

Basic skills

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Diese Tabelle soll ihnen einen Überblick über die verschiedenen Zeiten im Englischen geben. In den folgenden Kapitel werden sie ausführlich besprochen und erklärt. Die Keywords sollten Sie nach durcharbeiten folgender Seiten beherrschen und in die leeren Kästchen einfüllen, damit sie eine komplette übersicht haben.

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

Um zukünftige Ereignisse zu beschreiben, gibt es im Englischen drei Möglichkeiten:

- will
- going to
- present continuous

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

Will wird verwendet für spontane Reaktionen, Vorhersagen oder unsichere Ereignisse.

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 wird angewendet für geplante Handlungen, oder wenn alle Zeichen für das Eintreten einer Handlung sprechen.

E.g. I'm going to tell him the truth.
It's going to rain any minute, the sky is dark.

Present Continuous verwenden wir für geplante Handlungen in der nahen Zukunft.

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

Exercise: Try to find the matching answers:

- 1. Where are you three off to?**
- 2. When are you leaving?**
- 3. I'd like to place an order, please.**
- 4. I feel really tired.**

- I'm sorry. We don't open for business until 9.00. Can you phone back then?
- I'm not setting off for another hour or so.
- We're going for a coffee. Would you like to come?
- I think I'll go to bed.

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.

Present Tense Simple

- 1) Wir verwenden die Present Simple Tense, wenn wir über allgemeine Tatsachen sprechen, z. B. über Hobbies, Beruf, Gewohnheiten, Vorlieben etc.

Keywords: usually, often, generally, every week/month/year, always

- wichtig: he, she, it- das "S" geht mit!

außer bei can, may, must, shall und will - kein 3. Person „S“

Exercise: Stellen sie bitte folgende Sätze fertig, indem sie eines der folgenden Wörter einsetzen- in der richtigen Form.

grow make drink close go can like open must

Peter often..... to town with his friends.

My friend study for a test.

The swimming pool at 8 a.m. and at 7.30 p.m. every day.

Sue never..... coffee.

Pam watching Brad Pitt movies.

Compaq computers.

Rice..... in China and India.

I think Sam help you with your problem.

- 2) Verneinungen werden mit „do not“ (= don't) oder „does not“ (= doesn't) gebildet z.B. I don't like Madonna. I think she doesn't sing well.
- 3) Fragen werden oft mit „do“ oder „does“ gebildet z.B. Do you know Sandy Pittman? Does she work for Microsoft?

Exercise: Finde die passenden Wörter und setze sie in die Lücken ein- aber Vorsicht: es können auch Verneinungen vorkommen.

rise flow believe translate eat read go be

- 1) The sun in the west.
- 2) An Atheist in God.
- 3) An interpreter..... from one language into another.
- 4) A liar is someone whotell the truth.
- 5) The capital of Australia Melbourne.
- 6) I meat every day.
- 7) The river Amazonas into the Pacific Ocean.
- 8) I usually..... a book every month.
- 9) I often.....to work by car.

Ist **do, don't, does, doesn't** hier gefragt?

I _____ remember much about him.

My husband _____ most of the housework.

You remember me, _____ you?

We _____ think you are suitable for the job. I'm very sorry.

I _____ think that this is a good idea.

We don't want to do that, _____ we?

It _____ bear thinking about.

They _____ seem very happy.

We _____ need to see you again. Our minds are made up.

They don't want to sign the contract, _____ they?

I don't like him.

Neither _____ I.

I need a drink.

So _____ I.

I don't like him.
 Why _____ you?
 She doesn't eat meat.
 _____ she? What does she eat?
 He lives in Tokyo, _____ he?
 Yes and so _____ Simon.
 I _____ feel like doing this exercise.
 What _____ you think I should do?
 We _____ really have an answer, I'm afraid.

Present Continuous (Progressive) Tense

Die Present Continuous verwendest du, wenn du erzählen willst, was gerade jetzt, in diesem Moment passiert.

Keywords: now, at the moment; Look!, Listen!

Bildung: "to be" in Present tense + -ing form des Hauptverbes
 Außer bei can, may, must, shall, want, know, be- keine -ing form möglich

z.B. "Sorry, Mr. Roberts **is talking** on the phone right now. Do you want to leave him a message or call later?"
 Sam on the mobile: "Hi Pete, just a moment, **I am riding** my bike, I'll call you later."

