

Unit 2

Tense

Objectives

After the completion of this unit, you would be able to-

- explain the relations of time to verbs.
- use the rules of present, past and future tense and their structures.
- construct sentences using different tense forms.
- use correct forms of verbs in sentences.

Overview:

Lesson 1: *Auxiliary Verb and Tense Structure*

Lesson 2: *Functions of Present and Past Tense*

Lesson 3: *Functions of Future Tense*

Answer Key

Lesson 1 : Auxiliary Verb and Tense Structure

Structurally, verbs can be divided into two categories:



1. Finite verbs
2. Non-Finite verbs

Finite Verbs:

A finite verb consists of **Auxiliary Verb and Main/Principle Verb**. It is always the finite verb which speaks of **time**.

However, the structure of tense also depends on the voice of the sentence. According to the rules of voice, there are two kinds of sentences: **Active Sentence and Passive Sentence**.

FINITE VERBS V S NONFINITE VERBS	
Finite verb forms act as a verb.	Nonfinite verb forms do not act as a verb.
Finite Verbs act as the main verb of a sentence or a clause.	Nonfinite Verbs act as nouns, adjectives and adverbs.
Finite Verbs indicate number, person and tense.	Nonfinite Verbs do not indicate number, person and tense.
Finite Verbs are used in the present tense and past tense.	Nonfinite Verbs are infinitive, gerunds and participles.

An Active Sentence means the subject of the sentence is the doer of the action.

Example:

He (subject: doer) plays football.

A Passive Sentence means the subject of the sentence is not the doer of the action. In three situations, passive is mandatory:

- a. When the subject is unknown
- b. When the subject is unnecessary to mention
- c. When the speaker wants to hide the subject

Example:

He (subject: non-doer) was arrested last night.

Note: Here, the doer is the police which is hidden in the meaning, and it is unnecessary to mention this subject.

Primarily, tense are of three kinds:

1. Present
2. Past
3. Future

Each tense is of four kinds:

Present	Past	Future
Indefinite/Simple	Indefinite/Simple	Indefinite/Simple
Continuous	Continuous	Continuous
Perfect	Perfect	Perfect
Perfect Continuous	Perfect Continuous	Perfect Continuous

So, in total, there are $4 \times 3 = 12$ kinds of tenses.

As there are two kinds of sentence structures in **Finite Verb (Active and Passive)**, each 12 tenses have 2 structures. So, there are $12 \times 2 = 24$ kinds of tense. Here is the list of 24 structures:



Finite Verb Structure

	Tense	Active	Passive
1.	Present Simple	v1	am/is/are + v3
2.	Present Continuous:	am/is/are + v1 + ing	am/is/are + being + v3
3.	Present Perfect	has/have been + v1 + ing	has/have + been + v3
4.	Present Perfect Continuous	has/have been + v1 + ing	has/have + been + being + v3
5.	Past Simple	v2	was/were + v3
6.	Past continuous	was/were + v1 + ing	was/were + being + v3
7.	Past Perfect	had + v3	had + been + v3
8.	Past Perfect Continuous	had been + v1 + ing	had been + being + v3
9.	Future Simple	will + v1	will be + v3
10.	Future Continuous	will be + v1 + ing	will be being + v3
11.	Future Perfect	will have + v3	will have been + v3
12.	Future Perfect Continuous	will have been + v1 + ing	will have been + being + v3

Note:

V1: base form of verb (for instance: go, do, eat)

V2: past form of verb (for instance: went, did, ate)

V3: past participle form of verb (for instance: gone, done, eaten)

Auxiliary Verb:

An Auxiliary Verb means a helping or supporting verb. It is a part of the finite verb. It helps the main verb. It can also work like main verb. It also suggests **time**.

Example:

I have a car.

Here, 'have' is used as a main verb.

I have done the work.

Here, 'have' is used as a helper to the main verb 'done'.

