

TENSES

1. Use the 1st form of the Verb after did: I did not go. Did he go?

2. In the Future Tense, use shall with I & We: use will with 2nd and 3rd Persons (you, he, she, it, they).

3. In the Present Tense add s or es to the 3rd Person Singular.

e.g. I play, he (she, it) plays, we play, you play, they play, I go, he (she, it) goes, we go, you go, they go.

Note: Add es instead of s when the Verb ends in o, x, s, ch, sh, z.

e.g. does, boxes, kisses, teaches, pushes, buzzes.

4. In the following sentences has been and have been must be used when the length of time or the starting time is added.

He is ill.

They are playing.

He has been ill for the last 3 days.

They have been playing for 2 hours.

He has been ill since Monday.

They have been playing since 2 pm.

5. The Present Tense and not the Future Tense (will, shall) is used in sentences like the following after when, as soon as, directly, if, until, unless and whoever.

When he comes, I shall go with him.

(**Not:** When he will come)

As soon as the rain stops, we shall start playing.

(**Not:** will stop)

Directly I reach Lahore, I shall write to you.

(**Not:** shall reach)

If it rains, we shall not play.

(**Not:** If it will rain)

Unless you work hard, you will fail.

(**Not:** Unless you will work hard)

We shall wait until the train comes.

(**Not:** until the train will come)

Whoever comes first will get a prize.

(**Not:** Whoever will come first)

6. Never use would have or should have after 'If' but use had.

e.g.

If you had gone, I should have gone too.

Had you gone, I should have gone too.

If he had failed, he would have been punished.

Had he failed, he would have been punished.

Unless he had worked hard, he would have failed.

Had he not worked hard, he would have failed.

7. In sentences like the following if the first Verb is in the Past Tense, the Verbs which follow must also be in the Past form.

I know that he will go if he can for he wants to see the picture.

I knew that he would go if he could for he wanted to see the picture.

I think that he may pass if he works for I know that he is clever.

I thought that he might pass if he worked for I knew that he was clever.

Note: This is the same rule as for Indirect Speech.

8. Use a simple Past Tense when a past time is given. Don't use have, has or had.

e.g. I met my friend yesterday: I did not meet him yesterday.

Not: I have met my friend yesterday.

Not: I had not met him yesterday.

9. Don't leave out the d in a sentence like: I used to play hockey

Note: There is no Tense I use to. The Present form is I play hockey.

10. If I were you, I would go. (**Not:** If I was you)
If he were to work hard, he would pass (**Not:** If he was to work hard)

11. He must be in his office. (**Not:** He will be in his office)
You must have read this book. (**Not:** You will have read this book)

12. Use the Thirdrd form of the Verb after has, have, had and also in the Passive Voice.

e.g. He has gone.
I have seen.
He had gone.
He must have gone.
He would have gone.
He might have gone.
It may be found.

I am beaten.
He is known.
They are hidden.
He was beaten.
They were stolen.
He will be given a prize.