

Teachers' version

The graphic for every tense starts with one of these four timeframes...

... And each tense starts in one of these four ways.

the 4 timeframes

... with present tense endings
(grey letters)

present



Example: **she writes** (see chart 4)

... with past tense endings (yellow letters)

past



Example: **she wrote** (see chart 6)

... with future tense endings
(purple letters)

future

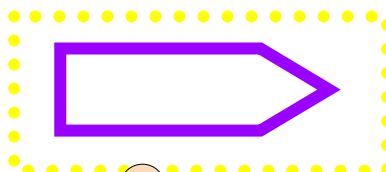


Example: **she will write** (see chart 8)

the conditional is like a combination of the past frame and the future frame.

... or with conditional endings
(yellow and purple letters)

conditional



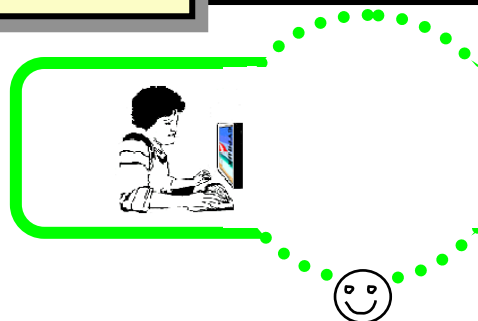
Example: **she would write** (see chart 10)

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the 3 feature frames

Some or all of these three feature frames can be added to the four basic timeframes to add extra meaning to the tense.

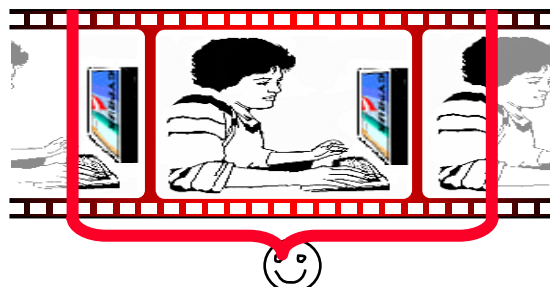
perfect



we will use **green** letters for perfect forms.

Example: **she has written** (see chart)

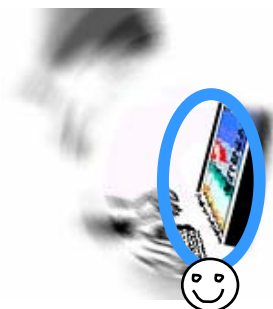
progressive



we will use **red** letters for progressive forms

Example: **she is writing** (see chart)

passive



we will use **blue** letters for passive forms.

Example: **it is written** (see chart)

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To be used in tenses, verbs have to take different forms ...

... including the "help verbs" "HAVE" and "BE"

the forms of the verb

base	write	have	be
future	will write	will have	will be
present	write <u>e</u> , <u>writes</u>	have <u>e</u> , <u>has</u>	am <u>,</u> <u>is</u> <u>,</u> <u>are</u>
past	wrote	had	<u>was</u> <u>,</u> <u>were</u>
perfect	written	had	been
passive	written	had	been
progressive	writing	having	being

the base, future and present forms are the same ...

except that the third person present has an "s" ...

... and that the verb "TO BE" is very irregular.

the endings for the perfect and passive are always the same ...

The present and past forms of BE change not just the endings but the whole word. So we will mark the present and past forms with grey and yellow underlines.

present

We use the present simple for things that are generally true, for example where I live and what I like.



we will use **grey** letters for present tense endings.

Ann is a journalist at FreeTime Magazine. **She writes** the Holiday Report

past

We use the simple past when we talk about a finished, closed timeframe.
For instance, yesterday or last week or last year

this morning

now (3 p.m.)



We use the **yellow** past form of the first verb.

She wrote the Hawaii Report this morning, before her boss arrived.

future

We use the future tense when we talk about a later time, for instance tomorrow or next week or next year.

now

tomorrow



We use the **purple** help-verb WILL ...

... followed by the **purple** future form of the next verb.



She will write the Report tomorrow - if she has time.

present perfect

The frame for the present perfect relates the past ...

... to the present.

We use the present perfect when we talk about a time that starts in the past but is still open now.
E.g. this week, so far today.

We make the grammar for the present perfect by fitting the features of the present perfect frame for the present perfect.

... inside the timeframe for the present.

Usually the event has a result in the present.

... plus the green perfect form of the next verb.

use a form of the green help-verb HAVE ...

She has written the Report already. Here it is!

for the present perfect we use the present form of the verb HAVE. Note the grey ending.



present *progressive*

We use the present progressive when we talk about a limited, present time.
It is like a short slice from a longer film

... right now ...

She is writing the report - but this is temporary.
Soon she will finish and so you can talk to her then.