Complete the following sentences:

"What (you do) now?" "Right now I..... (work) on my report which is due on Friday. Why(you ask)?" "Oh, we(have) a problem with the software at the moment and (need) your help.(can) you come up and help us? It will only take a few minutes." "Ok, no problem, I(come)."

Versuchen sie, die richtige Lösung zu finden:

1. Compaq computers.

- a) is making
- b) makes

- c) does
 - d) is doing
-

2. H.P. a new advanced type of printer.

- a) is developing
 - b) develops
 - c) is taking
 - d) takes
-

3. The yen against the dollar

- a) is flying
 - b) flies
 - c) is falling
 - d) falls
-

4. The dollar at 1.8 to the pound.

- a) is growing
 - b) grows
 - c) is standing
 - d) stands
-

5. I guess we a market share of about 20%

- a) are having
 - b) have
 - c) are in charge of
 - d) are being in charge of
-

6. Times are hard so we 50 people redundant.

- a) are making
 - b) make
 - c) are doing
 - d) do
-

7. Kate in her report later today.

- a) is coughing
 - b) coughs
 - c) is sending
 - d) sends
-

8. Kate often her reports in late.

- a) is flying
 - b) flies
 - c) is sending
 - d) sends
-

9. Things are really great. Business

- a) is booming
 - b) booms
 - c) is thundering
 - d) thunders
-

10. Inflation quickly, I'm afraid to say.

- a) is sliding
- b) slides
- c) is growing
- d) grows

Past Tense

Die Past Tense wird verwendet, wenn eine Handlung in der Vergangenheit stattfand und bereits abgeschlossen ist.

Keywords: last (year, week etc.), (a month, week etc.) ago, yesterday, in (1992 etc.)

Bildung: Bei unregelmäßigen Verben wird die 2. Form verwendet z. B. **did**
Bei regelmäßigen Verben einfach ein -ed anhängen z.B. confirmed

Exercise: Put the verbs into in the correct form:

In the early 1980's, Ellis (**see**) the potential for home computers. Using standard

components, he (**put**)together his first computer, the YX30, and (**start**) to market it

in 1983. At first, he(**sell**) it through specialist electronic magazines. Then

he(**place**) advertisements in the 'quality' Sunday newspapers. It (**be**)

an immediate success.

Later that year he(**develop**) the more powerful YX40. This(**have**) colour graphics and(**cost**) £10 less than the YX30. However, there (**be**) production problems. Many people (**return**) their YX40 and (**ask**) for their money back. In 1985, Ellis(**go**) bankrupt and Hamster (**buy**) the rights to the YX30.

Past Continuous

Die Past Continuous wird verwendet, wenn eine abgeschlossene Handlung in der Vergangenheit länger dauerte oder wenn während dieser Handlung etwas anderes passierte:

z. B.: While I was working on my presentation, the telephone rang.

Keywords: while, for (2 hours etc), when

Put the verbs into the correct form, past continuous or past simple:

1. Jane(wait) for me when I(arrived).
2. We(discuss) the new product for two hours last night.
3. I(see) Tom in town yesterday but he.....(not/see) me. He.....(look) the other way.
4. “Was Carol at the product- release party last night?” “Yes, she (wear) a really nice dress.”
5. How fast(you/drive) when the accident(happen)?
6. We were in a difficult position. We(not/know) what to do.

7. I haven't seen Alan for ages. When I last(see) him, he
..... (try) to find a job in London.

Present Perfect Tense

Die Present Perfect Tense wird angewendet, wenn Ereignisse in der Vergangenheit begonnen haben, aber entweder *immer noch andauern*, oder erst *vor kurzem abgeschlossen* wurden bzw. *das Resultat noch sichtbar* ist.

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

Bildung: have/has + 3. Form der unregelmäßigen Verben oder –ed bei regelmässigen Verben.

z. B. She has been at work since 8. o'clock.
Have you already heard the latest news?

Fill in the correct verb in the correct tense:

take - have - have to – be - have – see - go up – be - come - spend - see

Kate : Have you ever to New York?

Sophie: New York? No I've never there. Have you?

Kate: Yes. In fact I've just back from there. I'm doing some consultancy work there and I've at least six weeks there in the last year.