In total, there are 34 auxiliary verbs. These verbs can be divided into four categories:

1. Verb to be (10):

am, is, are, was, were, shall be, will be, be, being, been

2. Verb to have (4):

have, has, had, having

3. Verb to do (3):

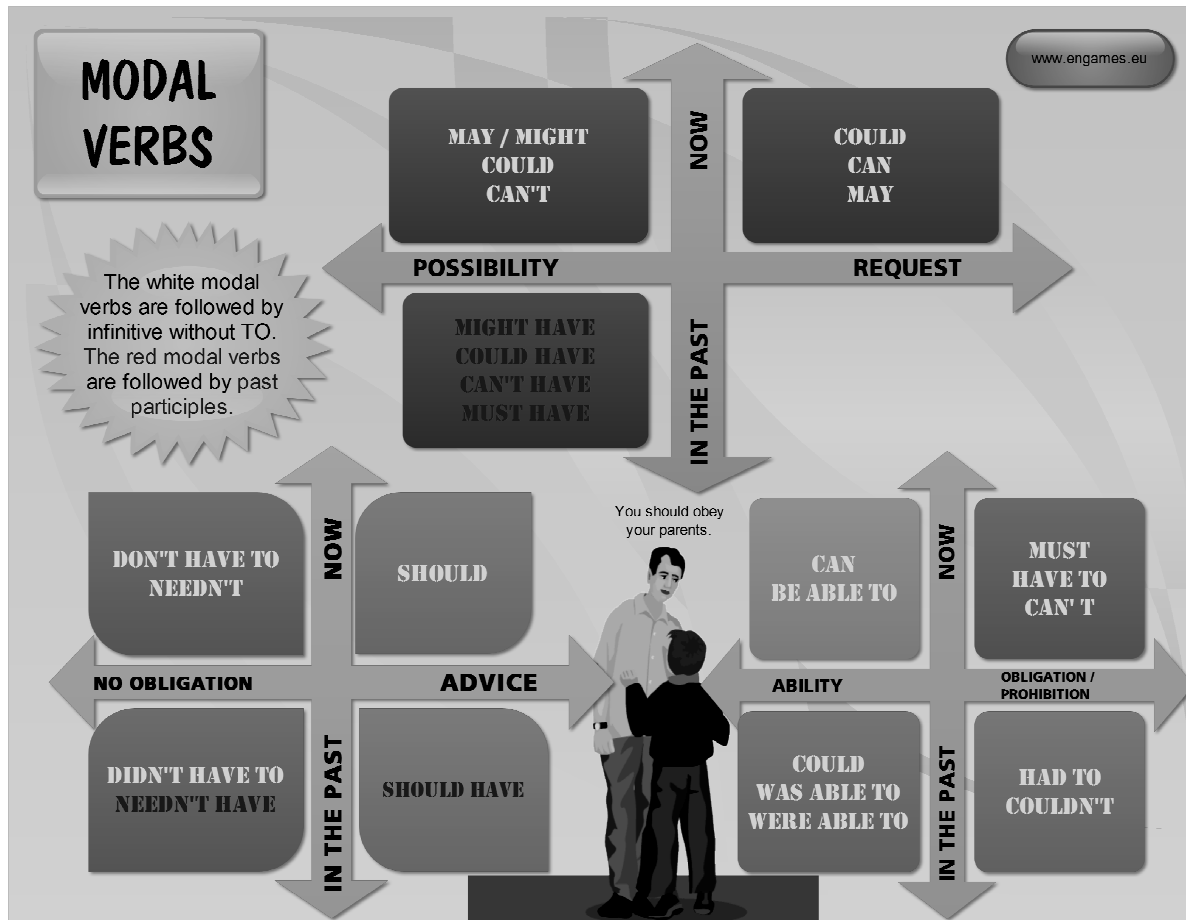
do, did, does

4. Modal Verb (17):

shall, will, may, can, could, would, should, might, need, must, used to, ought to, had better, had rather, would better, would rather, dare

Note:

1. Modal Verbs will have no suffix like --- 's, es, t, ed, ing...'
2. After Modal Verbs 'to' (preposition) or 'to' (infinitive) will never be used.
3. 'Base form' (v1) of verb is used after Modal Verbs.



