

# Advanced learners:

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## Overview

Simple

Progressive

Future	He will do, I will sing, we will watch	He is going to do, I'm going to sing, we are going to watch
Keywords- when do you use this tense?		
Present Tense	He does, I sing, we watch	He is doing, I'm singing, we're watching
Keywords- when do you use this tense?		
Present Perfect Tense	He has done, I have sung, we have watched	He has been doing, I have been singing, we have been watching
Keywords- when do you use this tense?		
Past Tense	He did, I sang, we watched	He was doing, I was singing, we were watching
Keywords- when do you use this tense?		

## Future

When you talk about something to happen in the future, you have different ways of expressing that:

- will
- going to
- present continuous

Keywords: in (two years, three months, 2007, etc.), next

Use will for insecure happenings, spontaneous decisions, forecasts.

E.g. In 2007, our market share will be 40%. If I get a higher salary, I'll go to Brazil in my holiday.

Going to is used for intentions or if all signs point toward something happening.

E.g. I'm going to tell him the truth.

It's going to rain any minute, the sky is dark.

Present Continuous is used for something planned in the near future.

E.g. We're leaving at 8 o'clock.

Exercise: Decide, which of the future forms you need:

1. I feel really tired. I think I .....(go) to bed.
2. Where are you going? I ..... (visit) a customer.
3. Do you want me to help you? No thanks. John ..... (help) me.
4. Would you prefer tea or coffee? I ..... (have) some coffee, please.
5. I've already decided. I ..... (buy) a new car.
6. What are your plans for next week? I ..... (fly) to New York on business. Probably on Tuesday but I haven't bought my ticket yet.
8. Why are you wearing your best suit? I ..... (have) lunch with my biggest customer.
9. We need some more ink for the printer. I ..... (go) to the shop and get some.

## Present continuous

We use present continuous to express that something is happening at the time of speaking, now. E.g. You **are reading** about English tenses at the moment.

Keywords: at the moment, now, currently

Am/is/are + -ing is the present continuous

Exercise: Find the correct verb and put it into present continuous:

### Think, work on, have, learn, look for

1. I .....the green folder, have seen it?
2. He..... a presentation at the moment.
3. Catherine phoned me last night. She's on holiday in France. She ..... a great time and doesn't want to come back.
4. Pete has just started evening classes. He ..... Japanese.
5. "How is your new job?" "Not so good, I.....about resigning.

## Present Tense simple

We use the present simple to talk about things in general. We are not thinking only about now.

Keywords: often, usually, regularly, normally, every (day, week),

Form: Use the infinitive of the word, but don't forget the -s for "he, she, it"  
e.g. He usually starts work at 7. 30 a.m. We often have meetings at lunchtime.'

Note: NO -s is needed if you use can, may or must. For negations you use "don't" or "doesn't", also for questions.

Exercise: Find the correct verb and put it into Present Perfect Tense:

**fall, hit, increase, announce, spiralled, cause, go, contract, do, go down,**

1. Costs .....so we can afford to reduce our prices.
2. Production .....through the roof.
3. Prices ..... out of control.

4. The FTSE .....a record high.
5. Inflation .....all sorts of problems.
6. Salaries ..... in real terms and we are all worse off.
7. The Prime Minister .....sweeping changes in the tax system.
8. I really like what you .....
9. The market .....to only half what it used to be.

Present Perfect or Past Simple? Decide which Tense you need and put the verb into the correct form.

1. When .....the company? (you, join)
2. ....in Pakistan? (you, ever, work)
3. That's the best presentation ..... (I, see, ever)
4. He's the most reliable customer..... (I, deal with, ever)
6. .... a binding contract last year and it is still valid. (we, sign)
7. The reason I look so brown is that .....from a business trip to Barbados. (I, come back, just)
9. You ..... to a word ..... (not listen, say)
- 10.It's obvious that ..... this report. (you, not read)
11. Where ..... when you ..... in South Africa in 1997?. (you stay, work)

## Past tense

We use past tense to talk about things that happened in the past and are finished. We know when the action took place.

e.g. I **talked** to Mr. Bloom last Friday.

The company **was founded** in 1964.

Keywords: last, ago, in (e.g. 1982), yesterday...

Past simple often ends in -ed (e.g. watched, stopped, passed etc.) but many verbs are irregular and have therefore different forms (e.g. saw, found, bought).

