

Tens	Use	Sample
Present simple	<ul style="list-style-type: none"> Facts that are always true Habits Opinions and beliefs Making declarations Headlines Instructions and itineraries Summaries of events (plots of stories, films ect.) Historic present in narrative and funny stories 	<ul style="list-style-type: none"> Water boils at 100 degrees Celsius. British people drink a lot of tea. I don't like gangster films. I bet you don't know the answer! Ship sinks in midnight collision First you roll out the pastry. May 1945: The war in Europe comes to an end. ...so then the second man asks the first one why he has a banana in his ear and the first one says...
Present continuous	<ul style="list-style-type: none"> actions in progress at the moment <ul style="list-style-type: none"> temporary actually in progress generally in progress but not actually happening at the moment temporary situations repeated actions complaints about annoying habits with verbs describing change and development 	<ul style="list-style-type: none"> I'm staying in a hotel until I find a flat. The dog is sleeping on our bed. I'm learning to drive. Are you enjoying your stay here? My car has broken down, so I am walking to work these days. You are always making sarcastic remarks about my cooking! The weather is getting worse!
Present perfect simple	<ul style="list-style-type: none"> recent events, without a definite time given. indefinite events, which happened at an unknown time in the past. indefinite events which may have an obvious result in the present. with state verbs, a state which lasts up to the present. a habitual action in a period of time up to the present. 	<ul style="list-style-type: none"> We've missed the turning. / I've just seen a ghost! Jim has had three car accidents. (up to the present) I've twisted my ankle. (that's why I'm limping) I've lived here for the past ten years. I've been jogging every morning for the last month.
Present perfect continuous	<ul style="list-style-type: none"> a state which lasts up to the present moment an incomplete activity to emphasize duration a recently finished activity a repeated activity Example past simple /present perfect <ul style="list-style-type: none"> finished unfinished finished unfinished 	<ul style="list-style-type: none"> I've been waiting for you for three hours! I've been cleaning the house but I still haven't finished. I've been writing letters all morning. I've been running. That's why I look hot. I've been taking French lessons this year. Sue lived in France for two years. Jim has been working here for three month. What did you do today? What have you done so far today?
Future "will"	<ul style="list-style-type: none"> known facts or what we suppose is true an assumption immediate decision 	<ul style="list-style-type: none"> I'll be late home this evening. That'll be Jim at the door. (This means that I suppose it is Jim.) I'll take this one.
Be going to	<ul style="list-style-type: none"> intentions or plans describe event whose cause is present or evident 	<ul style="list-style-type: none"> I'm going to wait here until Carol gets back. Look at that tree! It's going to fall.
Future continuous	<ul style="list-style-type: none"> describes an event which will be happening at a future point events which are going to happen anyway more polite than "will" fixed arrangements and plans 	<ul style="list-style-type: none"> Come round in the morning. I'll be painting in the kitchen. I won't bother to fix a time to see you, because I'll be calling into the office anyway several times next week. Will you be going to the shops later? The band will be performing live in Paris this summer.
Future perfect	<ul style="list-style-type: none"> refers to time which we look back at from a future point <ul style="list-style-type: none"> simple continuous express an assumption on the part of the speaker 	<ul style="list-style-type: none"> In two year's time I'll have finished the book. By the end of the month, I'll have been working for this firm for a year. You won't have heard the news, of course. (I assume you have not heard the news.)
Other future references	<ul style="list-style-type: none"> hope other verbs followed by "will": think, believe, expect, doubt shall (informal speech) 	<ul style="list-style-type: none"> I hope it doesn't rain. (I hope it won't rain). I expect the train will be late. / I doubt whether United will win.

Past simple	completed actions	I got up, switched off the radio, and sat down again.
	habits	Every day I went to the park.
	states	In those days, I didn't like reading.
Past continuous	actions in progress (often interrupted by events)	While I was opening the letter, the phone rang.
	background description in narrative	I entered the office and looked around. Most people were working at their desks, but Jane was staring out of the window and pretending to write something at the same time.
	changing states	The car was getting worse all the time. One of the headlights was gradually falling off, and the engine was making more and more funny noises.
	repeated actions - criticism	When Jane was at school, she was always losing things.
	unfulfilled past events	I was going to phone you, but I forgot.
	Polite form - common with "wonder"	I was wondering if you wanted to come to the cinema.
Past perfect	when we are already talking about the past, and we want to go back to an earlier past time (past in the past)	
	simple	By the time I got to the station, the train had left.
	continuous	While I had been talking on the phone, Jimmy had escaped.
"used to"	contrasts with the present	I used to go swimming a lot (but I don't now).
"would"	repeated actions, not states. It describes a habitual activity which was typical of a person	Every week he'd buy his mother a bunch of flowers.