are about two years old.
Water boils at 100° Celsius.
trees lose their leaves in the fall.
Few people live to be 100 years old.
Wood floats on water.
Does it snow in the Sahara desert?
Do elephants live longer than humans?
Money doesn't guarantee happiness.
Flowers don't grow in winter.

b) Habitual Activities and Likes & Dislikes

When we want to state a fact or ask a question without any time reference, we use the present simple tense.

She plays football but she doesn't play tennis.
For breakfast he eats rice and drinks cold milk.
She works very hard.
My friend hates fish.
I never drink coffee with milk.
I don't like horror films!
Do you smoke?

C) Regularly Repeated Actions and Daily Routines

Statements about rules of nature and the way the world is are in the present simple tense.

I usually get up at 9 o'clock in the morning.
He goes to work by bus everyday.
Tim sometimes works till 10 pm in the evening.
The banks in Turkey open at 9:00 am. and close at 5:00 pm.
The bus 29 arrives at the station at 8 o'clock in the morning.
It rains very often in the spring.
They go on vacation to Bodrum every summer.

d) Verbs Of The Senses And Mental Processes

The present simple tense is used for many verbs of thinking, feeling and sensing. The most common words are:

<table>
<thead>
<tr>
<th>like</th>
<th>love</th>
<th>Prefer</th>
<th>know</th>
<th>understand</th>
</tr>
</thead>
<tbody>
<tr>
<td>hate</td>
<td>need</td>
<td>Want</td>
<td>believe</td>
<td>remember</td>
</tr>
<tr>
<td>see</td>
<td>hear</td>
<td>Taste</td>
<td>smell</td>
<td>look</td>
</tr>
</tbody>
</table>

I love lying in bed late on Sunday mornings.
I need to know the truth right now.
She says she doesn't know who did it, but I don't believe her.
He doesn't want to speak to you again.
This doesn't taste very good, does it?
Do you remember the first time we met?
Do you smell something funny?
Does he understand which way to go?
e) In jokes, anecdotes and film or book summaries

The present simple tense is very often used in jokes and when telling a story to make the jokes or stories seem more immediate. This use of the present tense is sometimes called the graphic present.

The present simple is also used to retell what happens in a book or film.

- So in he walks with a parrot on his shoulder.
- In his new film Robert Redford plays the part of a brave cowboy.

f) To refer to the future

The present simple is often used to refer to future events that are scheduled (and outside of our control).

- Hurry up! The train departs in 5 minutes.
- I leave Frankfurt at 5 in the morning and arrive in New York at midnight the next day.
- She has a piano lesson after school today.
- There's no need to hurry. The train doesn't leave for another 10 minutes.
- When does the meeting begin?

g) For instructions and directions

- Open the packet and pour the contents into hot water.
- To start the machine, press the yellow button and turn the arrow to the right.

h) Newspaper Headlines

- AND FENERBAHÇE BECOMES THE CHAMP!
- THE KILLER STRIKES AGAIN

i) Ceremonial Use

- I pronounce you husband and wife!
- I name this ship TITANIC!

j) Instantaneous Use / Sports Commentaries

- Sukur passes the ball to Berkamp!
- Schumacher maintains his lead over the other racers.

1.4 Using adverbs of frequency and adverbial phrases of time

a) Frequency adverbs

| John | always _______ 100%  
|      | usually ( generally)  
|      | very often  
|      | often (frequently)  
|      | sometimes  
|      | occasionally  
|      | seldom  
|      | rarely  
|      | hardly  
|      | never___________ 0% |
|      | gets up early on Sunday mornings. |

Frequency adverbs are used to express how often an activity is performed.
NOTE 1: Usually, sometimes and often can also be used in the beginning or at the end of a sentence for emphasis.

- Sometimes I go out with my friends in the evening.
- Often she calls me at 10:00.
- I get up late sometimes.

NOTE 2: When the frequency adverbs “seldom, rarely, hardly, never, are used in the beginning, the sentence becomes inverted; in other words, it is written in question form.

- Rarely does she get up early on Sundays.
- Hardly do I see her at the cafeteria.
- Never does she smoke in public places

b) Adverbial phrases of frequency

Adverbial phrases of frequency can be used initially and finally in the sentence.

<table>
<thead>
<tr>
<th>On Wednesdays</th>
<th>Every Wednesday</th>
<th>Once a week</th>
<th>Twice a month</th>
<th>Every summer</th>
<th>Etc.</th>
<th>she visits her aunt</th>
<th>On Wednesdays</th>
<th>Every Wednesday</th>
<th>Once a week</th>
<th>Twice a month</th>
<th>Every summer</th>
<th>Etc.</th>
</tr>
</thead>
</table>

1.5 Using adverbs of frequency with BE

| Ted | Is | always _____ 100% | usually (generally) very often often (frequently) sometimes occasionally seldom rarely hardly never _____ 0% | late for work, |
2- PRESENT CONTINUOUS TENSE

PRESENT CONTINUOUS TENSE
1. FORM OF PRESENT CONTINUOUS TENSE
2. SPELLING OF –ING
3. USES OF PRESENT CONTINUOUS TENSE
4. COMMON TENSE MARKERS
5. USING PRESENT CONTINUOUS FOR FUTURE
6. NON-ACTION VERBS NOT USED IN CONTINUOUS TENSES (STATIVE VERBS)
7. THE SIMPLE PRESENT vs PRESENT CONTINUOUS
8. AM/IS/ARE BEING + ADJECTIVE

1. Form Of Simple Present Tense

a) Affirmative (Positive) Sentences

<table>
<thead>
<tr>
<th></th>
<th>am, is, are + -ing</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>am eating hamburger</td>
</tr>
<tr>
<td>HE SHE IT</td>
<td>is eating hamburger</td>
</tr>
<tr>
<td>YOU WE THEY</td>
<td>are eating hamburger</td>
</tr>
</tbody>
</table>

- Sam is working at the office right now.
- The children are playing in the garden at the moment.
- We are watching TV now.
- My father is drinking coffee right now.
- She is cooking lunch in the kitchen now.
- I am practicing my English at the moment.

b) Negative Sentences

<table>
<thead>
<tr>
<th></th>
<th>am not eating hamburger</th>
<th>am not having breakfast</th>
<th>am not playing football</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HE SHE IT</td>
<td>is not eating hamburger</td>
<td>I$\text{S}$ not having breakfast</td>
<td>is not playing football</td>
</tr>
<tr>
<td>YOU WE THEY</td>
<td>are not eating hamburger</td>
<td>are not having breakfast</td>
<td>are not playing football</td>
</tr>
</tbody>
</table>

In the negative form of present continuous tense, not is simply added to the sentence after the helping verb BE (am, is, are).

- Robert is not studying at the moment. (Robert isn’t studying at the moment.)
- The baby is not sleeping now. (The baby isn’t sleeping now)
- They are not listening to music. (They aren’t listening to music)
c) Question Sentences

<table>
<thead>
<tr>
<th>Am</th>
<th>I</th>
<th>eating hamburger?</th>
<th>having breakfast?</th>
<th>playing football?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is</td>
<td>he, she, it</td>
<td>eating hamburger?</td>
<td>having breakfast?</td>
<td>playing football?</td>
</tr>
<tr>
<td>Are</td>
<td>we, you, they</td>
<td>eating hamburger?</td>
<td>having breakfast?</td>
<td>playing football?</td>
</tr>
</tbody>
</table>

In question sentences, the helping verbs **AM, IS, ARE** are used in the beginning of the sentences. **–ING** is added to the main verb.

