

Distinction Between Time and Tense

In order to understand this chapter, it is necessary first to understand the meanings of **Time** and **Tense** and the distinction between the two. **Time** is used in the ordinary sense as we know it in life. **Time** has **three dimensions**—the Present Time, the Past Time, and the Future Time. But **Tense** is a grammatical term, showing the grammatical forms of the **Verb**. Thus **Time** points to the **meaning** of the Verb, and **Tense** to the form of the Verb. There are **three** broad divisions of Tense—the Present Tense, the Past Tense, and the Future Tense. Each Tense is further divided into **four** sub-divisions—1. Simple, 2. Continuous (Progressive), 3. Perfect, 4. Perfect Continuous. In this way **Time** has **three divisions**, while **Tense** has twelve divisions.

It may further be pointed out that **One Tense** may show **more than one dimension of Time**. For example, Simple Present Tense may show Present Time, Past Time and Future Time. Likewise, Simple Past Tense can also show Present Time, Past Time and Future Time.

For example, see the following Question and its Answer :

Q. How does Ram earn his living ?

Ans. He runs a shop.

The above Answer is in Simple Present Tense, but in its sense it shows Past, Present and Future Time, because he had the shop in the past; he has it in the present, and he will keep it in future too. In other words this sentence is in Simple Present Tense but in Past, Present, and Future Time.

Now see this sentence —

“I go to Bombay tomorrow morning.”

This sentence is in Simple Present Tense, but in sense it shows Future Time.

Now see the following sentences written in Simple Past Tense. All these sentences are in **Past**

Tense, but in sense the first sentence is in **Past Time**, the second in **Present Time**, the third in **Future Time**. As—

1. I **sent** a message to my brother **yesterday**. (**Past Tense and Past time**)
2. If I **sent** a message to my brother **just now**, he would receive it tomorrow. (**Past Tense and Present time**)
3. If I **sent** a message to my brother **tomorrow**, he would receive it on Sunday morning. (**Past Tense and Future time**)

Therefore a student must clearly understand the distinction between Present Tense and Present Time, Past Tense and Past Time, and Future Tense and Future Time.

Let us now study in detail the **Tenses** and **Time Sense**.

Three Forms of Verbs

Present, Past and Past Participle Forms of Some Difficult Verbs

Each Verb has Three Forms :

- I Form or Present Tense.
- II Form or Past Tense.
- III Form or Past Participle.

Since no sentence can be formed without using a Verb in a certain form, we give below a list of the I, II, and III Forms of some typical Verbs in the use of which an error is often committed :

Group I

I Form <i>Present Tense</i>	II Form <i>Past Tense</i>	III Form <i>Past Participle</i>
Arise	arose	arisen
Bear	bore	born
Bear	bore	borne
Beat	beat	beaten
Beget	begot	begot

I Form	II Form	III Form	I Form	II Form	III Form
<i>Present Tense</i>	<i>Past Tense</i>	<i>Past Participle</i>	<i>Present Tense</i>	<i>Past Tense</i>	<i>Past Participle</i>
Bid	bade	bidden	Slide	slid	slid
Bite	bit	bitten	Smell	smelt	smelt
Bind	bound	bound	Smite	smote	smitten
Blow	blew	blown	Speak	spoke	spoken
Break	broke	broken	Spoil	spoilt	spoilt
Burn	burnt	burnt	Steal	stole	stolen
Chide	chid	chid	Stride	strode	stridden
Choose	chose	chosen	Strike	struck	struck
Creep	crept	crept	Strive	strove	striven
Deal	dealt	dealt	Swear	swore	sworn
Dwell	dwelt	dwelt	Sweep	swept	swept
Draw	drew	drawn	Take	took	taken
Drink	drank	drunk	Teach	taught	taught
Drive	drove	driven	Tear	tore	torn
Eat	ate	eaten	Throw	threw	thrown
Fall	fell	fallen	Tread	trod	trodden
Feel	felt	felt	Wear	wore	worn
Fly	flew	flown	Weave	wove	woven
Forbear	for bore	forborne	Weep	wept	wept
Forget	forgot	forgotten	Write	wrote	written
Forsake	forsook	forsaken			
Freeze	froze	frozen		Group II	
Get	got	got	Abide	abode	abode
Give	gave	given	Awake	awoke	awoke
Go	went	gone	Build	built	built
Grow	grew	grown	Become	became	become
Hang	hanged	hanged	Begin	began	begun
Hide	hid	hidden	Behold	beheld	beheld
Kneel	knelt	knelt	Bend	bent	bent
Know	knew	known	Cling	clung	clung
Laugh	laughed	laughed	Come	came	come
Lie	lay	lain	Dig	dug	dug
Mean	meant	meant	Feed	fed	fed
Ride	rode	ridden	Fight	fought	fought
Rise	rose	risen	Find	found	found
See	saw	seen	Fling	flung	flung
Shake	shook	shaken	Grind	ground	ground
Show	showed	shown	Hold	held	held
Shrink	shrank	shrunk	Lend	lent	lent
Sink	sank	sunk	Lead	led	led
Sow	sowed	sown	Ring	rang	rung
Slay	slew	slain	Run	ran	run
Sleep	slept	slept	Read	read	read