Exercise

Use the finite verb structure table to identify tense, and explain your reasons:

- You have been working hard today.
Tense: _____
Why? _____
- The car will have been repaired by next Wednesday.
Tense: _____
Why? _____
- a) "Would you like to eat something?" b) "No, I have just had lunch."
Tense: _____
Why? _____

4. a) We were not hungry. b) We had just had lunch.

Tense: _____

Why? _____

5. a) I found the calculator. b) I had been looking for it for ages.

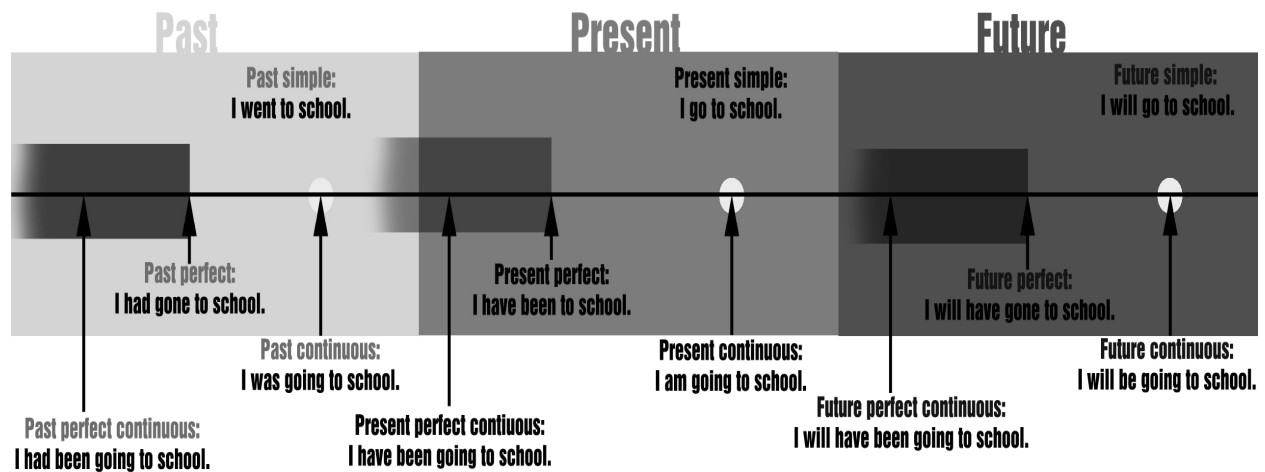
Tense: _____

Why? _____

Answer Key

Question	Tense	Why?
1	Present Perfect Continuous Active	The subject is 'You' which is the doer of the action. The finite verb structure is —have been + v1 + ing
2	Future Perfect Passive	The subject is 'car' which is a non-doer. The finite verb structure is — will have been + v3
3	a) Future Simple Active b) Present Perfect Active	Subject: a) you (doer), b) I (doer) Finite verb structure: a) would +v1 (like), b) have + v3 (had) Note: The first 'have' is auxiliary verb and the next 'had' is the main verb.
4	a) Past Simple Active b) Past Perfect Active	Subject: We (doer) Finite verb structure: a) v2 (were), b) had + v3 (had) Note: The first 'have' is auxiliary verb and the next 'had' is the main verb.
5	a) Past Simple Active b) Past Perfect Continuous Active	Subject: I (doer) Finite verb Structure: a) v2 (found), b) had been + v1 + ing (looking)

Lesson 2 : Functions of Present and Past Tense



1. Present Simple/Indefinite

We use present simple in the following cases---

- Everyday action
- Habitual act
- Universal truth

The adverbs that help us identify a present simple tense are---

regularly, off and on, often, everyday, sometimes, usually

Example:

Active Present Simple: (Subject+v1)

I often visit my uncle's home.