- **Is** Jane **sleeping** in her room?
- **Are** the students **studying** in the library?
- **Am** I **playing** well?
- **Is** the boss **speaking** on the phone at the moment?
- **Are** you **going** to the supermarket?
- **Is** the secretary **typing** the letters right now?

2. Spelling Of Final –ing

<table>
<thead>
<tr>
<th>END OF VERB</th>
<th>--------</th>
<th>-ING FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RULE 1:</strong></td>
<td>A consonant + -e</td>
<td>Drop the –e and ADD –ing</td>
</tr>
<tr>
<td></td>
<td>dance</td>
<td>dancing</td>
</tr>
<tr>
<td></td>
<td>ride</td>
<td>riding</td>
</tr>
<tr>
<td></td>
<td>take</td>
<td>taking</td>
</tr>
<tr>
<td><strong>RULE 2:</strong></td>
<td>One vowel + One consonant</td>
<td>Double the consonant and ADD – ing</td>
</tr>
<tr>
<td></td>
<td>cut</td>
<td>cutting</td>
</tr>
<tr>
<td></td>
<td>plan</td>
<td>planning</td>
</tr>
<tr>
<td></td>
<td>run</td>
<td>running</td>
</tr>
<tr>
<td>NOTE: Do not double w,y,and x</td>
<td></td>
<td>snowing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fix</td>
</tr>
<tr>
<td></td>
<td></td>
<td>paying</td>
</tr>
<tr>
<td><strong>RULE 3:</strong></td>
<td>Two vowels + One Consonant</td>
<td>ADD –ing ; do not double the consonant</td>
</tr>
<tr>
<td></td>
<td>keep</td>
<td>keeping</td>
</tr>
<tr>
<td></td>
<td>read</td>
<td>reading</td>
</tr>
<tr>
<td><strong>RULE 4:</strong></td>
<td>Two consonants</td>
<td>ADD –ing ; do not double the consonant</td>
</tr>
<tr>
<td></td>
<td>sing</td>
<td>singing</td>
</tr>
<tr>
<td></td>
<td>wash</td>
<td>washing</td>
</tr>
</tbody>
</table>
3. Use Of Present Continuous Tense

Present continuous tense is used;

a) to describe an action that is going on (or not) at this very moment; at the moment of speaking
   a. You are using the Internet and you are studying grammar at the moment.
   b. My father is in the garage now. He is fixing the car.
   c. Mr. Taylor is painting the walls of his house right now.
   d. You are not swimming now.
   e. The children are watching television at present.
   f. What are you doing right now? Are you sleeping?
   g. Look! It’s snowing again.
   h. Shhhh! Your father is sleeping. Don’t disturb him.

b) In English, *now* can mean "this second," "today," "this month," "this year," "this century" and so on. Sometimes we use the Present Continuous to say that we are in the process of doing a longer action which is in progress; however, we might not be doing it at this exact second. In other words, a person saying "I am learning karate" is not supposed to be doing karate while he is speaking.

c) I am reading the book "War and Peace" now.
   a. Are you working on any special project at the company at the moment?
   b. She is eating a lot these days.
   c. The government is currently working on a new tax system.

d) to describe temporary event or situations.
   e) He usually listens to classical music, but he is listening to hard rock this evening.
   f) She will rent a flat, but for the time being she is staying with her sister.

f) The Present Continuous with words such as "always" "constantly" or "forever" expresses the idea that something irritating or shocking often happens. Notice that the meaning is like Simple Present but with negative emotion. Remember to put the words "always" "forever" or "constantly" between "be" and "verb+ing."

   • I hate my brother. He is always wearing my shirts without asking me.
   • Mary is always late for work. Someone should warn her.
   • She is constantly speaking. I wish she would shut up.
   • Please change the subject! You are forever talking about your father-in-law.

4. COMMON TENSE MARKERS

<table>
<thead>
<tr>
<th>at the moment / now</th>
<th>The students are studying in the classroom at the moment / now.</th>
</tr>
</thead>
<tbody>
<tr>
<td>at present</td>
<td><em>At present</em> all the farmers in the village are harvesting their crops.</td>
</tr>
<tr>
<td>for the time being</td>
<td>My father will buy a new car soon. <em>For the time being</em> he is using mine.</td>
</tr>
<tr>
<td>currently</td>
<td>UNESCO is <em>currently</em> holding its annual assembly in Paris.</td>
</tr>
<tr>
<td>While / When</td>
<td>While the children are playing in the garden, I will wash the car.</td>
</tr>
<tr>
<td>Look! , Listen! Etc.</td>
<td><em>Look!</em> Somebody is following us.</td>
</tr>
</tbody>
</table>
5. Using Present Continuous Tense in Future Meaning

Present Continuous Tense is often used to describe an action or event in the future, which has already been planned or prepared.

- I am meeting some friends after work.
- We are going to the cinema tonight. Are you coming?
- I am flying to Istanbul tomorrow morning.
- Are you visiting your grandparents next week?

6. Non-progressive (Stative) verbs: Verbs which are not used in continuous form.

A continuous tense is used to describe an activity, which is visibly, and physically done. Therefore, some verbs having stative meanings (mental verbs such as “know and understand”, emotional verbs such as “love and hate”, verbs of possession such as “have and own”, verbs of sense perception such as “taste and smell” etc.) are not used in continuous form; they are used in simple tenses.

<table>
<thead>
<tr>
<th>MENTAL STATE</th>
<th>know, realize, understand, recognize, believe, feel, suppose, think, imagine, doubt, remember, forget, want, need, desire, mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMOTIONAL STATE</td>
<td>love, like, appreciate, please, prefer, hate, dislike, fear, envy, mind, care, astonish, surprise, amaze</td>
</tr>
<tr>
<td>POSSESSION</td>
<td>have, belong, possess, own</td>
</tr>
<tr>
<td>SENSE PERCEPTION</td>
<td>taste, smell, hear, feel, see</td>
</tr>
<tr>
<td>OTHER STATIVE VERBS</td>
<td>look, seem, appear, sound, resemble, look like, cost, owe, weigh, equal, be, exist, matter, consist of, include, contain</td>
</tr>
</tbody>
</table>

The verbs written in blue can be used in both progressive and non-progressive form with a change in meaning. See the examples:

THINK

(a) “What do you think about the new English teacher?” “I think he is a nice man!”
(b) I am thinking about the exam tomorrow. It will be a difficult one.

In (a) think is a stative verb which shows opinion. In (b) on the other hand, think is a continuous action which is physical and visible. You can sometimes see people thinking and understand that they are doing this activity.

HAVE

(c) I have two cats and a dog. Do you have any pets?
(d) I am having a nice time in my speaking classes.
In (c) "have" is a stative verb which expresses possession. With the meaning of possession “have” is always used in non-progressive form. In (d) the verb “have” has an active meaning and is used in progressive form.

SMELL

(e) All flowers smell nice.
(f) The little girl is smelling the flowers.

In (e) "smell" is a stative verb. Flowers are not doing any activity of smelling physically. In (f) the verb "smell" has an active meaning. You can see the girl doing this activity, therefore it is used in progressive form.