I Form <i>Present Tense</i>	II Form <i>Past Tense</i>	III Form <i>Past Participle</i>
Shine	shone	shone
Sing	sang	sung
Spin	spun	spun
Spring	sprang	sprung
Stand	stood	stood
Stick	stuck	stuck
Sting	stung	stung
String	strung	strung
Swim	swam	swam
Win	won	won
Wind	wound	wound
Wring	wrung	wrung

Group III

The following Verbs remain **the same** in all the **three forms** :

Bet	bet	bet
Burst	burst	burst
Cast	cast	cast
Cut	cut	cut
Cost	cost	cost
Hit	hit	hit
Hurt	hurt	hurt
Let	let	let
Put	put	put
Read	Read	Read
Rid	rid	rid
Set	set	set
Shed	shed	shed
shut	shut	shut
Split	split	split
Spread	spread	spread
Thrust	thrust	thrust

Structure of Sentences According to Tenses

As we have said above, there are **Three** Tenses, and each tense is further divisible into **four** sub-divisions. Thus there are in all **twelve** divisions, and each division has its own grammatical structure. We are giving below examples of all these **twelve structures** along with their **Rules**.

Note—In the **Rules** given below, **V₁** stands for the First Form (Present Tense) of the Verb, **V₂** for the Second Form (Past Tense) and **V₃** for the Third Form (Past Participle) of the Verb.

1. PRESENT TENSE

Read the following sentences carefully—

1. PRESENT INDEFINITE TENSE

(i) Affirmative Sentences—

I read my book.
He loves his school.
You help the poor.
They love their country.

(ii) Negative Sentences—

I do not read my book.
He does not love his school.
You do not help the poor.
They do not love their country.

(iii) Interrogative Sentences : Affirmative—

Do I read my book ?
Does he love his school ?
Do you help the poor ?
Where does he go ?

(iv) Interrogative Sentences : Negative—

Do I not read my book ?
Does he not love his school ?
Do you not help the poor ?
Where does he not go ?

Rules

Rule 1—In **Affirmative** sentences **I, We, You, They** and **Plural Nouns** take the verb in the **First Form**. But **He, She, It** and **Singular Nouns** take the Verb in the **First Form** with **s / es**. [See (i)]

Structure :

I / We / You / They / Plural Nouns + V ₁ He / She / It / Singular Nouns + V ₁ + s / es

Rule 2—In **Negative** sentences **I, We, You, They**, and **Plural Nouns** take **do not + Verb** in the **First Form**. But **He, She, It** and **Singular Nouns** take **does not + Verb** in the **First Form**. [See (ii)]

Structure :

I / We / You / They / Plural Nouns + do not + V ₁ He / She / It / Singular Nouns + does not + V ₁
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Rule 3—Interrogative Sentences have two structures :

- (i) Those that begin with **Do Verb (do, does, did)**. After the **Do Verb** comes the subject and thereafter **Verb** in the **First Form**.
- (ii) Those that begin with **Interrogative Adverb (What, Where, Why, When, Who, etc.)**. After the Adverb there follows the same structure as given above. [See (iii)]

Structure :

- | |
|--|
| (i) Do Verb + Subject + V_1
(ii) Adverb + Do Verb + Subject + V_1 |
|--|

Rule 4—In the **Interrogative Negative Sentences** both the structures are the same as under **Rule 3** above except that in them **not** is added after the subject. [See (iv)]

2. PRESENT CONTINUOUS TENSE

- (i) **Affirmative Sentences**—
 I am reading my book.
 He is going to school.
 They are playing football.
 You are going.
- (ii) **Negative Sentences**—
 I am not reading my book.
 He is not going to school.
 You are not going.
- (iii) **Interrogative Sentences : Affirmative**—
 Am I reading my book ?
 Is he going to school ?
 Are you going ?
 Where are you going ?
- (iv) **Interrogative Sentences : Negative**—
 Am I not reading my book ?
 Is he not going to school ?
 Are you not going ?
 Where are you not going ?

Rules

Rule 1—In **Affirmative Sentences** **I** takes **am + V_1 x 'ing'**, **You, We, They** and **Plural Nouns** take **are + V_1 x 'ing'**, and **He, She, It** and **Singular Nouns** take **is + V_1 x 'ing'**. [See (i)]

Structure :

I + am + V_1 x 'ing' We/You/They/Plural Nouns + are + V_1 x 'ing' He / She / It / Singular Nouns + is + V_1 x 'ing'

Rule 2—In **Negative Sentences** **not** is added after **is, am, are** in the above noted structures.

[See (ii)]

Structure :

I + am + not + V_1 x 'ing' We / You / They / Plural Nouns + are + not + V_1 x 'ing' He / She / It / Singular Nouns + is + not + V_1 x 'ing'

Rule 3—**Interrogative sentences** begin with the Auxiliary Verb **Is / Am / Are**. **Adverbial Interrogatives** are used even before the Auxiliaries. [See (iii)]

Structure :

Am + I + V_1 x 'ing' Are + We / You / They + V_1 x 'ing' Is + he / she / it + V_1 x 'ing'

Rule 4—**Interrogative Negative Sentences** follow the same structures as given under **Rule 3** above except that **not** is used before the Principal Verb. [See iv]

Structure :

Am + I + not + V_1 x 'ing' Are + We / You / They + not + V_1 x 'ing' Is + he / she / it + not + V_1 x 'ing'

3. PRESENT PERFECT TENSE

- (i) **Affirmative Sentences**—
 I have read my book.
 You have finished your work.
 He has gone to Calcutta.
 They have left Agra.
- (ii) **Negative Sentences**—
 I have not read my book.
 You have not finished your work.
 He has not gone to Calcutta.
 They have not left Agra.