Sophie: That sounds fabulous. Have you to the top of the Empire State Building?

Kate No, I yet. I haven't the ferry to Ellis Island either. I've just work so hard. Though I have dinner at Sardi's and a Broadway show.

Present Perfect or Past simple? Try to find the correct answer.

1. When _____ the company?

- a) have you joined
 - b) did you joined
 - c) did you join
 - d) have you ever joined
-

2. _____ in Pakistan?

- a) Did you ever worked
 - b) Have you ever worked
 - c) Worked you
 - d) Didn't you have worked
-

3. That's the best presentation _____

- a) I never heard
 - b) I didn't hear
 - c) I used to hear
 - d) I've ever heard
-

4. He's the most difficult customer _____

- a) I never dealt with.
 - b) I never had to deal with.
 - c) I've ever had to deal with.
 - d) I've never had to deal with.
-

5. _____ to him last week.

- a) I spoke
 - b) I've already spoken
 - c) I didn't spoke
 - d) I speaked
-

6. _____ a binding contract last year and it is still valid.

- a) We have signed
 - b) We signed
 - c) We haven't signed
 - d) We have sign
-

7. The reason I look so brown is that _____ from a business trip to Barbados

- a) I come back
 - b) I came back
 - c) I never came back
 - d) I've just come back
-

8. Sales _____ in 1995 but then _____ in 1996.

- a) rised falled
- b) rose fell
- c) have risen have fallen
- d) rose have fallen

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
-

5. Which is correct?

- a) for 8 months
- b) since 8 months

Past Perfect

Angenommen, die Erzählzeit ist past tense z.B. We went to a trade show in Munich last week. Wir wollen aber über etwas berichten, dass noch vor diesem Zeitpunkt passiert ist, also verwenden wir Past Perfect.

Z.B. 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 Jane's office 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

Modalverben sind wichtig, um die Dringlichkeit einer Angelegenheit auszudrücken. Modalverben haben keine Infinitivform und können nicht in andere Zeiten geändert werde- daher brauchen wir Ersatzverben, sogenannte "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: Make sure you use the correct tense of the modal verb:

1. He didn't come yesterday because he.....(must) finish his work.
2. You (must not) smoke in here, it was forbidden.
3. Mr. Johnson (can not) Japanese, but he spoke English so it was possible to communicate.
4. He (need not) do his work, it wasn't urgent.
5. If it snows, we(can) go skiing.
6. We've got enough coffee in the storage so we (need not) go shopping.

Can you guess which modal verb is missing?

1. Tom gave me a letter to post. I remember to post it.
2. Tom gave me a letter to post. I forget to post it.
3. We've got plenty of time, we hurry.
4. This is an expensive computer. You..... look after it and you lose it.

Who, which, that, whose, where

Relativpronomen, also relative clauses, werden fast überall angewendet. Z.B. The man who ordered the brochure lives in Los Angeles.

- **who** wird nur für **Personen** angewendet; umgekehrt ist es unhöflich, über eine Person mit "which" zu sprechen.
- **which** und **that** wird für **Dinge**, Gegenstände angewendet

Z.B. The lady who lives next door is a doctor.

Barbara works for a company that (or which) makes software.

Für den Genetiv wird für Personen **whose** verwendet. Z.B. I met the girl whose sister knows you. Whose car is blocking the way out?

Wird über Plätze gesprochen, verwendet man **where**.

Z.B.: I would like to work in a country where there is a beach nearby.

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

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 gentlemanpurse has been stolen.

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.

Wenn das reporting verb, e.g. say, tell, ask, answer etc. im Präsens steht, braucht die Zeit der indirekten Rede nicht geändert werden, dennoch müssen persönliche Fürwörter angepasst werden.

E.g. Tina says: „I’m happy about my contract.“ - Tina says that she is happy about her contract.

Wenn das reporting verb in der Vergangenheit oder Mitvergangenheit steht, e.g. told, said, answered etc. muss die Zeit der indirekten Rede auch verändert werden.

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.

Wenn das reporting verb also in der Vergangenheit steht, müssen folgende Änderungen durchgeführt werden:

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.....
.....
.....
.....
.....
.....
.....

.....

.....

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	

Verbs in this list are also irregular when they have a prefix:

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 _____