7. PRESENT CONTINUOUS vs. SIMPLE PRESENT TENSE

Simple present tense expresses the regularity of the activities. The activities are general and permanent ones in the simple present tense. On the other hand, Present Continuous tense is generally used to express temporary events occurring at the moment of speaking. The activities cannot be generalized.

(a) I usually watch TV in the evening.
(b) I am watching TV at the moment.

In the sentence (a) you can understand or infer that the person watches TV most evenings regularly. You can generalize it. In (b), that the person is watching TV at the moment doesn’t mean that he will watch TV tomorrow and so on. It is just for today, for the time being.

8. AM / IS / ARE BEING + ADJECTIVE

Be+ an adjective usually expresses a stative meaning.

- Jack is happy today.
- Kathy is beautiful and intelligent.

Sometimes main verb be + an adjective is used in the progressive form when it describes temporary, in-progress behaviour. In below example, Tom’s rudeness is temporary and probably uncharacteristic of him.

### ADJECTIVES THAT CAN BE USED WITH AM / IS / ARE BEING

- bad, careful, cruel, fair, foolish, funny, generous
- good, illogical, impolite, irresponsible, kind, lazy, logical
- loud, nice, noisy, patient, pleasant, polite, quiet
- responsible, rude, serious, silly, unfair, unkind, unpleasant

- Shut up Tom! You shouldn’t shout at your mother. You are being very rude.
- Mary is being very funny today. She must be very happy about the coming holiday.

Please note that adjectives “angry, beautiful, handsome, happy, healthy, hungry, lucky, nervous, old, sick, tall, thirsty, young” doesn’t describe temporary behaviour, and cannot be used am/is/are + being.

**INCORRECT:** My grandmother is being old
**CORRECT:** My grandmother is old.
3-SIMPLE FUTURE TENSE

SIMPLE FUTURE TENSE
- FORM OF SIMPLE FUTURE TENSE: WILL
- FORM OF SIMPLE FUTURE TENSE: BE GOING TO
- USING SIMPLE FUTURE TENSE: WILL VS. BE GOING TO
- USING PRESENT CONTINUOUS FOR FUTURE
- USING SIMPLE PRESENT TENSE FOR FUTURE
- FUTURE TIME CLAUSES WITH BEFORE, AFTER, WHEN
- PRESENT PLANS FOR TRUE ACTIVITIES: USING INTEND, PLAN, HOPE

1. Form of Simple Future Tense: WILL

a) Affirmative (Positive) Sentences

<table>
<thead>
<tr>
<th>I</th>
<th>YOU</th>
<th>HE</th>
<th>SHE</th>
<th>IT</th>
<th>WE</th>
<th>YOU</th>
<th>THEY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>will eat</td>
<td>a hamburger</td>
<td>‘ll write a letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the positive sentence form, the helping verb “will” is used with the simple forms of the verbs (V1) after all subjects.

- I will finish my work in a few hours.
- The train will leave the station at 11:00.
- Jim will eat lunch at 12:00.
- I will go to Istanbul tomorrow.
- The weather will be rainy this afternoon.

b) Negative Sentences

<table>
<thead>
<tr>
<th>I</th>
<th>YOU</th>
<th>HE</th>
<th>SHE</th>
<th>IT</th>
<th>WE</th>
<th>YOU</th>
<th>THEY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>will not eat</td>
<td>a hamburger</td>
<td>won’t write the letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the negative form of simple future tense, not is simply added to the sentence after the helping verb will.

- I will not see Tom this morning.
- Mr. Chalmers won’t come to work today.
- They will not go to the cinema this weekend.
- We won’t play football tomorrow.
- Fred will not come to our party
c) Question Sentences

<table>
<thead>
<tr>
<th>Will</th>
<th>eat hamburger?</th>
<th>write a letter?</th>
<th>wash the car?</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>you</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>he</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>she</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>it</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>we</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>you</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>they</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In question sentences, the helping verb will is used just before the subject of the sentences. Simple form of the verbs (V1) are used after the subject.

- Will you be at home tomorrow night?
- Will the dinner be ready in a few minutes?
- When will you see Mr. Chang?
- Will you arrive in Manchester next week?

2. Form of Simple Future Tense: BE GOING TO

a) Affirmative (Positive) Sentences

<table>
<thead>
<tr>
<th>I</th>
<th>am going to</th>
<th>He/She/It</th>
<th>write a letter.</th>
<th>wash the car.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>is going to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>write a letter.</td>
<td></td>
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<td></td>
<td></td>
<td>wash the car.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>are going to</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- I am going to eat lunch at 12:30 this afternoon.
- She is going to watch the film on the TV after she finishes her homework.
- Tom is studying hard. He is going to pass the test.
- Mr. Watson is going to be here tomorrow.
b) Negative Sentences

<table>
<thead>
<tr>
<th>I</th>
<th>am not going to</th>
<th>He, She, It</th>
<th>is not going to</th>
<th>They, You</th>
<th>are not going to</th>
</tr>
</thead>
</table>

- I didn’t study last night, and I am not going to study tonight either.
- They are not going to play football this afternoon.
- John is sick. He isn’t going to be in class tomorrow.
- I have changed my plans. I am not going to fly to Istanbul this weekend.

c) Question Sentences

<table>
<thead>
<tr>
<th>Am</th>
<th>I</th>
<th>He, She, It</th>
<th>going to write a letter?</th>
<th>wash the car?</th>
</tr>
</thead>
</table>

- Are you going to stay at home this weekend?
- Is she going to watch TV this evening?
- What are they going to do tomorrow?
- Are you going to call me later?

3. Using Simple Future Tense: Will vs. Be Going To

The Simple Future has two different forms in English, "will" and "be going to." Although the two forms can sometimes be used interchangeably, they often express two very different meanings. These different meanings might seem too abstract at first, but with time and practice the differences will become clear. Both "will" and "be going to" refer to a specific time in the future.

a) Using "will" to express a voluntary action / willingness

"Will" often suggests that a speaker will do something voluntarily. A voluntary action is one the speaker offers to do for someone else. Often we use "will" to respond to someone else's complaint or request for help. Do not use "be going to" to express willingness (voluntary action).

A: I'm really hungry.
B: I'll make some sandwiches.

A: These bags are so heavy!
B: I'll help you.
b) Using “will” in promises.

While promising, will is commonly used.

- Don’t worry! I will call you as soon as I arrive at the airport.
- Thank you for lending me the money. I will pay it back on Friday. I promise!
- I promise I will not tell him about the surprise birthday party.

c) Using “be going to” to express a future plan.

The sentences with “be going to” express the idea that someone intends and plans to do something in the future. When the speaker is expressing a prior plan (something the speaker intends to do in the future because in the past she/he has made a plan or decision to do it.) “be going to” is used.

- I am tired of taking the bus to work. I am going to buy a car as soon as possible.
- I bought some paint this morning. I am going to paint the garage tomorrow.
- I am going to start making dinner before my wife gets home from work today.
- We are going to wait here until Jessica comes.
- When they get to the hotel, they are going to jump into the swimming pool.

d) Using “be going to” and “will” to express predictions

Generally speaking, when the speaker is making a prediction (a statement about something she/he thinks will be true or will occur in the future), either “will” or “be going to” is possible.

