

THE PAST TENSE

The Auxiliary Trick

- Rule 1: No Auxiliary Verb? → Use did.
- Rule 2: Auxiliary Present? → Invert (Move it to the front).
- Rule 3: Two Auxiliaries? → Invert only the first one.

STRUCTURES

A. Simple Past Tense (Completed Action / Dead Time)

When to Use It

A: Completed Action at a Specific Time

The action started and finished at a known, time in the past. The time period is over.

- Example: "I visited Jaipur last year." (Last year is finished.)

B: Series of Completed Actions

Telling a story where one action followed another.

- Example: "He woke up, brushed his teeth, and left."

C: Past Habit (No Longer True)

Something you did regularly in the past but do not do now.

- Example: "She played the piano as a child." (She doesn't play anymore.)

D: Past State (No Longer True)

A fact or condition that existed once but has changed.

- Example: "He was an actor." (He quit.)

Affirmative (+)

- Structure: Subject + V2 (Past Form) + Object

- Example: She wrote a letter.

Negative (-)

- Structure: Subject + did + not + V1 (Base Form) + Object

- Example: She did not write a letter.

Interrogative (?)

- Structure: Did + Subject + V1 (Base Form) + Object?
- Example: Did she write a letter?

Interrogative-Negative

- Structure: Did + Subject + not + V1?
- Example: Did she not write a letter? / Didn't she write a letter?

B. Past Continuous Tense (Action in Progress at a Past Moment)

When to Use It

A: Action in Progress at a Specific Past Moment

An ongoing action interrupted by or happening at the same time as another past event.

- Example: "I was sleeping when the phone rang."

B: Parallel Actions

Two or more actions happening simultaneously in the past.

- Example: "She was cooking while he was watching TV."

C: Background Description in a Story

Setting the scene or atmosphere for what happened next.

- Example: "The sun was shining. Birds were singing. Everything was peaceful."

D: Repeated Annoying Action (with "always")

A habit in the past that irritated someone.

- Example: "He was always complaining about the food."

Affirmative (+)

- Structure: Subject + was/were + V1-ing + Object
- Example: She was writing a letter.

Negative (-)

- Structure: Subject + was/were + not + V1-ing + Object

- Example: She was not writing a letter.

Interrogative (?)

- Structure: Was/Were + Subject + V1-ing + Object?

- Example: Was she writing a letter?

Interrogative-Negative

- Structure: Was/Were + Subject + not + V1-ing?

- Example: Was she not writing a letter? / Wasn't she writing a letter?

C. Past Perfect Tense (The Past Before The Past)

When to Use It

A: The Earlier of Two Past Actions

Clarifying which action happened first when telling a story with two past events.

- Example: "The train had left before we reached the station."

- Event 1 (earlier): Train left.

- Event 2 (later): We reached.

B: Reported Speech (Backshift from Present Perfect)

When reporting what someone said, Present Perfect shifts to Past Perfect.

- Direct: "I have finished my work."

- Reported: "She said she had finished her work."

C: Unrealized Past Intentions

Something you hoped or planned to do in the past but did not.

- Example: "I had hoped to attend the wedding, but I fell ill."

D: Before a Specific Past Time Marker

An action completed before a stated past time.

- Example: "By 5 PM, she had already left the office."

Affirmative (+)

- Structure: Subject + had + V3 (Past Participle) + Object
- Example: She had written a letter before he arrived.

Negative (-)

- Structure: Subject + had + not + V3 + Object
- Example: She had not written a letter.

Interrogative (?)

- Structure: Had + Subject + V3 + Object?
- Example: Had she written a letter?

Interrogative-Negative

- Structure: Had + Subject + not + V3?
- Example: Had she not written a letter? / Hadn't she written a letter?

D. Past Perfect Continuous Tense (Duration Before a Past Event)

When to Use It

A: Duration Before a Past Event

Emphasizing how long an action had been happening before another past event occurred.

- Example: "She had been waiting for two hours before the bus arrived."

B: Visible Evidence in the Past

An action that stopped in the past but its effects were visible at that past moment.

- Example: "The ground was wet. It had been raining all night."

C: Cause of a Past State

Explaining why something was the way it was at a past moment.

- Example: "He was exhausted because he had been working all day."

Affirmative (+)

- Structure: Subject + had + been + V1-ing + Object
- Example: She had been writing for two hours before he arrived.