The sun rises in the east.

I take bread and butter in breakfast.

Passive Present Simple: (Subject + am/is/are + v3)

The homework is done.

It is said that tortoise live longer than elephants.

2. Present Continuous

We use present continuous in the following case---

- When the action is on-going --- occurring at that moment when spoken

The adverbs that help us identify a present simple tense are---

at present, now, at the moment

Example:

Active Present Continuous: (Subject + v1 + ing)

*At present, women **are joining** in multi-national companies.*

*Ria is 3 years old. Look, she **is walking** now.*

Passive Present Continuous: (Subject + am/is/are + being + v3)

*Clothes **are being displayed** in the exhibition now.*

3. Present Perfect

We use present perfect---

- a. To suggest that the action has just ended. The effect of the action is still present.

The adverbs that help us identify a present simple tense are---

yet, recently, just, already, ever, never

Example:

Active Present Perfect: (Subject + has/have + v3)

*I **have just done** the work.*

*He **hasn't arrived** yet.*

***Have you ever been** to Cox's Bazar?*

Passive Present Perfect: (Subject + has/have + been + v3)

*The work **has been completed** recently.*

*This **has been** already **complained** to the authority.*

4. Present Perfect Continuous

We use present perfect continuous in the following cases---

- a. When the action has started in past and still going on in present.
- b. When the action has just ended, but when it was going on it was a continuous action.

The prepositions that help us identify a present simple tense are---

Since, for

Note:

Since means --- when the period began

For means --- how long the period is

Example:

Active Present Perfect Continuous: (Subject + has/have + been + v1 + ing)

I have been writing a novel since a month.

He has been waiting there for 2 hours.

Passive Present Perfect Continuous: (not applicable)

Passive form of Present Perfect Continuous is not used.

5. Past Simple

We use past simple to mean a past activity.

Example:

Active Past Simple: (Subject + v2)

I visited the place a week ago.

Passive Past Simple: (Subject + was/were + v3)

The window was broken yesterday.

6. Past Continuous

We use past continuous when an action continuously happened in the past.

Example:

Active Past Continuous: (Subject + was/were + v1 + ing)

While he was travelling, he met his childhood friend in the bus.

Passive Past Continuous: (Subject + was/were + being + v3)

Door was being knocked for a long time when I arrived.

7. Past Perfect

Past perfect is used before past simple action. An action that happens before simple past is --- past perfect.

Note:

‘After’ or ‘Before’ are the conjunctions that help us to identify the time of past simple and past perfect.

Example:

Active Past Perfect: (Subject + had + v3)

I had done the work before my father came.

I went to bed after I had finished my work.

Passive Past Perfect: (Subject + had + been + v3)

It had been done before he came.

8. Past Perfect Continuous

Past perfect continuous is used before past simple action. An action that happens before simple past is past perfect. The difference between past perfect and past perfect continuous is --- past perfect continuous has to be a continuous action as well.

Note:

‘After’ or ‘Before’ are the conjunctions that help us to identify the time of past perfect.

Example:

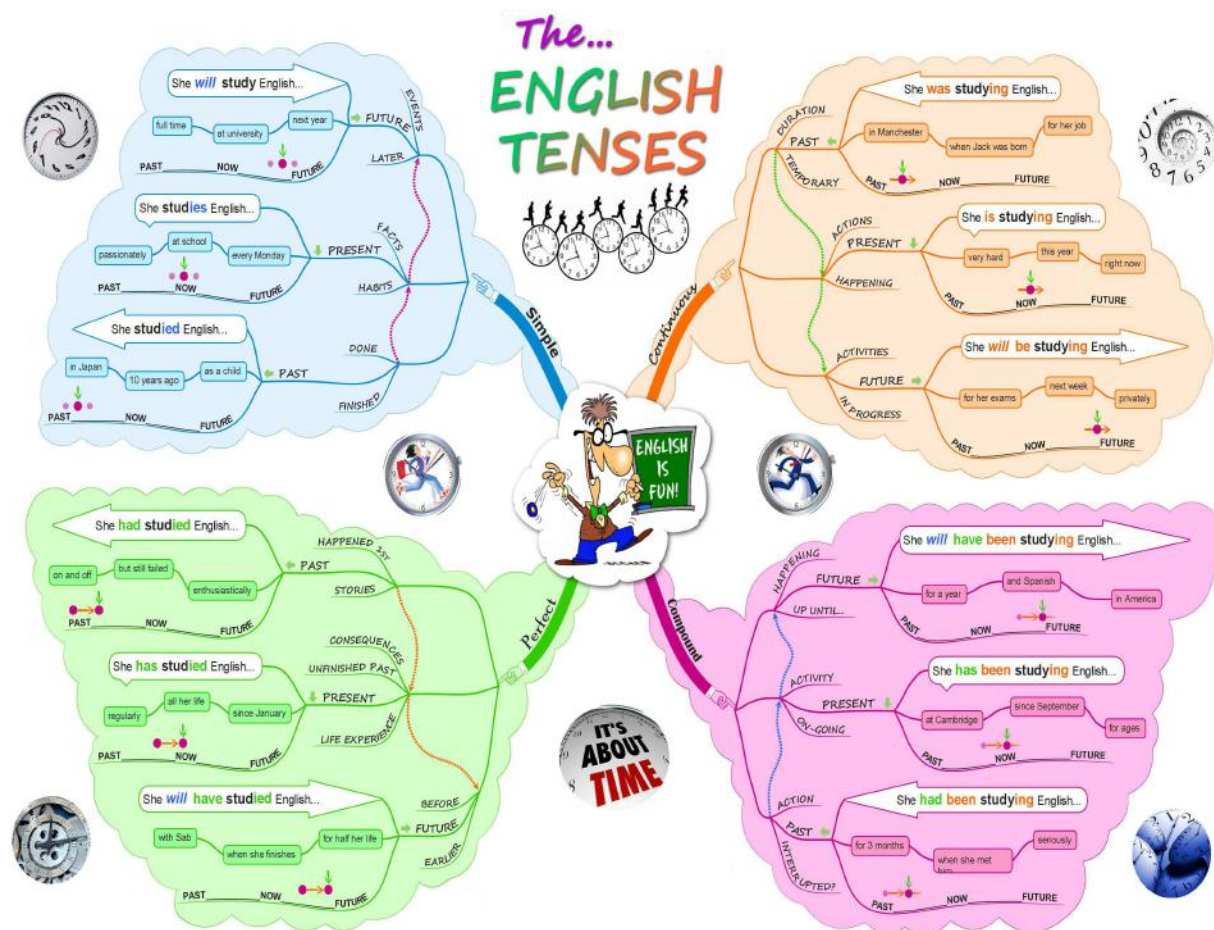
Active Past Perfect Continuous: (Subject + had + been + v1 + ing)

I had been driving car when our eyes met.

He had been eating dinner when I called him.

Passive Past Perfect Continuous: (not applicable)

Passive form of Past Perfect Continuous is not used.



Exercise A

Fill in the gaps with present and past tense:

1. After I _____ (verb to have) my dinner, I went to bed.
2. Please drive carefully to work. It _____ (snow) and the roads are slippery.
3. I want to lose weight. So this week, I _____ (eat) lunch.
4. I have written the letter. But I _____ (send) it yet.
5. Roy and Rahim have had an argument. They _____ (speak) to each other.
6. The house was dirty. They _____ (clean) it for week.
7. My wallet wasn't there. It _____ (leave) behind.
8. I _____ (walk) towards home when I met Roy.
9. The road is closed. There _____ (verb to be) an accident.
10. Every morning they meet in the same café. They _____ (go) there for years.