- The weather reports say it will be sunny tomorrow.
- Look at those black clouds. It’s going to rain.
- Be careful. You will hurt yourself!
- She is studying hard. She is going to pass the exam.
- I think Fenerbahce will become the champion this year.

4. Using Present Continuous for Future

Sometimes the present continuous is used to express future time. In this use, the meaning is just the same as “be going to” form of the future tense. The present continuous is used to express future time when the sentence concerns a definite plan, a definite intention, a definite future activity. Verbs such as go, come, arrive, stay, leave are frequently used in the present continuous to express future time. Such verbs express definite plans. Verbs expressing planned means of transportation in the future are also frequently used in the present continuous; for instance, fly, walk, ride, drive, take (a taxi, a bus etc.)

- Bill is coming to the meeting tomorrow. (= Bill is going to come to the meeting tomorrow.)
- We are flying to Istanbul tonight. (= We are going to fly to Istanbul tomorrow.)
- They are playing football this afternoon. (= They are going to play football this afternoon.)
- I am leaving home tomorrow morning. (= I am going to leave home tomorrow morning.)

5. Using Simple Present for Future

The simple present can express future time when events are on a definite schedule or timetable. Only a few verbs are used in the simple present to express future time. The most common are arrive, leave, start, begin, end, finish, open, close, be.
The bus leaves the station at 7:45 tomorrow morning.
The semester ends in two more weeks.
His new job starts next Friday.

6. Future Time Clauses with “Before, After, When”

Future time clauses always use simple present tense; future forms are NEVER used in time clauses.

- CORRECT: Before Mary goes to school tomorrow, she will eat breakfast.
  INCORRECT: Before Mary will go to school tomorrow, she will eat breakfast.

- CORRECT: After I eat dinner tonight, I will do my homework.
  INCORRECT: After I will eat dinner tonight, I will do my homework.

- CORRECT: I will get some fresh fruit when I go to the market tomorrow.
  INCORRECT: I will get some fresh fruit when I will go to the market tomorrow.

7. Present plans for future activities:
   Using Intend, Plan, Hope

Intend, plan and hope are used in present tenses to express present ideas about future activities. These verbs are never used with future forms in this meaning.

- I intend to go to Bodrum. / I am intending to go to Bodrum.
  (INCORRECT: I will intend to go to Bodrum)

- I'm planning to buy another car this year. / I plan to buy another car this year.
  (INCORRECT: I will plan to buy another car this year.)

- I am hoping to finish the school this semester. / I hope to finish the school this semester.
  (INCORRECT: I will hope to finish the school this semester.)
4- SIMPLE PAST TENSE

SIMPLE PAST TENSE
- USING BE: PAST TIME
- FORM OF SIMPLE PAST TENSE
- SPELLING OF –ED
- USES OF THE SIMPLE PAST TENSE
- BEFORE AND AFTER IN TIME CLAUSES
- WHEN IN TIME CLAUSES

1. PAST FORM OF “BE”

<table>
<thead>
<tr>
<th>POSITIVE SENTENCE</th>
<th>NEGATIVE SENTENCE</th>
<th>QUESTION SENTENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>He</td>
<td>He</td>
<td>he</td>
</tr>
<tr>
<td>She</td>
<td>She</td>
<td>she</td>
</tr>
<tr>
<td>It</td>
<td>It</td>
<td>it</td>
</tr>
<tr>
<td>We</td>
<td>We</td>
<td>we</td>
</tr>
<tr>
<td>You</td>
<td>You</td>
<td>you</td>
</tr>
<tr>
<td>They</td>
<td>They</td>
<td>they</td>
</tr>
</tbody>
</table>

Kate is here today, but she wasn’t here yesterday.
I was in Canada last year.
Were you in Istanbul five years ago?
It is cold this week, but it was sunny last week.
Where were you last Sunday?
How was your exam?

2. FORM OF THE SIMPLE PAST TENSE

a) Affirmative (Positive) Sentences

<table>
<thead>
<tr>
<th>I</th>
<th>You</th>
<th>He</th>
<th>She</th>
<th>It</th>
<th>We</th>
<th>You</th>
<th>They</th>
</tr>
</thead>
<tbody>
<tr>
<td>played football yesterday</td>
<td>studied English this morning</td>
<td>went to the cinema last night</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In positive sentence form of the Simple Past tense, V2 (Simple Past Form of the verbs) is used after the subject.

- I watched TV last night.
- The snow stopped a few minutes ago. Now the weather is nice.
- Linda came home very late last night.
- Last year I traveled to Japan.
- Hasan studied hard all year. He passed all his exams last week.
- Sally called the police yesterday because someone stole her car while she was at the supermarket.
b) Negative Sentences

<table>
<thead>
<tr>
<th>Subject</th>
<th>Auxiliary</th>
<th>Verb (Simple Form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
<td>did not</td>
<td>play football yesterday.</td>
</tr>
<tr>
<td>He</td>
<td>didn’t</td>
<td>study English this morning.</td>
</tr>
<tr>
<td>She</td>
<td></td>
<td>go to the cinema last night.</td>
</tr>
<tr>
<td>It</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We</td>
<td></td>
<td></td>
</tr>
<tr>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>They</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the negative form of the simple past tense, helping verb “didn’t” and simple form of the verbs is used. Please note that V₂ is only used affirmative (positive) sentences.

- I didn’t go to a movie last night. I stayed at home.
- Nick didn’t come to school yesterday.
- We didn’t have breakfast this morning.
- I went to a movie yesterday but I didn’t enjoy it.
- It didn’t rain yesterday.

c) Question Sentences

<table>
<thead>
<tr>
<th>Subject</th>
<th>Auxiliary</th>
<th>Verb (Simple Form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>did you</td>
<td>play</td>
<td>play football yesterday.</td>
</tr>
<tr>
<td>had you</td>
<td>study</td>
<td>study English this morning.</td>
</tr>
<tr>
<td>have you</td>
<td>go</td>
<td>go to the cinema last night.</td>
</tr>
</tbody>
</table>

While making question sentences, the helping verb did is used in the beginning of the sentence. The verb is used in its simple form.

- Did you sleep well last night?
- Did you see the postman this morning?
- Did Mary have a good time at the party yesterday?
- Did you make your own dinner last night?
- Did they understand the question?
- Did the children feed the birds in the park yesterday morning?
3. SPELLING OF "-ED"

<table>
<thead>
<tr>
<th>END OF VERB</th>
<th>-ED FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A consonant + -e</td>
<td>ADD -d</td>
</tr>
<tr>
<td>dance</td>
<td>danced</td>
</tr>
<tr>
<td>erase</td>
<td>erased</td>
</tr>
<tr>
<td>place</td>
<td>placed</td>
</tr>
</tbody>
</table>

RULE 1:

<table>
<thead>
<tr>
<th>One vowel + One consonant</th>
<th>Double the consonant and ADD – ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>plan</td>
<td>planned</td>
</tr>
<tr>
<td>stop</td>
<td>stopped</td>
</tr>
</tbody>
</table>

NOTE: Do not double w and x

<table>
<thead>
<tr>
<th>snow</th>
<th>snowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>fix</td>
<td>fixed</td>
</tr>
</tbody>
</table>

RULE 2:

<table>
<thead>
<tr>
<th>Two vowels + One Consonant</th>
<th>ADD -ed ; do not double the consonant</th>
</tr>
</thead>
<tbody>
<tr>
<td>rain</td>
<td>rained</td>
</tr>
<tr>
<td>need</td>
<td>needed</td>
</tr>
</tbody>
</table>