Negative (-)

- Structure: Subject + had + not + been + V1-ing + Object
- Example: She had not been writing.

Interrogative (?)

- Structure: Had + Subject + been + V1-ing + Object?
- Example: Had she been writing?

Interrogative-Negative

- Structure: Had + Subject + not + been + V1-ing?
- Example: Had she not been writing? / Hadn't she been writing?

TIME MARKERS (Signal Words)

Simple Past Tense

Keywords: yesterday, last night, last week, last year, in 2010, ago, when I was young, just now, the other day

Past Continuous Tense

Keywords: at that moment, at 8 PM yesterday, while, when, all day yesterday, at that time

Past Perfect Tense

Keywords: before, after (when sequence is unclear), already, just, by the time, until then, never...before

Past Perfect Continuous Tense

Keywords: for, since, how long, before (with duration), all day, for hours

STATIVE VERBS (Non-Action Verbs)

Rule: We cannot use -ing with these verbs in any continuous tense (Past Continuous, Past Perfect Continuous).

Thinking Verbs

Know, understand, believe, think (opinion), remember, forget, realize, suppose

Feeling Verbs

Love, hate, like, dislike, want, need, prefer, wish, desire

Sense Verbs

See, hear, smell, taste, feel

Possession Verbs

Have (own), belong, own, possess, owe

ERROR CORRECTION

- Incorrect: She was knowing the answer.
- Correct: She knew the answer.
- Reason: "Know" is a Stative Verb. It cannot take -ing. Use Simple Past.
- Incorrect: I was having a red car.
- Correct: I had a red car.
- Reason: "Have" (possess) is a Stative Verb. Continuous form is incorrect. Exception: "I was having lunch" (action/eating) is correct.
- Incorrect: She not went to school.
- Correct: She did not go to school.
- Reason: Negative Simple Past needs did + not + V1. The main verb must be in base form.
- Incorrect: Did she wrote a letter?
- Correct: Did she write a letter?
- Reason: After Did, always use base form V1. "Did" already carries the past tense.
- Incorrect: I was liking that movie.
- Correct: I liked that movie.
- Reason: "Like" is a Stative Verb (feeling). Use Simple Past, not Past Continuous.
- Incorrect: He had went to the market.
- Correct: He had gone to the market.
- Reason: Past Perfect requires had + V3 (Past Participle) , not V2.

- Incorrect: They had been knowing each other for years.
- Correct: They had known each other for years.
- Reason: "Know" is Stative. Use Past Perfect, not Past Perfect Continuous.

PASSAGE WORK

Passage: "She woke up early. She was getting ready for work when the phone rang. She had already planned her day. She had been waiting for an important call."

1. Identify Tense

- She woke up early. → Simple Past
- She was getting ready for work. → Past Continuous
- The phone rang. → Simple Past
- She had already planned her day. → Past Perfect
- She had been waiting for an important call. → Past Perfect Continuous

2. Justify "had planned" vs "planned"

"Had planned" is Past Perfect. The planning happened before another past event (waking up / the phone ringing). If we used Simple Past ("She planned"), the listener would not know whether the planning happened before waking up or after. Past Perfect removes this confusion by marking the planning as the earlier event.

3. Justify "had been waiting" vs "waited"

"Had been waiting" is Past Perfect Continuous. It emphasizes the duration of the waiting. The waiting started earlier and continued up to the moment the phone rang. It highlights that the action was in progress over a period of time before the past event.

CONVERT SENTENCES (Examples from Passage)

Sentence 1: She woke up early.

- Negative: She did not wake up early.

- Interrogative: Did she wake up early?
- Interrogative-Negative: Did she not wake up early? / Didn't she wake up early?

Sentence 2: She was getting ready for work.

- Negative: She was not getting ready for work.
- Interrogative: Was she getting ready for work?
- Interrogative-Negative: Was she not getting ready for work? / Wasn't she getting ready for work?

Sentence 3: She had already planned her day.

- Negative: She had not planned her day yet.
- Interrogative: Had she already planned her day?
- Interrogative-Negative: Had she not planned her day? / Hadn't she planned her day?

Sentence 4: She had been waiting for an important call.

- Negative: She had not been waiting for an important call.
- Interrogative: Had she been waiting for an important call?
- Interrogative-Negative: Had she not been waiting for an important call?