(iii) Interrogative Sentences : Affirmative—

Have I read my book ?
 Have you finished your work ?
 Has he gone to Calcutta ?
 Have they left Agra ?
 Where have they gone ?

(iv) Interrogative Sentences : Negative—

Have I not read my book ?
 Have you not finished your work ?
 Has he not gone to Calcutta ?
 Have they not left Agra ?
 What have they not done ?

Rules

Rule 1—In **Affirmative** sentences **I, We, You, They**, and **Plural Nouns** take **have + third form** of the Verb. **He, She, It** and **Singular Nouns** take **has + third form** of the Verb. [See (i)]

Structure :

I / We / You / They + have + V₃
 He / She / it + has + V₃

Rule 2—In **Negative** sentences we use **not** after **has** or **have** in the above structures.

[See (ii)]

Structure :

I / We / You / They + have + not + V₃
 He / She / it + has + not + V₃

Rule 3—**Interrogative** sentences begin with the Auxiliary **Have** or **Has**, after which comes the **Subject** and then **Verb in the Third Form**. **Interrogative Adverbs**, if any, are used even before **Have** or **Has**.

[See (iii)]

Structure :

Have / Has + Subject + V₃
 Interrogative Adverb + have/has+Subject + V₃

Rule 4—In **Interrogative Negative** sentences **not** is used before the Verb. [See (iv)]

Structure :

Have / Has + Subject + not + V₃
 Interrogative Adverb + have / has + Subject + not + V₃

4. PRESENT PERFECT CONTINUOUS TENSE**(i) Affirmative Sentences—**

I have been working for four hours.
 He has been sleeping since 6 O'clock.
 You have been living here since July.

(ii) Negative Sentences—

I have not been working for four hours.
 He has not been sleeping since 6 O'clock.
 You have not been living here since July.

(iii) Interrogative Sentences : Affirmative—

Have I been working for four hours ?
 Has he been sleeping since 6 O'clock ?
 Why has the child been weeping for two hours ?

(iv) Interrogative Sentences : Negative—

Have I not been working for four hours ?
 Has he not been sleeping since 6 O'clock ?
 Why have you not been reading since the morning ?

Rules

Rule 1—Perfect Continuous Tense expresses period of time. If the period of time is definite (i.e. the starting point of time is known), we use **since**, as **since July**, **since 4 O'clock**, **since Monday**, **since 1964**, etc. But if the period of time is not definite (i.e. the starting point of time is not known), we use **for**, as **for some time**, **for five hours**, **for fifteen years**, etc.

Rule 2—In **Affirmative** Sentences **I, We, You, They**, and **Plural Nouns** take **have been** followed by the **Verb in the First Form X 'ing'**. **He, She, It** and **Singular Nouns** take **has been** followed by the Verb in the **First Form X 'ing'**. [See (i)]

Structure :

Subject + have/has been + V₁x 'ing' + Time

Rule 3—In **Negative** Sentences we use **not** after **have** or **has** in the above structure.

[See (ii)]

Structure :

Subject + have not been / has not been + V₁x
'ing' + Time

Rule 4—In Interrogative Sentences we use **Have** / **Has** at the beginning of the Sentence, followed by the **Subject** and then comes **been** and then **Verb in the First Form X 'ing'**, and then **Time**. [See (iii)]

Structure :

Have / Has + Subject + been + V₁x 'ing' + Time

Rule 5—In Interrogative Negative sentences we use **not** before **been**. [See (iv)]

Structure :

Have / Has + Subject + not + been + V₁x 'ing' + Time.

2. PAST TENSE

Read the following sentences carefully—

5. PAST INDEFINITE TENSE**(i) Affirmative Sentences—**

I helped my friend.
You loved your school.
He wrote a book.

(ii) Negative Sentences—

I did not help my friend.
You did not love your school.
He did not write a book.

(iii) Interrogative Sentences : Affirmative—

Did I help my friend ?
Did you love your school ?
Did you write a book ?
Where did you go ?

(iv) Interrogative Sentences : Negative—

Did I not help my friend ?
Did you not love your school ?
Where did you not go ?

Rules

Rule 1—In **Affirmative** Sentences we use the **Second Form** of the Verb with every Subject of any Person or any Number.

[See (i)]

Structure : Subject + V₂

Rule 2—In **Negative** sentences we use **did not** followed by the Verb in the **First Form** with every Subject. [See (ii)]

Structure : Subject + did not + V₁

Rule 3—In **Interrogative** Sentences we begin the sentence with **Did**, and then use the **Subject** and after that Verb in the **First Form**. [See (iii)]

Structure : Did + Subject + V₁

Rule 4—In Interrogative **Negative** sentences **not** is used before the main verb. [See (iv)]

Structure : Did + Subject + not + V₁**6. PAST CONTINUOUS TENSE****(i) Affirmative Sentences—**

I was reading my book.
He was going to school.
They were playing football.
You were going.