Exercise B

Fill in the gap with present and past tense:

As soon as Rahim heard that someone a) _____ (try) to sell the ladies lavatory, he wanted it. He was sure that he could make the building, which b) _____ (situate) next to the famous Bashundhara City Shopping Mall, into a beautiful home. Now he is very busy --- he c) _____ (convert) it into a one bedroom house. "It might seem rather odd to want to live in a place which used to be a lavatory," he said, "but I d) _____ (think) it's really beautiful. He is divorced recently and he needed some where to live. He knew he wanted something small but unique. "A friend e) _____ (tell) me about it. I think she f) _____ (joke), but it was exactly what I g) _____ (search) for." He is 57. His 25 year old daughter, Ria h) _____ (love) the place too. She i) _____ (help) her father with the work for the past few weeks as she has been on holiday. He advices visitors not to go into the kitchen as it j) _____ (decorate) at the moment and it looks awful.

Answer Key

Exercise A

1. had had

Explanation: It is Past Perfect Active. Past Perfect is used when the action happens before Past Simple. Here the second action is 'went', which is past simple. So, the action happened before this simple past is 'past perfect' --- had + v3. And the verb is have; v3 form of 'have' is had. So had + had.

2. has been snowing

Explanation: As the roads are slippery, so snowing started earlier and still going on. That is why the sentence is Present Perfect Continuous Active.

3. Am not eating

Explanation: Here the speaker wants to lose weight. So the speaker hasn't started the action yet and is starting it from now. So, it is Present Continuous Active.

4. have not sent

Explanation: The adverb 'yet' says that the action has just been done. So it is Present Perfect Active.

5. are not speaking

Explanation: The subjects are not talking now, and action (argument) happened a while ago.

6. had not been cleaning

Explanation: The second action 'clean' is the reason of the result 'dirty' which is in past simple (were). Past Perfect Continuous is used before Simple Past action.

7. had been left

Explanation: The subject (wallet) is non-doer. So the sentence is in Passive. Two actions are there in this sentence. One is 'was' --- past simple. The other action happened before past simple (leaving the wallet somewhere that is why the speaker couldn't find it). So it is Past Perfect Passive.

8. was walking

Explanation: Two actions are there --- 'met' and 'walk'. Some happened at the same time and one action was a continuous action. That's why it is Past Continuous Active.

9. has been

Explanation: The road is closed now. So, just a while ago --- recent action --- something has happened. So it is present perfect active: has + v3. Here the verb is 'be' and the v3 form is 'been'.

10. have been going

Explanation: This action started in past, and still going on. Preposition 'for' and 'since' lead to perfect continuous. This is in present tense. So the verb should be present perfect continuous active.

Exercise B

- a) was trying

Explanation: there is other verb in the sentence – 'heard' which convinces us it is in Past. The other action 'try' is a continuous action here. So it is Past Continuous Active.

- b) is situated

Explanation: The building is non-doer. So the verb should be Passive. And it is a factual information, so the tense is Present Simple.

- c) is converting

Explanation: now means the action is happening right now. So it is Present Continuous Active.

- d) think

Explanation: It is Present Simple Active.

- e) told

Explanation: It is Past Simple Active.

- f) was joking

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Explanation: It is a usual past activity as well as a continuous action. So it is Past Continuous Active.

g) was searching

Explanation: a usual past activity which is a continuous action as well.

h) loves

Explanation: a factual information of present action. So it is Present Simple.