Exercise: Find the correct verb and put it into past tense:

**see, start, put, place, ask, have, go, bring out, buy, cost, be, sell, return, be,**

In the early 1980's, Ellis ..... the potential for home computers. Using standard components, he ..... together his first computer, the YX30, and ..... to market it in 1983. At first, he ..... it through specialist electronic magazines. Then he ..... advertisements in the 'quality' Sunday newspapers. It ..... an immediate success. Later that year he ..... the more powerful YX40. This ..... colour graphics and ..... £10 less than the YX30. However, there ..... production problems. Many people ..... their YX40 and ..... for their money back. In 1985, Ellis ..... bankrupt and Hamster ..... the rights to the YX30.

## Past continuous

We use the past continuous to say that somebody was in the middle of doing something at a certain time. The action or situation had already started before this time but had not finished: e.g. This time last year I was living in Brazil.

While she was reading the article John knocked at her door.

Keywords: while, when

Was/were + -ing is the past continuous.

Exercise: Read the following story and decide if you need past simple or past continuous.

A man .....(walk) in a park when he .....(see) a

young girl who .....(play) with a large dog. He  
 .....(go) up to her and .....(ask) the girl if her  
 dog ..... (bite). "Of course not", ..... (say) the girl  
 while the man .....(smile) at the dog. Suddenly the dog  
 .....(bite) him. "Ow", he .....(shout), "I thought you  
 ..... (say) your dog ..... (not bite). "It doesn't",  
 .....(reply) the girl. "But this isn't my dog".

## Present Perfect

When we use the Present Perfect Tense there is always a connection with NOW. The action in the past has a result now:

e.g. "Can I speak to the manager?" "He has gone out for lunch, he'll be back at 1 o'clock."  
 "Where is the new computer?" "I've ordered it, it's on the way."  
 "He told me his name but I've forgotten it." (I can't remember it at the moment)

Keywords: for, since, yet, already, just, ever, never

have or has + past participle is the present perfect simple. The past participle often ends in -ed (ordered, finished), but many important verbs are irregular. (lost, forgotten, sent...). For the list of irregular verbs see Appendix in your folder.

Exercise: Fill the gaps with the correct form of the verb, choose between present perfect and past simple

1. When \_\_\_\_\_ the company? (you, join)
2. \_\_\_\_\_ in Pakistan? (you, work)
3. That's the best presentation \_\_\_\_\_ (I, ever, see)
4. He's the most reliable customer \_\_\_\_\_(I, ever, deal with)
5. \_\_\_\_\_ to him last week. (I, speak)
6. \_\_\_\_\_ a binding contract last year and it is still valid.(we, sign)
7. The reason I look so brown is that \_\_\_\_\_ from a business trip to Barbados. (just, returned)
8. Sales \_\_\_\_\_ in 1995 but then \_\_\_\_\_ in 1996. (rise, fall)

9. You \_\_\_\_\_ to a word \_\_\_\_\_ (not listen, say)

10. It's obvious that \_\_\_\_\_ this report. (you, not read)

For or since?

**1. Which is correct?**

- a) for a long period
  - b) since a long period
- 
- 

**2. Which is correct?**

- a) for 6 years
  - b) since 6 years
- 
- 

**3. Which is correct?**

- a) for 1992
  - b) since 1992
- 
- 

**4. Which is correct?**

- a) for 6 weeks
- b) since 6 weeks

## Past Perfect

We talk about something that happened in the past e.g. We went to a trade show in Munich last week. Then, if we want to talk about things that happened before this time, we use the past perfect.

e.g. When we arrived at the trade show, our colleagues from Czech Republic **had** already **gone** back. We didn't meet them, but we met a lot of other people we **had** never **seen** before. When we got back from the trade show, we realized that somebody **had broken** into the company-building

Keywords: before, after

Had + past participle is the past perfect.

Exercise: Read the situations and write sentences from the words in brackets.

1. You went to Jill's house but she wasn't there. (She / go /out) = She had gone out
2. I invited John to the meeting but he couldn't come. (he / arranged /to do something else) .....

3. He was very pleased to see Sue again after such a long time. (He/ not/ see/ him for 5 years)

Exercise: Decide if you need past tense or past perfect:

1. They .....(cannot, take) a taxi because they  
.....(forget) their money.
2. He .....(want) to buy the picture which he  
..... (see) the day before.
3. I .....(talk) to the manager I ..... (get  
to know) the week before.
4. After they.....(talk) business, they  
.....(start) to have dinner.