(ii) Negative Sentences—

I was not reading my book.
He was not going to school.
You were not going.

(iii) Interrogative Sentences : Affirmative—

Was I reading my book ?
Was he going to school ?
Were you going ?
Where were you going ?

(iv) Interrogative Sentences : Negative—

Was I not reading my book ?
Was he not going to school ?
Were you not going ?
Where were you not going ?

Rules

Rule 1—In **Affirmative** sentences **I, He, She, It** and **Singular Nouns** take **was + V₁x 'ing'**. **You, We, They** and **Plural Nouns** take **were + V₁x 'ing'**. [See (i)]

Structure :

I/He/She/It/Singular Noun + was + V ₁ x 'ing' You/We/They/Plural Nouns + were + V ₁ x 'ing'
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Rule 2—In Negative Sentences **not** is used after **was** or **were**. [See (ii)]

Structure :

Subject + was / were + not + V ₁ x 'ing'

Rule 3—In **Interrogative** sentences the Auxiliary Verb **was** or **Were** is used at the beginning of the sentence. Interrogative Adverb, if required, is used even before **was** or **were**. [See (iii)]

Structure :

Was / Were + Subject + V ₁ x 'ing'. Interrogative Adverb + was / were + Subject + V ₁ x 'ing'.

Rule 4—In Interrogative **Negative** Sentences **not** is used before the main verb. [See (iv)]

Structure :

Was / Were + Subject + not + V ₁ x 'ing'

7. PAST PERFECT TENSE**(i) Affirmative Sentences—**

He had left India before independence.
 He had already gone.
 I had taken my dinner before sunset.
 He had gone before you reached there.
 The patient had died before the doctor reached.
 Mohan came after Ram had left.

(ii) Negative Sentences—

I did not take my dinner after the sun had set.
 He had not gone before you reached there.
 The patient had not died before the doctor reached.

(iii) Interrogative Sentences : Affirmative—

Did I take my dinner after the sun had set ?
 Had he gone before you reached there ?
 Had the patient died before the doctor reached ?
 Why had you gone before he came ?

(iv) Interrogative Sentences : Negative—

Had I not taken my dinner before the sun set ?
 Had he not gone before you reached there ?
 Had the patient not died before the doctor reached ?
 Why had you not gone before he came ?

Rules

Rule 1—In sentences of Past Perfect Tense there is usually an expression of **Time**, a **s before, after, already, long ago**, etc. The verb used is in the form of **had + verb in the Third Form** with every subject of any Person or Number. [See (i)]

Structure :

Subject + had + V ₃

Rule 2—Past Perfect Tense is usually used in Complex sentences. The Subordinate clause is connected with the Principal clause with **before** or **after**.

Rule 3—In sentences in which **before** is used, the Principal clause requires the verb as **had + V₃** (Past Perfect) and the Subordinate clause requires only **V₂** (Past Indefinite Tense). [See (i & ii)]

Structure :

Subject + had + V ₃	+ before +	Subject + V ₂
(Principal Clause)		(Sub. ord. Clause)

Rule 4—In sentences in which **after** is used, the **Principal** clause requires only **Past Indefinite Verb (V₂)** and **Subordinate Clause Past Perfect Verb (had + V₃)**.

[See (ii)]

Structure :

Subject + V ₂	+ after +	Subject + had + V ₃
(Principal Clause)		(Subordinate Clause)

Rule 5—In **Negative** sentences formed under **Rule 1** above **not** is used after **had**; in sentences formed under **Rule 3** above **not** is used in the **Principal Clause** after **had** ; and in sentences formed under **Rule 4** above, the **Past Indefinite Verb (V₂)** in the **Principal** Clause is converted into **did not + V₁**. [See (ii)]

Structure :

- (1) Subject + had + not + V₃
- (3) Subject + had + not + V₃ + before + Subject + V₂
- (4) Subject + did not + V₁ + after + Subject + had + V₃

Rule 6—In **Interrogative** sentences formed under Rules (1) and (3) above, **had** is shifted to the beginning of the sentence (keeping the remaining structure unchanged). In sentences formed under Rule (4) above, **Sub-ject + V₂** are converted into **Did + Subject + V₁**. [See (iii)]

Structure :

- (1) Had + Subject + V₃
- (3) Had + Subject + V₃ + before + Subject + V₂
- (4) Did + Subject + V₁ + after + Subject + had + V₃

Rule 7—In Interrogative **Negative** sentences **not** is used **before the main Verb** in each form. [See (iv)]

Structure :

- (1) Had + Subject + not + V₃
- (3) Had + Subject + not + V₃ + before + Subject + V₂
- (4) Did + Subject + not + V₁ + after + Subject + had + V₃

8. PAST PERFECT CONTINUOUS TENSE

(i) **Affirmative Sentences—**

I had been working for four hours.
He had been sleeping since 6 O'clock.
We had been living in Delhi since 1950.

