

Unit 1

1.1 Present simple and present continuous

Present simple

Affirmative

I / We / You / They play.
He / She / It plays.

Negative

I / We / You / They **don't** play.
He / She / It **doesn't** play.

Questions

Do I / we / you / they play?
Does he / she / it play?

Short answers

Yes, I / we / you / they **do.** **No,** I / we / you / they **don't.**
Yes, he / she / it **does.** **No,** he / she / it **doesn't.**

We use the present simple for:

- facts or general truths.
*My grandmother **speaks** five languages.*
- routines or habits (often with adverbs of frequency).
*My sister **always plays** volleyball at the weekend.*
- permanent states.
*We **live in** Sevenoaks.*
- timetabled events in the future.
*The film **starts** at eight o'clock in the evening.*

Note: We often use these common time expressions with the present simple: *every day / week / month / summer, every other day, once a week, twice a month, at the weekend, in January, in the morning / afternoon / evening, at night, on Tuesdays, on Friday mornings, etc.*

Adverbs of frequency

We use adverbs of frequency to say how often something happens. They come before the main verb but after the verb *be*.

*Jeremy **is often** tired in the morning.
Mum **always makes** our birthday cakes.*

Some common adverbs of frequency are (from the most to the least often):
always, usually, often, sometimes, rarely / hardly ever / seldom, never.

Present continuous

Affirmative

I **am ('m)** playing.
He / She / It **is ('s)** playing.
We / You / They **are ('re)** playing.

Negative

I **am ('m) not** playing.
He / She / It **is not (isn't)** playing.
We / You / They **are not (aren't)** playing.

Questions

Am I playing?
Is he / she / it playing?
Are we / you / they playing?

Short answers

Yes, I **am.** **No,** I'm **not.**
Yes, he / she / it **is.** **No,** he / she / it **isn't.**
Yes, we / you / they **are.** **No,** we / you / they **aren't.**

Spelling: *make* → *making* *study* → *studying*
swim → *swimming*

We use the present continuous for:

- actions that are in progress at or around the time of speaking.
*We're **watching** a DVD about elephants.*
- actions that are temporary.
*My cousin **is staying** with us this weekend.*
- situations that are changing or developing in the present.
*Family members **are living** further away from each other.*
- an annoying habit (often with *always, continually, constantly* and *forever*).
*My brother **is forever complaining** about his homework.*
- plans and arrangements for the future.
*We're **visiting** my aunt this Saturday.*

Note: We use these common time expressions with the present continuous: *at the moment, now, for the time being, this morning / afternoon / evening / week / month / year, today, etc.*

1.2 Stative verbs

Some verbs are not usually used in continuous tenses. They are called stative because they describe states and not actions. To talk about the present, we use these verbs in the present simple tense. These are the most common.

- verbs of emotion: *hate, like, love, need, prefer, want.*
*Jane **loves** her new house.*
- verbs of senses: *feel, hear, see, smell, sound, taste.*
*This soup **tastes** delicious.*
- verbs expressing a state of mind: *believe, doubt, forget, imagine, know, remember, seem, suppose, think, understand.*
*I **think** that's a great idea!*
- verbs of possession: *belong to, have, own, possess.*
*This flat **belongs** to my aunt.*
- other verbs: *be, consist, contain, cost, include, mean.*
*Those curtains **cost** a fortune.*

Some verbs can be both stative and action verbs but with a different meaning. These are the most common.

- be*
*John **is** very honest.* (usual behaviour)
*Ken **is being** very rude.* (at the moment; not his normal behaviour)
- expect*
*I **expect** you enjoyed your holiday.* (= think or believe)
*I'm **expecting** a letter from my grandma.* (= wait for)

Unit 2

2.1 Past simple

Affirmative

I / He / She / It / We / You / They **cooked**.

Negative

I / He / She / It / We / You / They **didn't** cook.

Questions

Did I / he / she / it / we / you / they cook?

Short answers

Yes, I / he / she / it **did**.

No, I / he / she / it **didn't**.

Yes, we / you / they **did**.

No, we / you / they **didn't**.

Spelling: *dance* → *danced*
travel → *travelled*

tidy → *tidied*
play → *played*

Note: Some verbs are irregular and do not follow these spelling rules. See a list of irregular verbs on page 183.

We use the past simple for:

- something that started and finished in the past.
*John **made** some coffee a few minutes ago.*
- past routines and habits (often with adverbs of frequency).
*Sue never **ate** fast food at school.*
- actions that happened one after the other in the past, for example when telling a story.
*We **went** to the park and **had** a picnic.*

Note: We often use these common time expressions with the past simple: *yesterday, last night / week / month / summer, a week / month / year ago, twice a week, once a month, at the weekend, in March, in the morning / afternoon / evening, at night, on Thursdays, on Monday mornings, etc.*

2.2 Past continuous

Affirmative

I / He / She / It **was** cooking.

We / You / They **were** cooking.

Negative

I / He / She / It **was not (wasn't)** cooking.

We / You / They **were not (weren't)** cooking.

Questions

Was I / he / she / it cooking?

Were we / you / they cooking?

Short answers

Yes, I / he / she / it **was**.