ASSESSMENT

A. Convert into Negative and Interrogative

1. He played football yesterday.

· Negative: _____

· Interrogative: _____

2. She was reading a novel.

· Negative: _____

· Interrogative: _____

3. They had finished the project before the deadline.

· Negative: _____

· Interrogative: _____

4. He had been working there for five years.

· Negative: _____

· Interrogative: _____

5. We understood the instructions.

· Negative: _____

· Interrogative: _____

B. Error Correction

Find the error and write the correct sentence.

1. She not completed her homework yesterday.

· Correct: _____

2. Did he went to the concert last night?

· Correct: _____

3. They was playing cricket at 5 PM.

· Correct: _____

4. I was knowing the truth all along.

· Correct: _____

5. He had ate his dinner when I arrived.

· Correct: _____

6. She had been understanding the problem for hours.

· Correct: _____

7. We didn't knew about the meeting.

· Correct: _____

8. Were she dancing at the party?

· Correct: _____

ANSWER KEY

A. Convert into Negative and Interrogative

1. He played football yesterday.

· Negative: He did not play football yesterday.

· Interrogative: Did he play football yesterday?

2. She was reading a novel.

· Negative: She was not reading a novel.

· Interrogative: Was she reading a novel?

3. They had finished the project before the deadline.

- Negative: They had not finished the project before the deadline.
- Interrogative: Had they finished the project before the deadline?

4. He had been working there for five years.

- Negative: He had not been working there for five years.
- Interrogative: Had he been working there for five years?

5. We understood the instructions.

- Negative: We did not understand the instructions.
- Interrogative: Did we understand the instructions?

B. Error Correction

1. She not completed her homework yesterday.

- Correct: She did not complete her homework yesterday.
- Reason: Negative Simple Past requires did + not + V1.

2. Did he went to the concert last night?

- Correct: Did he go to the concert last night?
- Reason: After Did, always use base form V1.

3. They was playing cricket at 5 PM.

- Correct: They were playing cricket at 5 PM.
- Reason: "They" takes were, not "was".

4. I was knowing the truth all along.

- Correct: I knew the truth all along.
- Reason: "Know" is a Stative Verb. Use Simple Past.

5. He had ate his dinner when I arrived.

- Correct: He had eaten his dinner when I arrived.

- Reason: Past Perfect requires had + V3 (eaten, not ate).

6. She had been understanding the problem for hours.

- Correct: She had understood the problem.
- Reason: "Understand" is a Stative Verb. Cannot take -ing. Use Past Perfect.

7. We didn't knew about the meeting.

- Correct: We didn't know about the meeting.
- Reason: After did + not, use base form V1.

8. Were she dancing at the party?

- Correct: Was she dancing at the party?
 - Reason: "She" takes was, not "were"
-

FUTURE TENSE

The Auxiliary Trick

- Rule 1: No Auxiliary Verb? → Use will (or shall with I/We in formal).
- Rule 2: Auxiliary Present? → Invert (Move it to the front).
- Rule 3: Two Auxiliaries? → Invert only the first one.

STRUCTURES

A. Simple Future Tense (Promise / Prediction / Decision / Spontaneous Plan)

When to Use It

A: Spontaneous Decision (Made at the Moment of Speaking)

You decide something right now, without prior planning.

- Example: "The doorbell is ringing. I will open it."

B: Prediction (Based on Opinion or Belief)

Saying what you think or believe will happen.

- Example: "I think India will win the match."

C: Promise / Threat / Offer / Request

Using "will" for strong intentions or social functions.

- Example (Promise): "I will call you tomorrow."
- Example (Offer): "I will help you with that bag."

D: Future Fact (Outside Our Control)

Events that are certain regardless of human intention.

- Example: "The sun will rise at 6:15 AM tomorrow."

Affirmative (+)

- Structure: Subject + will/shall + V1 (Base Form) + Object
- Example: She will write a letter.

Negative (-)

- Structure: Subject + will/shall + not + V1 + Object
- Example: She will not write a letter.

Interrogative (?)

- Structure: Will/Shall + Subject + V1 + Object?
- Example: Will she write a letter?

Interrogative-Negative

- Structure: Will/Shall + Subject + not + V1?
- Example: Will she not write a letter? / Won't she write a letter?

B. Future Continuous Tense (Action in Progress at a Future Moment)

When to Use It

A: Action in Progress at a Specific Future Moment

An action that will be ongoing at a stated future time.

- Example: "At 8 PM tonight, I will be driving to the airport."