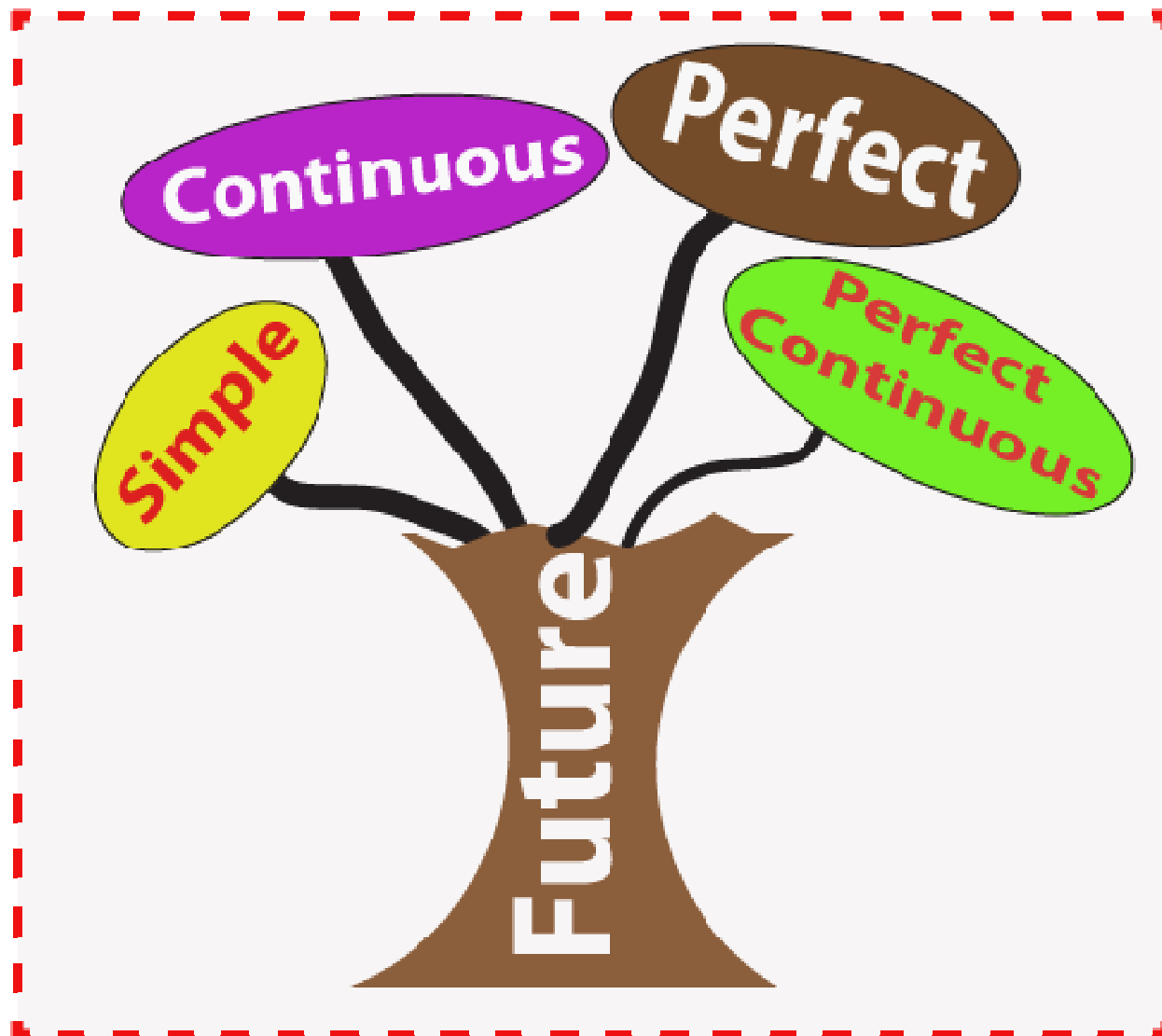
i) has been helping

Explanation: 'for the past few weeks' means the action started in past, and still going on. So it is Present Perfect Continuous.

j) is being decorated

Explanation: 'at the moment' means something is happening now. So it Present Continuous. And the subject is --- kitchen (non-doer). So it is Passive.

Lesson 3 : Functions of Future Tense



9. Future Simple

We use future simple in six situations:

1. **Invitation:**
Will you come to the party?
2. **Prediction:**
I think Bangladesh will win the match.
3. **Offer:**
You dropped your pen. I will help you.

4. Promise:

I will pay you next week.