## Modal verbs

Modal verbs are essential for you to express how urgent something is. Modal verbs have no infinitive and can't be put into other tenses. Therefore we need substitute verbs.

Modal Verb	Substitute Verb	Translation
can	to be able to	
may	to be allowed to	
must	to have to	
must not/may not	not to be allowed to	
need not	not to have to	

Exercise: Which of the modal verbs is missing? Make sure you use it in the correct tense

1. He didn't come yesterday because he..... finish his  
work.
2. You ..... smoke in here, it is forbidden.
3. Mr. Johnson .....Japanese, but he spoke English so it  
was possible to communicate.

4. He ..... do his work, it wasn't urgent.
5. If it snows, we ..... go skiing.
6. We've got enough coffee in the storage so we ..... go shopping.
7. Tom gave me a letter to post. I ..... remember to post it.
8. Tom gave me a letter to post. I ..... forget to post it.
9. We've got plenty of time, we ..... hurry.
10. This is an expansive computer. You..... look after it and you  
..... lose it.

## Reported Speech

Or indirect speech" is used to talk about something somebody else said.

E.g. Sam: "Business is booming" – Sam says that business **is** booming.  
Sam said that business **was** booming.

If the reporting verb, e.g. say, tell, ask, answer etc. is in present tense, you don't need to change the tense in the direct speech, but you often need to change personal pronouns.  
E.g. Tina says: „I'm happy about my contract.“ - Tina says that she is happy about her contract.

If the reporting verb is in past tense, e.g. told, said, answered, the tense of the direct speech needs to be changed too.

E.g. Sue answered: "We're going to send the order next week." - Sue answered that they were going to send the order the following week.

So if the reporting verb is in past tense, following changes have to be considered:

Direct speech	→	Indirect Speech
Will		Would
Present Tense		Past Tense
Present Perfect		Past Perfect
Past Tense		Past Perfect
this		that
next		following
yesterday		the day before

Exercise: Here are some statements of Claudia, who you met yesterday. Tell your partner later what she told you in indirect speech using different reporting verbs. (she said, complained, invited, asked, mentioned etc.

Claudia: “I’m living in London now. What are you doing for a living? My father isn’t very well. Paul and I are getting married next month. I’m not enjoying my job very much. You can come and stay at my flat if you are ever in London. My car was stolen a few weeks ago. I’ll tell Sheila I met you. Have a good day!”

Claudia said that.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

### Who, which, that, whose, where

Relative clauses, are used very often e.g. The man who ordered the brochure lives in Los Angeles.

- **who** is always used for **persons** angewendet; it is impolite to refer to people with „which“
- **which** and **that** things is used in connection with **things**

Z.B. The lady who lives next door is a doctor.  
Barbara works for a company that (or which) makes software.

For the possessive case referring to persons you use: **whose**. E.G. I met the girl whose sister knows you. Whose car is blocking the exit?

If you speak about places, you use **where**.

E.g.: I would like to work in a country where there is a beach nearby.

Exercise: Complete each sentence using who/whose/where/which/where

1. What's the name of the man ..... car you borrowed?
2. He told me about a company..... is planning to export to France.
3. The lady ..... Was here yesterday has gone back to London.
4. This is all ..... I can do for him.
5. They arrived late,..... annoyed the teacher.
6. There is the gentleman .....purse has been stolen.
7. We went to a restaurant ..... We got the best pina coladas I've ever had.

## Adjective – Adverb

Adjectives describe nouns or persons: E.G.: Paul is **nice**. Tokyo is **expensive**.

To describe how something is done, or to describe an adjective you have to use an adverb.

E.G.: Paul wrote **nicely**. Tokyo is **horribly** expensive.

You build the adverb by adding -ly to the adjective:

Adjective	Adverb
nice	
happy	
surprising	
good	

However, there are adjectives that change their meaning if you attach -ly. Discuss the meanings of following words:

Hard – hardly	Direct - directly
Fair – fairly	Near - nearly
Late – lately	Fast

Exception: No Adverb with following verbs: be, taste, seem, look, feel, get, grow, turn, become

Exercise: Adjective or Adverb? Which word suits?

I like driving \_\_\_\_\_ but it is dangerous.

If I get any news, I'll let you know \_\_\_\_\_ .

My plane arrived \_\_\_\_\_. I'm sorry.

I cannot do it in the \_\_\_\_\_ future. I am very busy.