RULE 3:

<table>
<thead>
<tr>
<th>Two consonants</th>
<th>ADD –ed ; do not double the consonant</th>
</tr>
</thead>
<tbody>
<tr>
<td>help</td>
<td>helped</td>
</tr>
<tr>
<td>add</td>
<td>added</td>
</tr>
</tbody>
</table>

RULE 4:

<table>
<thead>
<tr>
<th>Consonant + -y ; CHANGE –y TO –i, ADD –ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worry</td>
</tr>
<tr>
<td>Reply</td>
</tr>
</tbody>
</table>

RULE 5:

<table>
<thead>
<tr>
<th>Vowel + -y ; ADD –ed; DO NOT CHANGE -y TO -i</th>
</tr>
</thead>
<tbody>
<tr>
<td>play</td>
</tr>
<tr>
<td>stay</td>
</tr>
</tbody>
</table>

4. USE OF THE SIMPLE PAST TENSE

a) Completed Action In The past

Use the Simple Past to express the idea that an action started and finished at a specific time in the past. Sometimes the speaker may not actually mention the specific time, but they do have one specific time in mind.

- I saw a movie yesterday.
- I didn’t go to work last Friday.
- Last year, I traveled to China.
- The World War II ended in 1945.
- She washed the dishes this morning.

b) A series of Completed Actions

We use the Simple Past to list a series of completed actions in the past. These actions happen 1st, 2nd, 3rd, 4th...

- I finished work, went home, had a shower and went to bed early.
He **arrived** from the airport at 9:00, **checked** into the hotel at 10:00, and **met** the others at 11:00.

The Simple Past can be used with a duration that starts and stops in the past. A duration is a long action often used with expressions like "for two years," "for five minutes," "all day" or "all year."

- I lived in Istanbul **for 5 years, from 1990 to 1995.** (I don’t live there anymore)
- Jane studied Chinese **for 3 years.**
- We talked on the phone **for 30 minutes.**
- **How long** did they wait for the bus?

**d) Habits in the past**

The Simple Past can also be used to describe a habit that stopped in the past. It may have the same meaning as "used to". To make it clear that we are talking about a habit we often use expressions such as "always," "often," "usually," "never," "...when I was a child" or "...when I was younger" in the sentence.

- My father **took** me to the Luna park **every Sunday.**
- He played the piano **whenever he was at home.**
- He **usually worked** at a restaurant after school.

**5. “BEFORE” and “AFTER” IN TIME CLAUSES**

A clause is a group of words that has a subject and a verb. Some clauses are complete sentences and have a complete meaning. Such clauses are called as **main clauses.** For example;

- "I ate a sandwich." = a main clause
- “She played tennis” = a main clause

Some clauses begin with a time adverbs such as after, before or when. These clauses are not complete sentences and don’t have a complete meaning. They are just used to give a time reference in a sentence form. Such clauses are called time clauses. For example;

- “before I went to school” = a time clause
- “after she finished her homework” = a time clause

As stated above, time clauses cannot be used alone because they are not complete sentences that have a complete meaning. Therefore, are used as an addition to the main clause. A time clause can come in front of a main clause. There is no difference in meaning.

- I ate a sandwich before I went to school.

  or,

- Before I went to school, I ate a sandwich.

- She played tennis after she finished her homework

  or,

- After she finished her homework, she played tennis.
Please note that if the time clause is used in front of the main clause, comma is used after the time clause.

- After the children got home from school, they watched TV.
- Before we entered the cinema, we bought the tickets.
- I cleaned my room before my mother came home.
- After Sally ate dinner, she went to the library.
- Sally went to the library after she ate dinner.

### 6. “WHEN” IN TIME CLAUSES

Some time clauses start with WHEN, which gives the idea of at that time.

- When I was a child, I lived with my grandparents.
- I lived with my grandparents when I was a child.
- When I heard a strange sound, I turned on the lights.
- I turned on the lights when I heard a strange noise.

When clauses” are important because they always happen first when both clauses are in the Simple Past. For example:

- When the phone rang, I answered it.

First: the phone rang  
Second: I answered it

- The children went home when the rain started.

First: The rain started  
Second: the children went home
1. Form Of Present Perfect Tense

a) Affirmative (Positive) Sentences

Have / Has + V₃

<table>
<thead>
<tr>
<th>HE SHE IT</th>
<th>has eaten hamburger</th>
<th>has written the letter</th>
<th>has washed the car</th>
</tr>
</thead>
<tbody>
<tr>
<td>I YOU WE THEY</td>
<td>have eaten hamburger</td>
<td>have written the letter</td>
<td>have washed the car</td>
</tr>
</tbody>
</table>

In the positive sentence form of the Present Perfect Tense, helping verbs have / has + V₃ are used after the subject.

- I have finished my work.
- They have moved to a new apartment.
- Jim has eaten lunch.
- I have seen that movie before.
- My father has washed the car.

b) Negative Sentences

<table>
<thead>
<tr>
<th>HE SHE IT</th>
<th>has not eaten hamburger</th>
<th>has not written the letter</th>
<th>has not washed the car</th>
</tr>
</thead>
<tbody>
<tr>
<td>I YOU WE THEY</td>
<td>have not eaten hamburger</td>
<td>have not written the letter</td>
<td>have not washed the car</td>
</tr>
</tbody>
</table>

In the negative form of present perfect tense, not is simply added to the sentence after the helping verbs has / have.

- I have not seen Tom this morning.
- The student’s have not finished their homework.
- Maria has not washed the dishes
- The secretary hasn’t typed the letter yet.
- We haven’t received any messages from Jack this week.
c) Question Sentences

<table>
<thead>
<tr>
<th>Has</th>
<th>he</th>
<th>eaten hamburger?</th>
<th>written the letter?</th>
<th>washed the car?</th>
</tr>
</thead>
<tbody>
<tr>
<td>she</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>it</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have</td>
<td>we</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>you</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>they</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

In question sentences, the helping verbs **have / has** are used in the beginning of the sentences. \( V_3 \) is used after the subject.

- **Have you visited** your uncle this week?
- **Have you ever eaten** Chinese food?
- **Has Tim drunk** any beer?
- **Has she finished** her work?
- **Have you ever been** to Istanbul?

2. Use Of Present Perfect Tense

Present perfect tense is used:

a) The Present Perfect Tense expresses the idea that something happened (or never happened) before the present time, at an indefinite time in the past. When the action happened is not important. If the definite time is given, the simple past tense is used.

- They have moved to a new apartment. They moved there last week.
- I have washed the car. (It is clean now!)
- I have never seen such a big building. (All my life)
- I have met Bill’s wife. I met her at a party last night.
- Have you ever eaten at that restaurant yet?
- I think I have seen that girl before.

b) When used with **for**, **since**, **so far**, **untill now**, **up till now**, the present perfect tense refers to an action which began in the past and continues up to the present.

- I have been here **since 9 o’clock**.
- They have been married **for 25 years**.
- I have had this old car **for 10 years**.
- She has done great work **up to now**. I think she will be promoted soon.
- I haven’t seen my uncle **since 1990**.
- Janet has been very busy with the new project **for the last three months**.
- I have liked science-fiction films ever **since I was a child**.