We are not interested in
the beginning or end of the action.
We are not interested in the result.

We use the present of
the verb BE (am, is,
are). Note the grey
underline for the
present tense..

... followed by the -ing form
of the main verb. Note the red colour for the *progressive*..

She **is writing** the holiday report just now - so don't talk to her.

present passive

We use the present passive when we focus on the receiving end of an action.

We are not interested in who writes the report.
Only in the report itself.

We use the present of
the **blue** verb BE (am,
is, are). Note the **grey**
underline for the
present tense.....

... followed by the **blue, passive** form
of the main verb.

The Report **is written** in three languages.

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slice of time up to now

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present perfect progressive

This tense combines the frames for the present, the perfect and the progressive ... to make a slice of time up to now.

... all morning ...

now (11 a.m.)



She **is** writing the Report.



At any time during the morning, an observer could say "she is writing the report" - looking through the progressive frame.

But **NOW** it is the end of the morning and the observer looks at the action through the progressive frame AND through the perfect frame and says ...

... a form of the **green** help-verb **HAVE** for the perfect...

... plus the **green** perfect form of the next verb.

She **has been** writing the Report all morning - so she's tired.

the **grey** ending for the present

we use the **red** help-verb **BE** ...

... plus the **red** progressive form of the next verb

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past perfect

this morning

now (1 p.m.)

time up to the meeting at the meeting

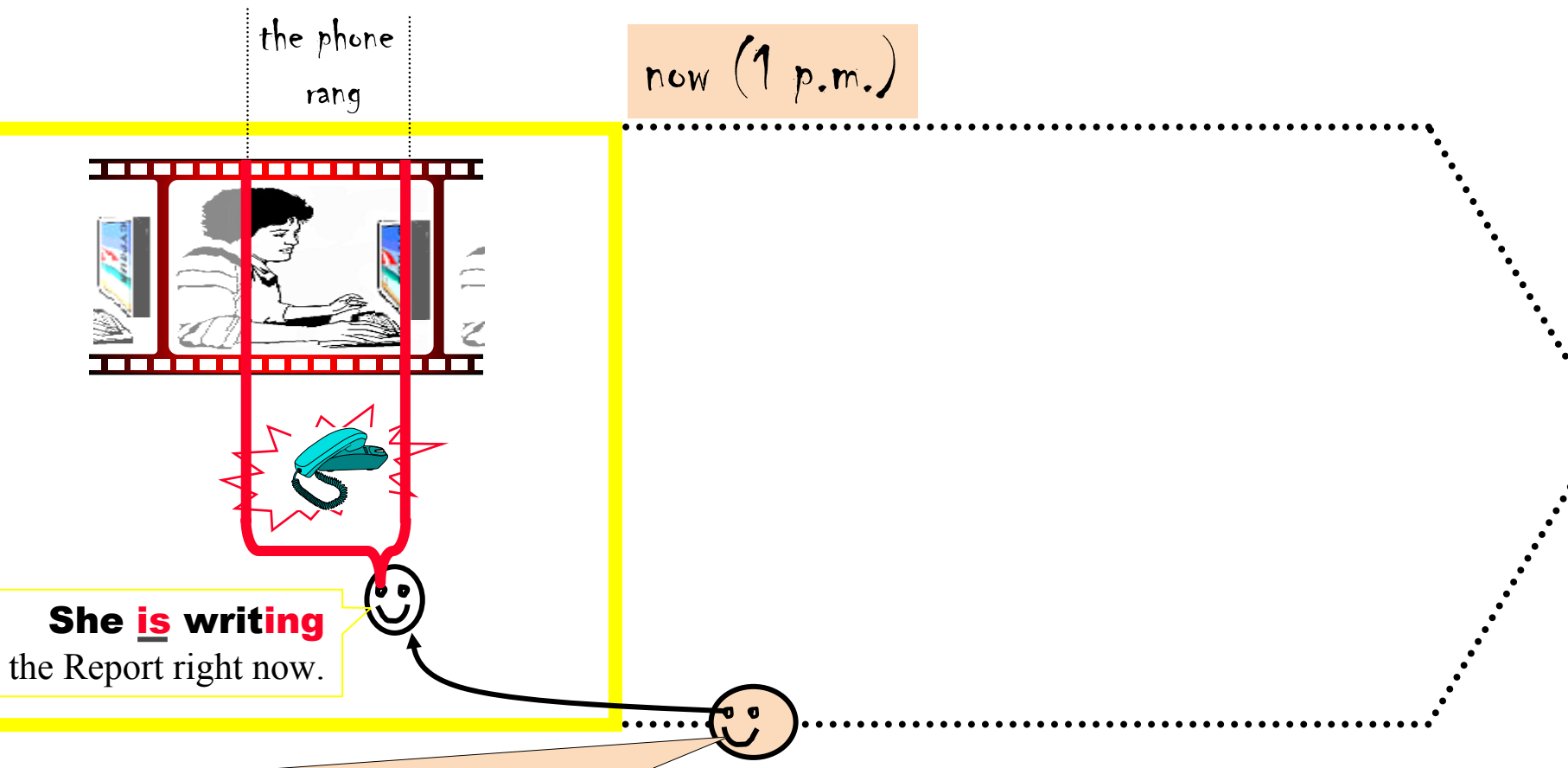


She has written
the Report at last!