No, I / he / she / it **wasn't**.

Yes, we / you / they **were**.

No, we / you / they **weren't**.

Spelling: *write* → *writing*
travel → *travelling*

tidy → *tidying*

We use the past continuous for:

- actions in progress at a specific time in the past.
*Mum **was making** burgers for us at seven o'clock last night.*

Grammar reference

- two or more past actions in progress at the same time.
*I **was cooking** while my brother **was watching** TV.*
- giving background information in a story.
*The sun **was shining** and the children **were playing**.*
- an action in progress in the past that was interrupted by another action.
*We **were having** dinner when the doorbell rang.*

Note: We often use these common time expressions with the past continuous: *while, as, all day / week / month / year, at ten o'clock last night, last Sunday / week / year, this morning, etc.*

something that is usual or familiar.

Her daughter is used to eating late at night.

We use *get used to* + *-ing* form / noun to talk about the process of something becoming familiar.

I am getting used to salty food. I don't mind it.

Note: *Be* and *get* change depending on the tense that is needed in the context.

He's used to waking up early.

Julie has never got used to eating a lot of olive oil.

Unit 3

3.1 Present perfect simple

Affirmative

I / We / You / They **have ('ve)** worked.
He / She / It **has ('s)** worked.

Negative

I / We / You / They **have not (haven't)** worked.
He / She / It **has not (hasn't)** worked.

Questions

Have I / we / you / they worked?
Has he / she / it worked?

Short answers

Yes, I / we / you / they **have.**
Yes, he / she / it **has.**

No, I / we / you / they **haven't.**
No, he / she / it **hasn't.**

Spelling: *walk* → *walked*
dance → *danced*
travel → *travelled*

tidy → *tidied*
play → *played*

Note: Some verbs are irregular and do not follow these spelling rules. See a list of irregular verbs on page 183.

We use the present perfect simple for:

- actions that have just finished.
*The museum **has just closed** for the day.*
- experiences and achievements.
*Lynda **has travelled** to many countries.*
- something that started in the past and has continued until now.
*That scientist **has studied** global warming since 2001.*
- something that happened in the past, but we don't know or we don't say exactly when.
*Biologists **have found** new marine species.*
- something that happened in the past and has a result that affects the present.
*Pollution **has endangered** the survival of many animals.*

Note: We often use these common time expressions with the present perfect simple: *already, ever, for, for a long time / ages, just, never, once, recently, since 2007 / June, so far, twice, three times, until now, yet, etc.*

have been and have gone

Notice the difference between *have been* and *have gone*.

have been = someone has gone somewhere and returned
*I **have been** to that natural history museum. It's great.*

have gone = someone has gone somewhere and is still there
*Mum is not here. She's **gone** to work.*

ago, for and since

We often use *ago* with the past simple, and *for* and *since* with the present perfect simple.

We use *ago* at the end of a sentence with the past simple.
*He **went** to a conference a month **ago**.*

We use *for* with an expression that shows a period of time at the end of a sentence with the present perfect simple.
*The Tasmanian Wolf **has been** extinct **for** about 50 years.*

We use *since* with a point of time in the past at the end of a sentence with the present perfect simple.
*The Dodo **has been** extinct **since** 1681.*

Present perfect simple and past simple

We use the present perfect simple when we talk about something that happened in the past that has a result that affects the present. We also use it when we don't know or don't say when something happened in the past. We use the past simple to say when something happened.

*The use of fossil fuels **has caused** air pollution.*

*He **has explored** many places in the Amazon.*

*We **met** the famous scientist at a conference **last year**.*

3.2 Present perfect continuous

Affirmative

I / We / You / They **have ('ve) been** working.
He / She / It **has ('s) been** working.

Negative

I / We / You / They **have not (haven't) been working.**
He / She / It **has not (hasn't) been working.**

Questions

Have I / we / you / they been working?
Has he / she / it been working?

Short answers

Yes, I / we / you / they have.	No, I / we / you / they haven't.
Yes, he / she / it has.	No, he / she / it hasn't.

Spelling: *make* → *making* *study* → *studying*
swim → *swimming*

We use the present perfect continuous:

- for actions that started in the past and are still in progress now or have happened repeatedly until now.
*The biologists **have been searching** for new species.*
- for actions that happened repeatedly in the past and have finished recently but that have results that affect the present.
*My eyes hurt because I **have been working** on the computer for hours.*
- to emphasise how long actions have been in progress for.
*He **has been researching** climate change for a decade.*

Note: We often use these common time expressions with the present perfect continuous: *all day / night / week, for years / a long time / ages, lately, recently, since*. We can use *How long ...?* with the present perfect continuous in questions and *for (very) long* in questions and negative sentences.

*We have been going on holiday to Mexico **for ages**.*

***How long** has Bob been working in this lab?*

*I haven't been researching coral reefs **for very long**. It's only been two months.*

Present perfect simple and present perfect continuous

We use the present perfect simple to talk about something we have done or achieved, or an action that is complete. It is also used to say how many times something happened.

*We **have watched** that film twice in the last week.*

We use the present perfect continuous to talk about how long something has been happening. It is not important whether or not it has finished.

*The tropical storm **has been going on** for days.*