2) The present perfect tense also expresses the actions repeated in an unspecified time between the past and present.

- I have seen that movie **four times**.
- I have met **many new friends since I came here**.
- **How many times** have you been to France?
- The telephone has rung **six times** since this morning.
- The scientists have made **many important inventions since 1900’s**.
d) The present perfect tense is used when the referred time period has not finished.

- I haven’t seen Tom this morning. (It’s still this morning)
- My grandfather has written many novels. (He is still alive and writing novels)
- It has rained a lot this year.
- Jane hasn’t called me today.

e) The present perfect tense refers to the actions completed in a very recent past.

- I have just eaten a sandwich. (I am not hungry now)
- Ouch! I’ve cut my finger. It’s bleeding.
- My boss has gone to London. (He is there now)
- The robbers have been put into the prison. (They are in prison now.)

3. Using **Since** and **For**

**Since** expresses the idea that an activity began at a definite time in the past and continues to the present. Since is followed by the mention of a specific point in time such as an hour, a day, a month, year, or an event happened at a specific point in the past.

**SINCE + A SPECIFIC POINT IN THE PAST**

| I have been in this city | since + 9 o’clock.  
|                         | friday.  
|                         | june 1998  
|                         | june 29, 1998  
|                         | the beginning of this semester  
|                         | yesterday  
|                         | last week  
|                         | I got the scholarship |

- I have had this old car **since 1990**.
- Alex has not eaten anything **since breakfast**.
- Roger and I have known each other **since last January**.
- I have met so many people **since I came to this town last year**.
- Jane has worn her new blue jeans only twice **since she bought them**.

When **for** is used with the present perfect tense, it also means that the action began in the past and continues to the present. For is followed by the mention of a length of time: two minutes, three hours, four days, five years etc...

**FOR + A LENGTH OF TIME**

| I have been in this city | for + ten minutes.  
|                         | three hours  
|                         | ten days  
|                         | about eight years  
|                         | several weeks  
|                         | many years  
|                         | a long time  
|                         | years |
I have had this old car for 10 years.

Alex has not eaten anything for 8 hours.

Roger and I have known each other for a year.

Tom has worked on this project for a long time.

Jane has not worn her new blue jeans for five months.

4. Using ALREADY, YET, JUST, EVER and NEVER

EVER is used:

1. in questions.
   - Have you ever been to Turkey?
   - Has she ever met John?

2. in negative questions
   - Haven’t they ever been to Turkey?
   - Hasn’t she ever met John?

3. in negative statements: nothing .......ever , nobody ........ever.
   - Nobody has ever climbed to that mountain before.
   - Nothing has ever been said to us.

4. with the statements such as "the first time ....." etc.
   - This is the first time I have ever eaten Thai food.
   - It’s the first time I have ever been to England.

5. with the statements including superlative form.
   - Helen is the most beautiful girl I have ever seen.
   - Istanbul is the most beautiful city I have ever been to.

NEVER means at no time before. It is important to note that, never is a negative adverb, and it shouldn’t be used with not in a sentence.

CORRECT: I have never eaten caviar.
CORRECT: She has never failed any exams.
INCORRECT: I haven’t never eaten caviar. Or She hasn’t never failed any exams.

ALREADY expresses the idea that something has happened before now, sooner than expected and there is no need for repetition.

- You don’t need to go to the post office. I have already posted the letters.
- Don’t take the car to the mechanic.I have already fixed it.
- Have you already finished your homework?
- I have seen that movie already.

YET expresses the idea that something has not happened until now (up to this time), but it may happen in the future. It is used in the end of a sentence.

- It's 2:00 pm and I am very hungry. I haven’t eaten lunch yet.
- Have you seen Eric yet?
- Has he arrived yet?

JUST expresses the idea that something happened a very short time ago, and it is a very recent event.

- No, thanks. I have just eaten a sandwich.
- They have just gone out.
- Mr. Green has just called you.
6- PAST CONTINUOUS TENSE

- PAST CONTINUOUS TENSE
  - FORM OF PAST CONTINUOUS TENSE
  - USES OF PAST CONTINUOUS TENSE
  - USING TIME CLAUSES IN PAST CONTINUOUS TENSE: WHEN, WHILE, AS

1. Form Of The Past Continuous Tense

   a) Affirmative (Positive) Sentences

   was / were + -ing

<table>
<thead>
<tr>
<th></th>
<th>has eating hamburger</th>
<th>has having breakfast</th>
<th>has playing football</th>
</tr>
</thead>
<tbody>
<tr>
<td>I HE SHE IT</td>
<td>was eating hamburger</td>
<td>was having breakfast</td>
<td>was playing football</td>
</tr>
<tr>
<td>YOU WE THEY</td>
<td>were eating hamburger</td>
<td>were having breakfast</td>
<td>were playing football</td>
</tr>
</tbody>
</table>

   - John went to bed at 10:30. At 11:00 he was sleeping.
   - The children were playing in the garden at 9 o’clock in the morning.
   - We were watching TV at 7 o’clock yesterday evening.
   - My father was drinking coffee while I was sleeping.
   - Mom was cooking lunch in the kitchen when I went home.

   b) Negative Sentences

   was not / were not + -ing

<table>
<thead>
<tr>
<th></th>
<th>has not eating hamburger</th>
<th>has not having breakfast</th>
<th>has not playing football</th>
</tr>
</thead>
<tbody>
<tr>
<td>I HE SHE IT</td>
<td>was not eating hamburger</td>
<td>was not having breakfast</td>
<td>was not playing football</td>
</tr>
<tr>
<td>YOU WE THEY</td>
<td>were not eating hamburger</td>
<td>were not having breakfast</td>
<td>were not playing football</td>
</tr>
</tbody>
</table>

   In the negative form of past continuous tense, not is simply added to the sentence after the helping verb BE (was / were).

   - Robert was not studying (Robert wasn’t studying)
   - The baby was not sleeping. (The baby wasn’t sleeping)
   - They were not listening to music. (They weren’t listening to music)
   - I was not dancing. (I wasn’t dancing)
   - She was not writing a letter. (She wasn’t writing a letter.)
   - My mother was not making a cake (My mother wasn’t making a cake)
   - We were not working. (We weren’t working.)
c) Question Sentences

<table>
<thead>
<tr>
<th>Was</th>
<th>I he she it</th>
<th>eating hamburger?</th>
<th>having breakfast?</th>
<th>playing football?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were</td>
<td>we you they</td>
<td>eating hamburger?</td>
<td>having breakfast?</td>
<td>playing football?</td>
</tr>
</tbody>
</table>

In question sentences, the helping verbs **WAS, WERE** are used in the beginning of the sentences. **–ING** is added to the main verb.

- **Was** Jane **sleeping** in her room?
- **Were** the students **studying** in the library?
- **Was** the boss **speaking** on the phone at that moment?
- **Were** you **going** to the supermarket?
- **Was** the secretary **typing** the letters?

2. Use Of The Past Continuous Tense

a) The past continuous tense expresses an activity that was happening (in progress) at a specific time in the past:

- At this time last week we were lying on the beach.
- My father was working in the garage so he didn't hear the telephone when I called him yesterday.
- I took my car to the mechanic yesterday because it wasn't working properly.
- Sorry, I wasn't listening. Can you say it again please?
- What were you doing at 8 o'clock yesterday?
- Why were you talking to John when I saw you in the cafeteria yesterday?
- I went home early yesterday. Mon was still cooking the dinner.

b) Past continuous is very often used with the past simple to say that something happened in the middle of another activity. In each of the following examples, the single event (past simple) happens in the middle of a longer action (past continuous).