(ii) **Negative Sentences—**

I had not been working for four hours.
He had not been sleeping since 6 O'clock.
We had not been living in Delhi since 1960.

(iii) **Interrogative Sentences : Affirmative—**

Had he been working for four hours ?

Had he been sleeping since 6 O'clock ?

Had we been living in Delhi since 1980?

Why had the child been weeping for two hours ?

(iv) **Interrogative Sentences : Negative—**

Had I not been working for four hours ?
Had he not been sleeping since 6 O'clock ?

Had we not been living in Delhi since 1980 ?

Why had you not been reading since the morning ?

Rules

Rule 1—Sentences of Past Perfect Continuous Tense also carry the sense of **Time**. For definite starting point of time we use **since**, and for indefinite point of time we use **for** (as under Past Perfect Tense above).

Rule 2—In Affirmative Sentences we use the Verb in the form of **had been + Verb in the First Form x 'ing'** with every subject of any Person or any number. [See (i)]

Structure :

Subject + had been + V₁x 'ing' + Time phrase

Rule 3—In Negative Sentences we use **not** between **had** and **been**. [See (ii)]

Structure :

Subject + had not been + V₁x 'ing' + Time

Rule 4—In Interrogative sentences we begin the sentence with **Had**, or with **Interrogative Adverb** used even before **Had**. [See (iii)]

Structure :

Had + Subject + been + V₁x 'ing' + Time phrase
Interrogative Adverb + Had + Subject + been x 'ing' + Time

Rule 5—In Interrogative **Negative** sentences we use **not** before **been** in the structure under Rule 4 above. [See (iv)]

Structure :

Had + Subject + not + been + V₁x 'ing' + Time

3. FUTURE TENSE

Read the following sentences carefully—

9. FUTURE INDEFINITE TENSE

(i) Affirmative Sentences—

I shall help you.
He will come today.
You will do your work.
They will go to Kanpur.

(ii) Negative Sentences—

I shall not help you.
He will not come today.
You will not do your work.
They will not go to Kanpur.

(iii) Interrogative Sentences : Affirmative—

Shall I help you ?
Will he come today ?
Will you do your work ?
Will they go to Kanpur ?
Where will they go ?

(iv) Interrogative Sentences : Negative—

Shall I not help you ?
Will he not come today ?
Will you not do your work ?
Will they not go to Kanpur ?
Where will they not go ?

Rules

Rule 1—In **Affirmative** sentences **I** and **We** take **shall** followed by **Verb** in the **First Form**, and **He, You, They** and every **Noun** take **will** followed by **Verb** in the first Form.

[See (i)]

Structure :

I / We + Shall + V ₁ He / You / They / any Noun + will + V ₁

Rule 2—In **Negative** sentences we use **not** after **shall** or **will** in the structure under **Rule 1** above.

[See (ii)]

Structure :

I / We + shall + not + V ₁ He / You / They / any Noun + will + not + V ₁

Rule 3—In **Interrogative** sentences we begin the sentence with **shall** or **will**, or with **Interrogative Adverb** used even before **Shall / Will**. [See (iii)]

Structure :

Shall / will + Subject + V ₁ Interrogative Adverb+shall/will + Subject+V ₁

Rule 4—In Interrogative **Negative** sentences we use **not** before the main verb in the structure under **Rule 3** above. [See (iv)]

Structure :

Interrogative Adverb / shall / will + Subject + not + V ₁
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Rule 5—Sometimes for the sake of **emphasis** we use **will** with **I / We**, and **shall** with **He / You / They** / any **Noun**.

10. FUTURE CONTINUOUS TENSE

(i) Affirmative Sentences—

I shall be helping you.
You will be going to Kanpur.
He will be coming today.

(ii) Negative Sentences—

I shall not be helping you.
You will not be going to Kanpur.
He will not be coming today.

(iii) Interrogative Sentences : Affirmative—

Shall I be helping you ?
Will you be going to Kanpur ?
Will he be coming today ?
Where will you be going ?

(iv) Interrogative Sentences : Negative

Shall I not be helping you ?
Will you not be going to Kanpur ?
Will he not be coming today ?
Where will you not be going ?

Rules

Rule 1—In **Affirmative** sentences **I / We** take **shall be** followed by **Verb** in the **First Form X 'ing'**, and **You / He / They** / any **Noun** take **will be** followed by **Verb** in the **First Form X 'ing'**. [See (i)]

Structure :

I / We + shall be + V₁x 'ing'.
 You/He/They/any Noun + will be + V₁x 'ing'.

Rule 2—In **Negative** sentences we use **not** after **shall / will**. [See (ii)]

Structure :

I / We + shall + not + be + V₁ x 'ing'.
 You / He / They / any Noun + will + not + be + V₁ x 'ing'.

Rule 3—In **Interrogative** sentences we use **Shall / Will** at the beginning of the sentence or **Interrogative Adverb** even before **shall / will**. [See (iii)]

Structure :

Interrogative Adverb / Shall / Will + subject + be + V₁x 'ing'.

Rule 4—In Interrogative **Negative** sentences we use **not** before **be** in the structure under Rule 3 above. [See (iv)]

Structure :

Shall / Will + Subject + not + be + V₁x 'ing'

Rule 5—For emphasis we use **will** with **I / We** and **shall** with **You / He / They / every Noun**.