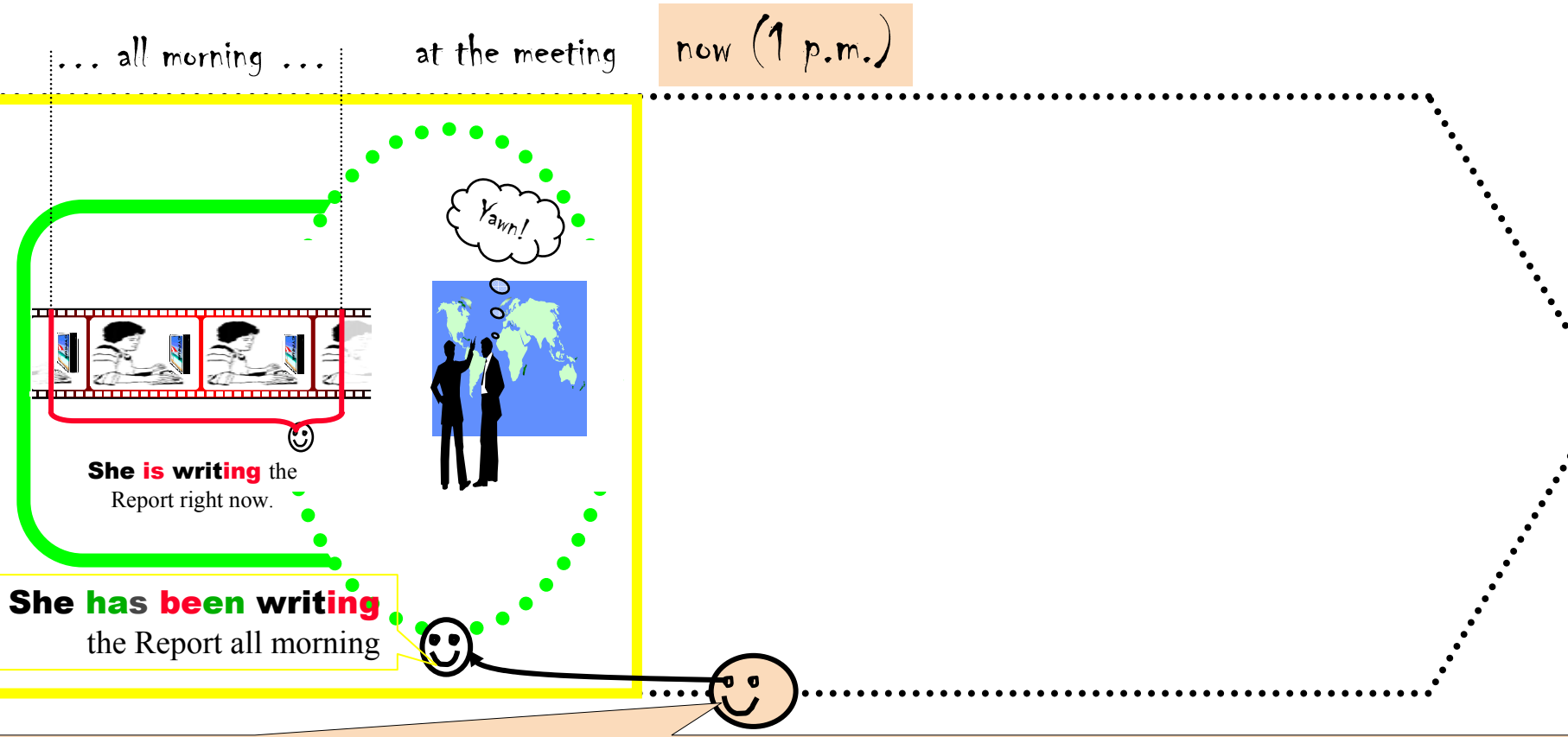
She felt great at the meeting because **she had written** the Report already

past progressive



While **she was writing** the Report this morning, the phone rang.

past perfect progressive



She was tired at the meeting because she **had been writing** the Report all morning

future perfect

now (1 p.m.)

this evening

before 8 p.m.

8 p.m.



She has written
the Report.