- You phoned while I was having a bath.
- When I got home yesterday, a cat was sitting on the roof.
- It started to rain just as we were getting ready to have our picnic.
- The boy was standing on the table when the principal came into the room.
- Many people were shopping in the market when the bomb exploded.
- When I went to bed last night the sun was already beginning to rise.
- It was lucky we weren't sitting under that tree when the lightning hit.
- What were you doing when the lights went off last night?
- Were you watching me when I showed you how to do it?
- How fast was she driving when she had the accident?

3. Using Time Clauses in Past Continuous Tense “When - While – As”

a) Use **while, when, as** if the activity in the time clause is progressive.

When
While
As
I was walking down the street, I saw an old friend of mine.

b) Never use **while** and **as** in the time clause if the verb is simple past

**INCORRECT:** While I came home, my sister was talking on the phone.
**INCORRECT:** As I came home, my sister was talking on the phone.
7- PRESENT PERFECT CONTINUOUS TENSE

PRESENT PERFECT CONTINUOUS TENSE
➢ FORMS OF THE PRESENT PERFECT CONTINUOUS TENSE
➢ USE OF THE PRESENT PERFECT CONTINUOUS TENSE
➢ PRESENT CONTINUOUS vs. PRESENT PERFECT SIMPLE
➢ PRESENT CONTINUOUS vs. PRESENT PERFECT CONTINUOUS

1. Form of Present Perfect Tense
   a) Affirmative (Positive) Sentences

   Have been/ Has been + VING

<table>
<thead>
<tr>
<th>HE/SHE/IT</th>
<th>has been eating hamburger</th>
<th>has been writing the letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/WE/WE/ THEY</td>
<td>Have been eating hamburger</td>
<td>have been writing the letter</td>
</tr>
</tbody>
</table>

   In the positive sentence form of the Present Perfect Continuous Tense, helping verbs have been / has been + VING are used after the subject.

   • I have been watching TV since seven o'clock.
   • They have been playing football since morning.
   • Jim has been eating lunch for two hours.
   • I have been living in this city for 20 years.
   • My father has been teaching for 30 years.
   • It has been snowing all day. I wonder when it will stop.

   b) Negative Sentences

<table>
<thead>
<tr>
<th>HE/SHE/IT</th>
<th>has not been eating hamburger</th>
<th>hasn’t been writing the letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>I/WE/WE/ THEY</td>
<td>have not been eating hamburger</td>
<td>haven’t been writing the letter</td>
</tr>
</tbody>
</table>

   In the negative form of Present Perfect Continuous Tense, not is simply added to the sentence after the helping verbs have been / has been.

   • Mary hasn’t been working since afternoon.
   • They haven’t been living here since 1975.
c) Question Sentences

<table>
<thead>
<tr>
<th>Has</th>
<th>he</th>
<th>she</th>
<th>it</th>
<th>been eating hamburger?</th>
<th>been writing the letter?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have</td>
<td>we</td>
<td>you</td>
<td>they</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In question sentences, the helping verbs **have / has** are used in the beginning of the sentences. **BEEN + V-ing** is used after the subject.

- Have you been running for two hours?
- How long have you been working in this company?
- Has she been studying?
- What has your mother been doing since morning?

2. Use of Present Perfect Continuous Tense

a) The Present Perfect Continuous Tense indicates the duration of an activity that began in the past and continues to the present. When the tense has this meaning, it is used with time words such as **since, for, all morning, all day, all week, etc.**

- I have been living in Ankara for 10 years.
- It has been raining all day.
- I have been working on this project for more than a year.
- The children have been playing in the garden since morning.
- How long has she been driving? She looks tired.

b) When the present perfect continuous tense is used without any specific mention of time, it indicates a general activity in progress recently, lately.

c) My wife has been thinking about changing her car.
- The students have been studying hard. The final exams start next week.
- Tom’s clothes look very dirty. He has been painting the house.

3. Present Continuous Vs. Present Perfect Continuous

Present Continuous tense expresses an activity happening at the moment of speaking. It never indicates the duration activity.

**CORRECT:** I am running now.
**CORRECT:** She is sleeping now.
**INCORRECT:** I am running for 2 hours.
**INCORRECT:** She is sleeping since 8:00 o'clock

Present perfect tense, on the other hand, is used to express duration of an activity happening. It mostly answers the question **HOW OFTEN?**

- I have been running for two hours. I am very tired now.
- She has been sleeping since 8:00. She worked hard yesterday.
4. Present Perfect Continuous Vs. Present Perfect

While the present perfect simple is used to express completed actions and their results at present, present perfect continuous tense is most commonly used to indicate the duration of an activity. In other words, if it is important to express that the activity is completed, Present Perfect Simple is used; if it is important to express the duration and the activity itself, Present Perfect Continuous Tense is used.

- I have cleaned the room. It’s clear now.
- I have been cleaning the room since morning.
- I have read 50 pages of this novel. It’s very exciting.
- I have been reading this novel for a week. It’s very exciting.

With certain verbs such as live, work, and teach, there is little or no difference in meaning between the two tenses when since or for is used.

- I have lived here since 1990. or I have been living here since 1990.
- She has worked at the same company for five years. / She has been working at the same company for five years.

Be careful about the non-progressive verbs, which cannot be used in continuous tenses.

CORRECT : I have known Jim for ten years.
INCORRECT: I have been knowing Jim for ten years.
1. Form of Future Continuous Tense

**WILL BE + V-ing**

<table>
<thead>
<tr>
<th>FORM</th>
<th>POSITIVE FORM</th>
<th>NEGATIVE FORM</th>
<th>QUESTION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S + will be + V-ing + O</strong></td>
<td>I will be working at 9 tomorrow.</td>
<td>I will not be working at 9 tomorrow.</td>
<td>Will you be working at 9 tomorrow?</td>
</tr>
</tbody>
</table>

- Don’t call me between five and seven. **I will be studying** for an exam tomorrow.
- This is my last month in this city. **This time next month**, I will be living in Paris.
- **I will be watching** my favourite TV program **this time tomorrow evening**.
- When your plane arrives at the airport tonight, I **will be waiting** for you.
- **At 8:00** this morning, I **will be washing** the car.
- Our plane will be taking off in a few minutes.
- **At this time next week**, we will be lying on the beach.
- When I get up tomorrow morning, the sun will be shining.

2. Use of Future Continuous Tense

Generally speaking, the future continuous refers to an **unfinished** action or event that will be **in progress** at a time **later than now**.

- **a)** To project ourselves into the future and see something happening
  - This is my last year at this university. This time next year, I will be working at a bank.
  - Don’t call me between seven and eight. I will be having dinner then.
  - We will be playing football at this time tomorrow evening.
  - When you are in Australia, **will you be staying** with friends?
  - At four thirty on Tuesday afternoon I **will be signing** the contract

- **b)** To refer to actions/events that will happen in the normal course of events.
  - I will be seeing Jim at the club next Thursday.
    - I'll be going into town this afternoon, is there anything you want from the shops
    - Will you be using the car tomorrow? - No, you can take it.
    - I'll be seeing Jane this evening - I'll give her the message

- **d)** In the interrogative form, especially with 'you', to distinguish between a simple request for information and an invitation:
  - **Will you be coming** to the party tonight? (= request for information)
  - **Will you be coming** to the party? (= invitation)
    - Will you be bringing your friend to the pub tonight?
    - Will Alan be coming with us?