## List of irregular Verbs

verb	past tense	present perfect/ past perfect	German Translation
beat	beat	beaten	
become	became	become	
begin	began	begun	
bend	bent	bent	
bet	bet	bet	
	betted		
bid	bid	bid	
bind	bound	bound	
bite	bit	bitten	
		bit	
bleed	bled	bled	
blow	blew	blown	
break	broke	broken	
bring	brought	brought	
broadcast	broadcast	broadcast	
build	built	built	
burn	burnt	burnt	
	burned	burned	
burst	burst	burst	
buy	bought	bought	
catch	caught	caught	

choose	chose	chosen	
come	came	come	
cost	cost	cost	
creep	crept	crept	
cut	cut	cut	
deal	dealt	dealt	
dig	dug	dug	
do	did	done	
draw	drew	drawn	
dream	dreamt	dreamt	
	dreamed	dreamed	
drink	drank	drunk	
drive	drove	driven	
eat	ate	eaten	
fall	fell	fallen	
feed	fed	fed	
feel	felt	felt	
fight	fought	fought	
find	found	found	
flee	fled	fled	
fly	flew	flown	
forbid	forbade	forbidden	
forget	forgot	forgotten	
forgive	forgave	forgiven	
freeze	froze	frozen	
get	got	got	
		gotten (USA)	
give	gave	given	
go	went	gone	
grow	grew	grown	
hang	hung	hung	
have	had	had	
hear	heard	heard	
hide	hid	hidden	
hit	hit	hit	
hold	held	held	
hurt	hurt	hurt	
keep	kept	kept	
know	knew	known	
lay	laid	laid	

lead	led	led	
leave	left	left	
lend	lent	lent	
let	let	let	
lie	lay	lain	
lose	lost	lost	
make	made	made	
mean	meant	meant	
meet	met	met	
pay	paid	paid	
put	put	put	
read	read	read	
ride	rode	ridden	
ring	rang	rung	
rise	rose	risen	
run	ran	run	
say	said	said	
see	saw	seen	
seek	sought	sought	
sell	sold	sold	
send	sent	sent	
set	set	set	
shake	shook	shaken	
shine	shone	shone	
shoot	shot	shot	
shrink	shrank	shrunk	
	shrunk		
shut	shut	shut	
sing	sang	sung	
sink	sank	sunk	
sit	sat	sat	
sleep	slept	slept	
slide	slid	slid	
smell	smelt	smelt	
	smelled	smelled	
speak	spoke	spoken	
spend	spent	spent	
split	split	split	
spread	spread	spread	
stand	stood	stood	

steal	stole	stolen	
stick	stuck	stuck	
swear	swore	sworn	
sweep	swept	swept	
swim	swam	swum	
swing	swung	swung	
take	took	taken	
teach	taught	taught	
tear	tore	tore	
tell	told	told	
think	thought	thought	
throw	threw	thrown	
understand	understood	understood	
wake	woke	woken	
wear	wore	worn	
weep	wept	wept	
win	won	won	
write	wrote	written	
<b>Verbs in this list are also irregular when they have a prefix:</b>			
foretell	foretold	foretold	
overtake	overtook	overtaken	
withdraw	withdrew	withdrawn	

Fill in the missing forms of the irregular verbs below. The first one has been done for you.

1. dig                      dug                      dug
2. withdraw \_\_\_\_\_
3. \_\_\_\_\_                      \_\_\_\_\_                      lain
4. shake \_\_\_\_\_
5. \_\_\_\_\_                      \_\_\_\_\_                      frozen
6. bet \_\_\_\_\_
7. mistake \_\_\_\_\_
9. \_\_\_\_\_                      forgave \_\_\_\_\_
10. \_\_\_\_\_                      \_\_\_\_\_                      swung
11. tear \_\_\_\_\_
12. draw \_\_\_\_\_
14. \_\_\_\_\_                      \_\_\_\_\_                      bled
15. \_\_\_\_\_                      swore \_\_\_\_\_
16. \_\_\_\_\_                      meant \_\_\_\_\_

17. stick \_\_\_\_\_  
18. \_\_\_\_\_ lent  
19. shoot \_\_\_\_\_  
20. \_\_\_\_\_ built \_\_\_\_\_  
21. \_\_\_\_\_ cost  
22. lead \_\_\_\_\_  
23. \_\_\_\_\_ slept \_\_\_\_\_  
24. forget \_\_\_\_\_