B: Future Event Already Arranged (Natural Course)

An event that is expected to happen as part of a normal routine.

- Example: "I will be seeing him at the meeting anyway."

C: Polite Inquiry (Without Pressure)

Asking about someone's plans indirectly so as not to influence their answer.

- Example: "Will you be using the car this evening?" (More polite than "Will you use the car?")

Affirmative (+)

- Structure: Subject + will/shall + be + V1-ing + Object
- Example: She will be writing a letter at 8 PM.

Negative (-)

- Structure: Subject + will/shall + not + be + V1-ing + Object
- Example: She will not be writing a letter.

Interrogative (?)

- Structure: Will/Shall + Subject + be + V1-ing + Object?
- Example: Will she be writing a letter?

Interrogative-Negative

- Structure: Will/Shall + Subject + not + be + V1-ing?
- Example: Will she not be writing a letter? / Won't she be writing a letter?

C. Future Perfect Tense (Completion Before a Future Point)

When to Use It

A: Completion Before a Future Point

An action that will be finished by a specific time in the future.

- Example: "By next month, I will have completed the course."

B: Certainty About the Past from a Future Perspective

Looking back from a future point at something that will be done.

- Example: "By the time you wake up, I will have left for work."

Affirmative (+)

- Structure: Subject + will/shall + have + V3 (Past Participle) + Object
- Example: She will have written the letter by 10 AM.

Negative (-)

- Structure: Subject + will/shall + not + have + V3 + Object
- Example: She will not have written the letter.

Interrogative (?)

- Structure: Will/Shall + Subject + have + V3 + Object?
- Example: Will she have written the letter?

Interrogative-Negative

- Structure: Will/Shall + Subject + not + have + V3?
- Example: Will she not have written the letter? / Won't she have written the letter?

D. Future Perfect Continuous Tense (Duration Before a Future Point)

When to Use It

A: Duration Before a Future Point

Emphasizing how long an action will have been in progress by a specific future time.

- Example: "By December, she will have been teaching here for ten years."

B: Cause of a Future State

Explaining why something will be the case at a future moment.

- Example: "He will be tired when he arrives because he will have been driving all night."

Affirmative (+)

- Structure: Subject + will/shall + have + been + V1-ing + Object
- Example: She will have been writing for two hours by noon.

Negative (-)

- Structure: Subject + will/shall + not + have + been + V1-ing + Object
- Example: She will not have been writing.

Interrogative (?)

- Structure: Will/Shall + Subject + have + been + V1-ing + Object?
- Example: Will she have been writing?

Interrogative-Negative

- Structure: Will/Shall + Subject + not + have + been + V1-ing?
- Example: Will she not have been writing? / Won't she have been writing?

ALTERNATIVE FUTURE FORMS

"Going to" (Pre-decided Plan / Visual Evidence)

Affirmative (+): Subject + am/is/are + going to + V1 + Object

- Example: She is going to write a letter. (Plan)

Negative (-): Subject + am/is/are + not + going to + V1 + Object

- Example: She is not going to write a letter.

Interrogative (?): Am/Is/Are + Subject + going to + V1 + Object?

- Example: Is she going to write a letter?

Interrogative-Negative: Am/Is/Are + Subject + not + going to + V1? / Isn't/Aren't + Subject + going to + V1?

- Example: Is she not going to write a letter? / Isn't she going to write a letter?

Present Continuous as Future (Fixed Arrangement)

- Example: She is meeting the client tomorrow. (Scheduled)

Simple Present as Future (Timetable)

- Example: The train leaves at 6 AM tomorrow. (Fixed schedule)

TIME MARKERS (Signal Words)

Simple Future Tense

Keywords: tomorrow, next week, next month, next year, soon, in the future, later, tonight, someday

Future Continuous Tense

Keywords: at this time tomorrow, at 8 PM tonight, this time next week, when you arrive, all day tomorrow

Future Perfect Tense

Keywords: by, by the time, by then, before, by next week, by the end of, in five years' time

Future Perfect Continuous Tense

Keywords: by...for, for...by, when you arrive...for, by next month...for

STATIVE VERBS (Non-Action Verbs)

Rule: We cannot use -ing with these verbs in any continuous tense (Future Continuous, Future Perfect Continuous).