- **g)** To predict or guess about someone's actions or feelings, now or in the future:
  - **You'll be feeling tired** after that long walk, I expect.
    - You'll be feeling thirsty after working in the sun.
    - He'll be coming to the meeting, I expect.
    - You'll be missing the sunshine when you're back in England.
9 - PAST PERFECT TENSE

➢ FORM OF THE PAST PERFECT TENSE
➢ USE OF THE PAST PERFECT TENSE

1. Form of Past Perfect Tense

HAD + V₃

<table>
<thead>
<tr>
<th>POSITIVE FORM</th>
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<th>QUESTION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>S + had + V₃ + O</td>
<td>S + had not + V₃ + O</td>
<td>Had + S + V₃ + O</td>
</tr>
<tr>
<td>I had finished the work by 7 o’clock.</td>
<td>I had not finished the work by 7 o’clock.</td>
<td>Had you finished the work by 7 o’clock?</td>
</tr>
</tbody>
</table>

• When I got to the garage, the mechanic had fixed the car.
• My sister had just left by the time I arrived home.
• The meeting had already started by the time the press came.
• We had just sat down to dinner when the phone rang.
• I had just left the elevator when the electricity went out.
• I was sure that I had never seen that man before.

2. Use of Past Perfect Tense

a. The Past Perfect expresses an activity which was completed before another activity or time in the past.

• When I got home yesterday, my mother had already cooked the dinner.
• By the time we got to the theatre, the play had already started.
• When Sam was born, I had been a doctor for 10 years.
• My son had already learnt how to read by the time he started the primary school.
• The hotel had just been robbed by the time the police arrived.
• I had read a lot about Scotland before I went there.

b. When before or after is used in a sentence, the past perfect is not necessary because the time relationship is already clear; therefore, simple past may be used instead, without any change in the meaning.

• After the meeting (had) finished, everybody went home.
• Jack (had) left before I got to the office.
• Before Mrs. Green went to bed, she had taken her sleeping pill. (or “took her sleeping pill”)
• After the old man (had) died, the doctor came.

NOTE: BY THE TIME is frequently used in sentences of past perfect tense in order to express that an action is already completed before another event in the past.

• By the time Susan arrived, we had already finished the work.
• They had already eaten everything by the time we went to the restaurant.
10 - PAST PERFECT CONTINUOUS TENSE

PAST PERFECT CONTINUOUS TENSE
- FORM OF THE PAST CONTINUOUS TENSE
- USE OF THE PAST CONTINUOUS TENSE

1- Form of Past Perfect Continuous Tense

HAD + BEEN V\text{ING}

<table>
<thead>
<tr>
<th>POSITIVE FORM</th>
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<th>QUESTION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>S + had + been V\text{ING} + O</td>
<td>S + had not + been V\text{ING} + O</td>
<td>Had + S + been V\text{ING} + O</td>
</tr>
</tbody>
</table>

| I had been running for an hour. | I had not been running for an hour. | Had you been running for an hour? |

2. Use of Past Perfect Continuous Tense

a. The Past Perfect Continuous expresses the duration of an activity which was in progress before another time or activity in the past.

- The passengers at the bus stop were very angry. They had been waiting for the bus for 45 minutes.
- The detectives had been searching for the murderer for a long time before they arrested him.
- He had only been studying French for two years before he got the job.
- My father had been working for that company before it finally went bankrupt.

b. Past perfect continuous is also used to express an activity in progress close in time to another activity or time in the past.

- John was out of breath when he came in. He had been jogging.
- When I saw Mary, her eyes were red. She had been crying.
- Brian gained overweight because he had been overeating.
11- FUTURE PERFECT TENSE

- FUTURE PERFECT TENSE
  - FORM OF THE FUTURE PERFECT TENSE
  - FORM OF THE FUTURE PERFECT CONTINUOUS TENSE
  - USE OF THE FUTURE PERFECT TENSE & FUTURE PERFECT CONTINUOUS TENSE

1. Form of Future Perfect Tense

**WILL HAVE + V₃**

<table>
<thead>
<tr>
<th>POSITIVE FORM</th>
<th>NEGATIVE FORM</th>
<th>QUESTION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>S + will have + V₃ + O</td>
<td>S + will not have + V₃ + O</td>
<td>Will + S + have + V₃ + O</td>
</tr>
</tbody>
</table>

- I will have finished the work by 7 o’clock.
- I will not have finished the work by 7 o’clock.
- Will you have finished the work by 7 o’clock?

- I will have left Ankara by the time you receive this letter.
- They will have completed the bridge by the end of the year.
- I save $500 a month. This is February. By next July I will have saved $3000
- We got married in 1980. It’s 2000 now. By 2010 we will have been married for 30 years.
- I hope I will have finished this report by the end of the day.
- We will have already eaten dinner by the time you join us.

2. Form of Future Perfect Continuous Tense

<table>
<thead>
<tr>
<th>POSITIVE FORM</th>
<th>NEGATIVE FORM</th>
<th>QUESTION FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>S + will have +been+V_ING + O</td>
<td>S + will not have + been +V_ING + O</td>
<td>Will + S +have+been + V_ING+ O</td>
</tr>
</tbody>
</table>

- By 7 o’clock, I will have been working for 9 hours.
- By 7 o’clock, I will not have been working for 9 hours.
- Will you have been working for 9 hours by 7 o’clock?

- He will have been working for this company for 35 years by next October.
- By the time we get to Istanbul, I will have been driving for more than 8 hours.
- By the end of this week, I will have been waiting for seventeen weeks for my phone to be repaired.
- We will have been flying non-stop for fourteen hours before we get to Hawaii.

3. Use of Future Perfect (Simple) & Future Perfect Continuous

a. We often use the Future Perfect Simple with by, by the time, and not … till/until to show that an action will already be completed by a certain time in the future. We use present perfect tense with verbs which point to completion, like complete, finish, retire etc…

- I will graduate in May. I will see you in September. By the time I see you in September, I will have graduated.
- I will have finished the project by the time you arrive at the office tomorrow morning.
- She will have prepared the dinner by the time we get home.
- The scientists will have found the cure for cancer by 2030.
b. The **Future Perfect Continuous** emphasizes the duration of an activity that will be in progress before another time or event in the future. We often use the future perfect continuous with verbs like *learn, lie, live, rain, sit, wait and work* which naturally suggest continuity to say that what is in progress now will be in progress in the future.

- I will start working at 10am. Pam will get to the office at 2 pm. I will have been working for four hours by the time Pam gets to the office.
- They will have been watching the film for 30 minutes by the time we arrive at the cinema.
- I was born in 1975 and it’s 2001 now. By 2040, I will have been living for 65 years.

c. Sometimes the Future Perfect and the Future Perfect Continuous have the same meaning as in below examples. Also notice that the activity expressed by either of these two tenses may begin in the past.

- When Mr. Lane retires next month, he will have worked for our company for 40 years.
- When Mr. Lane retires next month, he will have been working for our company for 40 years.