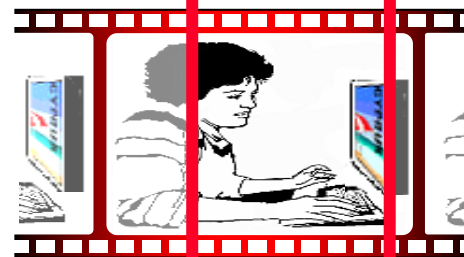
She will have written the Report by 8 o'clock - so call her then.

future progressive

now (1 p.m.)

this evening

exactly 8 p.m.



She **is** writing
the Report right now.

At 7 o'clock **she will be writing** the Report- so don't call her!

future perfect progressive

now (1.p.m.)

5 or 6 hours

7 p.m.



She is writing
the Report.

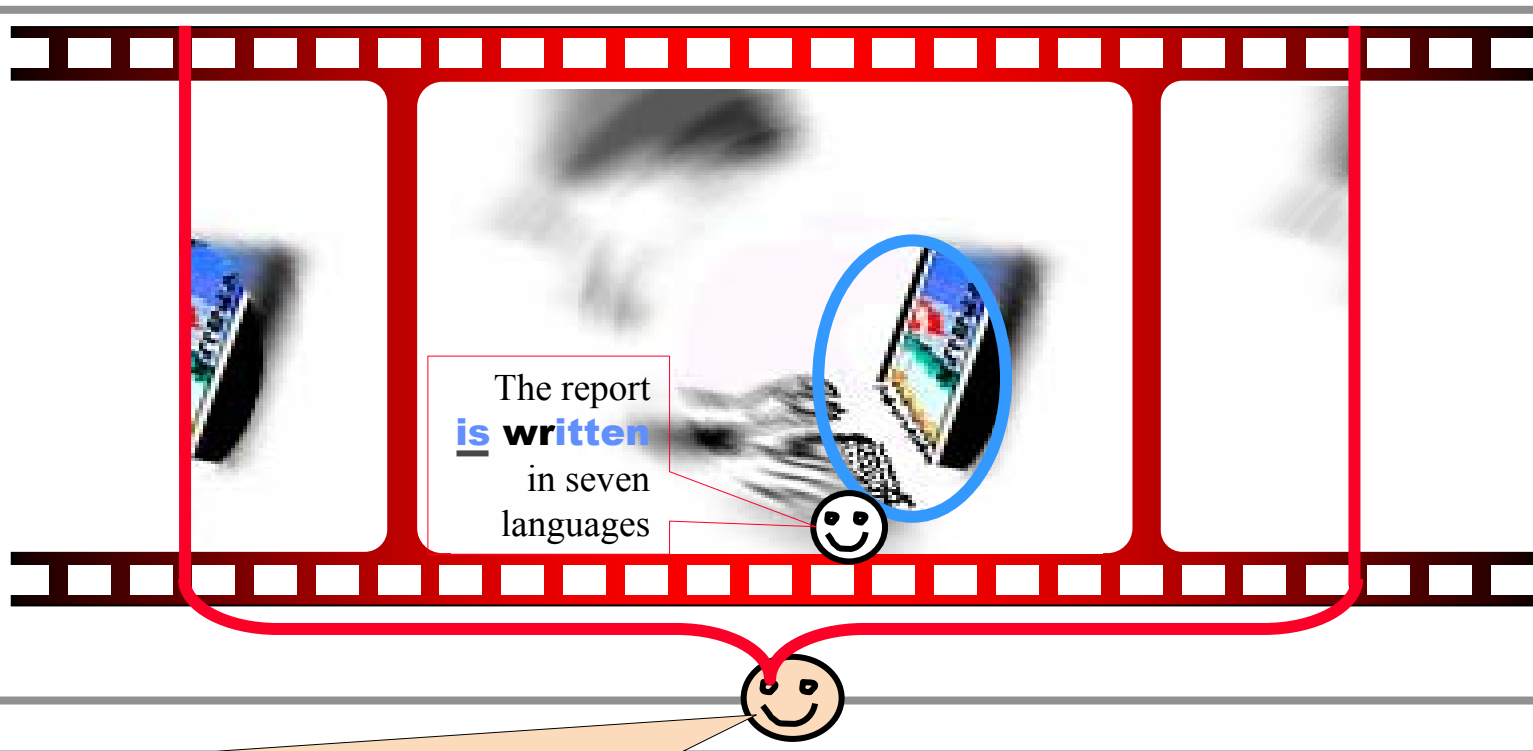
She has been writing
the Report



By 7 o'clock **she will have been writing** for 5 or 6 hours - so she'll be tired

present *progressive* *passive*

... .. at the moment



At the moment, the report is **being written** in seven languages.
Soon we will add Hungarian and Portuguese.

past passive

last year

this year



Last year the report **was written** in nine languages.