Thinking Verbs

Know, understand, believe, think (opinion), remember, forget, realize, suppose

Feeling Verbs

Love, hate, like, dislike, want, need, prefer, wish, desire

Sense Verbs

See, hear, smell, taste, feel

Possession Verbs

Have (own), belong, own, possess, owe

ERROR CORRECTION

- Incorrect: She will be knowing the answer by then.
- Correct: She will know the answer by then.
- Reason: "Know" is a Stative Verb. Use Simple Future, not Future Continuous.
- Incorrect: I will be having a new phone next week.
- Correct: I will have a new phone next week.
- Reason: "Have" (possess) is Stative. Use Simple Future. Exception: "I will be having dinner" (action/eating) is correct.
- Incorrect: She will not writes the exam.
- Correct: She will not write the exam.
- Reason: After will, always use base form V1. No -s/-es.
- Incorrect: Will she goes to the party?
- Correct: Will she go to the party?
- Reason: After Will, use base form V1. "Will" is the auxiliary.
- Incorrect: I will be liking that very much.
- Correct: I will like that very much.
- Reason: "Like" is a Stative Verb (feeling). Use Simple Future.
- Incorrect: They will have finish the work by Monday.
- Correct: They will have finished the work by Monday.
- Reason: Future Perfect requires will + have + V3. "Finish" must become "finished."
- Incorrect: By next year, she will have been know him for a decade.

- Correct: By next year, she will have known him for a decade.
- Reason: "Know" is Stative. Use Future Perfect (will have known), not Future Perfect Continuous.

PASSAGE WORK

Passage: "She will travel to Delhi tomorrow. She will be attending a conference. She will have met all the clients by Friday. She will have been working on this deal for three months by then."

1. Identify Tense

- She will travel to Delhi tomorrow. → Simple Future
- She will be attending a conference. → Future Continuous
- She will have met all the clients by Friday. → Future Perfect
- She will have been working on this deal for three months by then. → Future Perfect Continuous

2. Justify "will travel" vs "is going to travel"

"Will travel" suggests a decision made at the moment of speaking or a simple future fact. If she planned it earlier, "She is going to travel" or "She is travelling" (Present Continuous as Future) would also be correct and even more natural for a fixed plan.

3. Justify "will have been working" vs "will have worked"

"Will have been working" is Future Perfect Continuous. It emphasizes the duration (three months) of the work leading up to a future point. "Will have worked" (Future Perfect) would simply state the completed fact without the strong emphasis on the continuous effort over time.

CONVERT SENTENCES (Examples from Passage)

Sentence 1: She will travel to Delhi tomorrow.

- Negative: She will not travel to Delhi tomorrow.
- Interrogative: Will she travel to Delhi tomorrow?
- Interrogative-Negative: Will she not travel to Delhi tomorrow? / Won't she travel to Delhi tomorrow?

Sentence 2: She will be attending a conference.

- Negative: She will not be attending a conference.
- Interrogative: Will she be attending a conference?
- Interrogative-Negative: Will she not be attending a conference? / Won't she be attending a conference?

Sentence 3: She will have met all the clients by Friday.

- Negative: She will not have met all the clients by Friday.
- Interrogative: Will she have met all the clients by Friday?
- Interrogative-Negative: Will she not have met all the clients by Friday? / Won't she have met all the clients by Friday?

Sentence 4: She will have been working on this deal for three months by then.

- Negative: She will not have been working on this deal for three months by then.
- Interrogative: Will she have been working on this deal for three months by then?
- Interrogative-Negative: Will she not have been working on this deal for three months by then?

ASSESSMENT

A. Convert into Negative and Interrogative

1. He will come to the party.

- Negative: _____

· Interrogative: _____

2. She will be sleeping at 10 PM.

· Negative: _____

· Interrogative: _____

3. They will have completed the course by June.

· Negative: _____

· Interrogative: _____

4. We will have been living here for ten years by next month.

· Negative: _____

· Interrogative: _____

5. She understands the concept. (Use "will")

· Negative: _____

· Interrogative: _____

B. Error Correction

Find the error and write the correct sentence.

1. She will not writes the letter.

· Correct: _____

2. Will he goes to the market tomorrow?

· Correct: _____

3. I will be knowing the results by Friday.

· Correct: _____

4. They will have finish the assignment by evening.

· Correct: _____

5. She will be own a new house next year.

· Correct: _____

6. By 2027, he will have been know her for 20 years.

· Correct: _____

7. We will be liking the new teacher.

· Correct: _____

8. Will she be having a bicycle tomorrow?

· Correct: _____