11. FUTURE PERFECT TENSE**(i) Affirmative Sentences—**

I shall have finished my work.
 You will have gone before he comes.
 He will have reached the station before the train leaves.

(ii) Negative Sentences—

I shall not have finished my work.
 You will not have gone before he comes.
 He will not have reached the station before the train leaves.

(iii) Interrogative Sentences : Affirmative—

Shall I have finished my work ?
 Will you have gone before he comes ?
 Will he have reached the station before the train leaves ?
 Why will he have gone before you reach?

(iv) Interrogative Sentences : Negative—

Shall I not have finished my work ?
 Will you not have gone before he comes?
 Will he not have reached the station before the train leaves ?
 Why will he not have gone before you reach ?

Rules

Rule 1—In **Affirmative** sentences **I / We** take **shall have**, and **You / He / They / every Noun** take **will have**, followed by the verb in the **Third Form**.

[See (i)]

Structure :

I / We + shall have + V₃
 You / He / They / Noun + will have + V₃

Rule 2—In **Negative** sentences we use **not** after **shall / will**. [See (ii)]

Structure :

Subject + shall not have / will not have + V₃

Rule 3—The **Interrogative** sentence begins with **Will** or **Shall**. **Interrogative Adverb**, if any, is used even before **will / shall**.

[See (iii)]

Structure :

Shall / Will + Subject + have + V₃

Rule 4—Interrogative **Negative** sentences take **not** before **have**. [See (iv)]

Structure :

Shall / Will + Subject + not have + V₃

12. FUTURE PERFECT CONTINUOUS TENSE**(i) Affirmative Sentences—**

I shall have been reading for four hours.
 He will have been living in Delhi since 1980.
 You will have been waiting for him for two hours.

(ii) Negative Sentences—

I shall not have been reading for four hours.

He will not have been living in Delhi since 1980.

You will not have been waiting for him for two hours.

(iii) Interrogative Sentences : Affirmative—

Shall I have been reading for four hours?

Will he have been living in Delhi since 1980 ?

Why will he have been waking for four hours ?

(iv) Interrogative Sentences : Negative—

Shall I not have been reading for four hours ?

Will he not have been living in Delhi since 1980 ?

Why will he not have been waiting for us since morning ?

Rules

Rule 1—These sentences always use some phrase of **Time**. For a definite starting point of time we use **since**, and for an indefinite starting point we use **for**.

Rule 2—In **Affirmative** sentences **I / We** take **shall have been**, and **You / He / They /** any **Noun** take **will have been**, followed by **Verb** in the **First Form** x 'ing'.

[See (i)]

Structure :

I / We + shall have been + V₁x 'ing'

You / He / They / any Noun + will have been + V₁x 'ing'.

Rule 3—In **Negative** sentences **not** is used after **shall / will**. [See (ii)]

Structure :

Subject + shall not have been / will not have been + V₁ + 'ing'

Rule 4—**Interrogative** sentences begin with **shall / will**, or with **Interrogative Adverb**, if required, even before **shall / will**.

[See (iii)]

Structure :

Shall / Will + Subject + have been + V₁x 'ing'

Interrogative Adverb + shall / will + Subject + have been + V₁x 'ing'

Rule 5—In **Interrogative Negative** sentences we use **not** before **have** in the structure under Rule 4 above. [See (iv)]

Structure :

Shall / Will + Subject + not + have been + V₁x 'ing'.

Uses of the Tenses

(i) Simple Present Tense

The **Simple Present Tense** is used in the following situations—

1. To express some **universal Truth** or **Principle**. These sentences carry the sense of **Past, Present** and **Future Time**. **As—**

1. The sun **rises** in the east.
2. The earth **moves** round the sun.
3. The moon **appears** in the night.
4. The rose **smells** sweet.
5. Water **freezes** at – 4°C.

2. To express some **Permanent Activity** or **Nature**. They indicate **Past, Present** and **Future Time**. **As—**

1. Birds **lay** their eggs in their nests.
2. Fish **live** in water.
3. She **is** always cheerful.
4. I regularly **go** for a walk.

3. To express some **habitual action** or some **repeated action**. **As—**

1. I **love** children.
2. She **uses** heavy cosmetics.
3. He **reads** till late in the night.
4. He **does not talk** much.

4. To express some **Programme, Function** or **Decision** fixed for **Future**. It indicates **Future Time**. **As—**

1. Our examinations **begin** tomorrow.
2. We **play** a friendly match next Sunday.
3. I **go** to Bombay tomorrow morning.
4. Deepawali **falls** next month.