5. Instant Decision:

There is a chocolate shop over there! I will buy some.

6. Fact:

I will be 18 next month.

Active Future Simple: (Subject + will + v1)

Example:

I will join the party tomorrow.

Passive Future Simple: (Subject + will be + v3)

Example:

The work (subject non-doer) will be done, I guarantee.

Compare auxiliary + going to + v1 and Future Simple:

Future Simple	Auxiliary + going to + v1
<p>Instant decision <i>Example: There is a chocolate shop over there! I will buy some.</i></p>	<p>Pre-decided action <i>Example: I am going to buy some chocolates after an hour.</i></p>
<p>Prediction/Guess <i>Example: I think Bangladesh will win the match.</i></p>	<p>Prediction with proof <i>Example: The sky is cloudy. I think it is going to rain.</i></p>

10. Future Continuous

We use future, continuous to mean a continuous action in future. Usually, it speaks the future on-going time-length and sometimes it expresses a starting time of the action.

Active Future Continuous: (Subject + shall be/will + v1 + ing)

Example:

Next week at noon, I will be lying on the beach.

Passive Future Continuous: (Subject + shall be/will be + being + v3)

Example:

Results will be being announced from 3pm tomorrow.

11. Future Perfect

We use future perfect when the sentence gives an end-time of the action in future. To put an end-time, it uses a preposition 'by'.

Active Future Perfect: (Subject + shall/will + have + v3)**Example:**

I will have finished the book by tomorrow noon.

Passive Future Perfect: (Subject + shall/will + have + been v3)**Example:**

My bi-cycle will have been repaired by next Friday.

12. Future Perfect Continuous

We use future perfect continuous tense in the following cases---

- a. Action that started in the past, is still going on, and will end in future
- b. To put an end-time, it uses a preposition 'by'
- c. To express the time-length, it uses 'since' or 'for'

Active Future Perfect Continuous: (Subject + shall/will + have + been + v1 + ing)**Example:**

By next January, I will have been teaching here for 2 years.

Passive Future Perfect Continuous:

Passive form of this tense is not in use.



Exercise

Fill in the gaps with future tense:

1. Don't phone between 7-8pm today. We _____ (verb to have) dinner.
2. Half an hour from now the cinema house will be full. Everyone _____ (watch) the film.
3. The results of the elections _____ (announce) tomorrow at 6pm.
4. The models _____ (display) clothes next Monday in an event.
5. Roy _____ (help) you while I am out. Don't worry.
6. By this time next year, Rahman _____ (take) his university degree.
7. There is a post box over there. I _____ (post) these letters.
8. Three hours from now, the cinema house will be empty. Everybody _____ (go) home.
9. At the end of this term, Rahman _____ (lecture) at our college for two years.
10. We _____ (travel) all night next Thursday.

Key Answer Key:

1. will be having

Explanation: It is Future Continuous Active as the action is referring to a future time and a continuous action in future.

2. will be watching

Explanation: It is Future Continuous Active as the action is referring to a future time and a continuous action in future.

3. will be being announced

Explanation: It is Future Continuous and Passive (subject – results – non-doer) as the action is referring to a future time and a continuous action in future.

4. will display

Explanation: It is Future Continuous Active as the action is referring to a future time and a continuous action in future.

5. will help

Explanation: Future Simple Active is used to offer help in future.

6. will have taken

Explanation: It is Future Perfect Active. The adverbial phrase --- 'by this time next year' is referring to an end time.

7. will post

Explanation: Future Simple Active is used to instant decision.

8. will have gone

Explanation: It is Future Perfect Active. The adverbial phrase --- 'half an hour from now' is referring to an end time.

9. will have been lecturing

Explanation: It is Future Perfect Continuous Active. 'At the end of this term' is referring to an end time in future, 'for two years' is referring to the past, present and future time length.

10. will travel

Explanation: It is Future Continuous Active as the action is referring to a future time and a continuous action in future.