5. To express some **historical truth, vivid description, live commentary** or **broadcasting**. **As—**

1. Now Shivaji **escapes** from the Fort of Agra.

2. India **gets** Independence on the 15th of August, 1947.
3. In the course of the exciting car rally a car **falls** into the valley.
4. Now Kapil Deo **strikes** a sixer.
5. The Prime Minister **hoists** the national flag.
6. Clauses of time or condition are also expressed in Simple Present Tense. **As—**
 1. If you **work** hard, you will pass.
 2. You will be appointed if you **apply**.
 3. Please wait until I **come**.
 4. The train will leave before you **reach**.
7. The following Verbs are mostly used in the **Simple Present Tense**. They should not be used in Present Continuous Tense. These Verbs are :
 1. Verbs of perception
see, hear, smell, notice, recognize.
 2. Verbs of appearing
appear, look, seem.
 3. Verbs of emotion
want, wish, desire, feel, like, love, hate, hope, refuse, prefer.
 4. Verbs of thinking
think, suppose, believe, agree, consider, trust, remember, forget, know, understand, imagine, mean, mind.
 5. Verbs of "having"
have, own, possess, belong to, contain, consist of, be (in the active voice)

(ii) Present Continuous Tense

Present Continuous Tense is used in the following situations—

1. To express an action **going on** at the time of speaking. **As—**
 1. He **is reading** his book.
 2. The baby **is sleeping**.
 3. The teacher **is teaching**.
 4. The birds **are flying**.
2. To indicate a certain programme or a decision scheduled to take place in **near future**. It carries the sense of **Future Time**. **As—**

1. We **are playing** a match tomorrow.
2. I **am leaving** for Calcutta this evening.
3. My father **is coming** today.
4. I **am going** to the cinema tonight.
3. To express some **possibility** or **determination**. **As—**
 1. I **am going to buy** a car.
 2. She **is going to give** a performance.
 3. He **is going to boat** in the lake.
 4. You **are going to lose** in this bargain.

(iii) Present Perfect Tense

Present Perfect Tense is used in the following situations—

1. To indicate an action that has just been completed and has, therefore, ceased to have its connection with the **present time**. **As—**
 1. He **has just closed** the shop.
 2. I **have just come** from Delhi.
 3. You **have finished** your work.
 4. She **has gone** with her father.
2. It is also used to indicate an action that started some time in the past and continuing up to the present moment. **As—**
 1. I **have lived** in Bombay for five years.
 2. She **has been ill** since last week.
 3. I **have not met** him for a long time.
 4. They **have not come** here for many months.
3. To indicate past actions of which time is not given and not definite. **As—**
 1. He **has never** come here.
 2. He **has been** a famous actor.
 3. I **have read** Shakespeare.
 4. He **has been** to America.
4. The following **Adverbs** or **Adverbial phrases** can be used with the Present Perfect Tense—**just, ever, never, often, so far, till now, already, for, since, today, this morning, this week**, etc. **As—**
 1. He has never come **till now**.
 2. I have **just** arrived.
 3. He has not seen me **so far**.
5. Adverbs or Adverbial phrases of **Past time** (**yesterday, last year, some time ago**, etc.) cannot be used with the Present Perfect Tense. The following sentences are **wrong** :

1. He **has come** yesterday.
2. He **has passed** M. A. last year.

Such sentences should be written in **Simple Past Tense**. As—

1. He **came** yesterday.
2. He **passed** M. A. last year.

(iv) Present Perfect Continuous Tense

The **Present Perfect Continuous Tense** is used to express the actions that began some time in the past and are still continuing. As—

1. He **has been studying** since 6 O'clock.
2. It **has been raining** since morning.
3. He **has been working** in this factory for many years.
4. I **have been living** in this house since 1990.

(v) Simple Past Tense

Simple Past Tense is used in the following cases—

1. To express actions that **ended in the past**, and carry the sense of Past Time. As—

1. I **wrote** a letter yesterday
2. She **came** to me this morning.
3. I **studied** in this college.
4. I **met** him in the market.

2. This tense also expresses **past habits or style of working**. As—

1. He **used to wear** white trousers.
2. He never **went** to bed before midnight.
3. He never **told** a lie.
4. He often **came** on foot.

Note—In such sentences **Adverbs of Frequency** are often used.

(vi) Past Continuous Tense

Past Continuous Tense is used in the following cases—

1. The Past Continuous Tense indicates an action going on till some time in the past. These sentences **may** or **may not** use some **phrase of time**. As—

1. We **were watching** the T.V. this evening.
2. They **were playing** football.
3. I **was teaching** them Shakespeare.
4. I **was sleeping** at that time.

2. This Tense also expresses some **persistent habits** in the past. **Adverbs of Frequency** (**always, often, continually**, etc.) are often used with this Tense. As—

1. He **was often grumbling**.
2. He **was always complaining**.
3. She **was continually harassing** her husband.

(vii) Past Perfect Tense

Past Perfect Tense is used in the following situations—

1. To express an action already completed before a certain point of time in the past. As—

1. He **had built** his house before 1980.
2. He **had resigned** from his post before joining here.
3. Cholera **had broken** out in Africa fifteen years earlier also.
4. He **had already decided** to settle down in America.

2. If reference is to **two activities** completed in the past, one activity having been completed earlier than the other, the one completed earlier will require **Past Perfect Tense**, and the later one **Simple Past Tense**. As—

1. The doctor **arrived** after the patient **had died**.
2. The patient **had died** before the doctor **arrived**.
3. He **reached** the station after the train **had left**.
4. He **had gone** to bed before you **reached** there.

Note—(i) The **Conjunctions** used to connect the Principal and Sub-ordinate clauses in such sentences are **before** or **after**.

(ii) If **two actions** are completed almost at the same time in the past, the **Simple Past Tense** is used for both. As—

1. He **closed** the door and **went** to bed.
2. The servant **came** and **gave** me a glass of water.

(viii) Past Perfect Continuous Tense

The **Past Perfect Continuous Tense** is used to express an action started before a certain point of time in the past and continuing to the present moment. As—

1. It **had been raining** for two hours.
2. He **had been teaching** at this school for ten years.
3. He **had been playing** cricket in England for five years.
4. I **had been practising** law for a number of years.

(ix) Simple Future Tense

Simple Future Tense is used to convey the following sense—

1. To indicate an action scheduled to take place in future. **As—**

1. I **shall go** to office tomorrow.
2. We **shall have** holiday tomorrow.
3. He **will come** on Monday.
4. You **will get** your chance next time.

Note—To express **strong will, determination, warning or order / command, I / We** take **will + Verb**, and **You / He / They** take **shall + Verb**. **As—**

1. I **will** not act against my conscience.
2. We **will** not accept our defeat.
3. You **shall** not be late.
4. He **shall** not be allowed to go.

2. Some Interrogative sentences begin with **Shall I / Shall we**, which convey the sense of advice / suggestion / request / proposal, and they express **Present time**. **As—**

1. **Shall I** draw the curtain ?
2. **Shall we** now go ?
3. **Shall I** prepare tea for you ?
4. **Shall we** start the match now ?

3. Sometimes Simple Future Tense is used to convey **universal truth** or **habit**. These sentences express all the **three times—Past, Present** and **Future**. **As—**

1. Sin **will be** sin.
2. Roses **will bloom** in spring.
3. A drunkard **will drink**.

(x) Future Continuous Tense

Future Continuous Tense is used to convey the following ideas :

1. To convey the sense that a certain activity will continue for some time in future. **As—**

1. We **shall be playing** the match at this time.
2. I **shall be staying** with my brother.
3. We **shall be travelling** by train.

2. These sentences also convey the sense of **future planning** or **intention**. **As—**

1. I **shall be meeting** the Prime Minister on Tuesday.
2. We **shall be attending** a conference at Delhi next week.

(xi) Future Perfect Tense

1. **Future Perfect Tense** is used to convey the sense of completion of an action by a certain point of time in future. **As—**

1. I **shall have reached** Calcutta by this time tomorrow.
2. We **shall have completed** our project by the end of the next month.

The Future Perfect Tense also conveys the sense of **likelihood** or **probability**. It refers to an action in the past. **As—**

1. You **will have met** my brother at Calcutta.
2. You **will have seen** the Taj.
3. He **will have been** at your residence.

(xii) Future Perfect Continuous Tense

The **Future Perfect Continuous Tense** indicates the continuance of some action for a long time in future. **As—**

1. He **will have been building** his house.
2. I **shall have been preparing** for my examination.

Exercise 1

Correct the following sentences :

1. I had been married in 1990.
2. She finished her work when I met her.
3. They had gone to Calcutta last night.
4. Who had invented the gramophone ?
5. The fair had been over ten days ago.
6. He had come to my room while I was reading.
7. I saw her when I had been passing yesterday.
8. He was ill for a week when the doctor was sent for.

9. The rain had ceased yesterday.
10. I have written my application yesterday.
11. The lion had been caged last night.
12. I understood what you say.
13. I lived for twenty years in Bombay.
14. He had come only yesterday.
15. Examinations have been held next month.

Hints—(1) was married; (2) had finished; (3) went to Calcutta; (4) invented; (5) was over; (6) came into my room; (7) was passing; (8) had been ill; (9) ceased yesterday; (10) wrote my application; (11) was caged; (12) understand; (13) have lived; (14) came; (15) will be held/are going to be held.

Exercise 2

Choose the correct verb form from those given in brackets :

1. He (has, is having) a house in Bombay.
3. The earth (moves, moved) round the sun.
3. We (saw, have seen) the Prime Minister yesterday.
4. I shall meet you when he (comes, will come) back.
5. It started raining while we (played, were playing) football.
6. Can I have some milk before I (go, am going) to bed ?
7. He (fell, had fallen) asleep while he was driving.
8. I am sure I (met, had met) him at the station yesterday.
9. He (is living, has been living) in this house for ten years.
10. He thanked me for what I (have done, had done) for him.
11. She (is, will be) twenty next birthday.
12. We (have been working, are working) in this factory for five years.
13. She (is wanting, wants) to be a doctor.
14. If you (start, started) at once, you will reach there by this evening.
15. He (went, had gone) out five minutes ago.

Hints—(1) has; (2) moves; (3) saw; (4) comes; (5) were playing; (6) go; (7) had fallen; (8) met; (9) has been living; (10) had done; (11) will be; (12) have been working; (13) wants; (14) start; (15) went.

Exercise 3

Choose the correct alternative form of the verb given in brackets :

1. He (wants, is wanting) to talk to you.
2. You (bought, had bought) a new scooter last week.
3. I (have just cleaned, just cleaned) my shoes.
4. She (has done, did) a lot of work today.
5. I shall return your book when I (will come, come) next time.
6. She (has been, is) ill for over a week.
7. I know all about this book because I (read, have read) it twice.
8. I (didn't see, have not seen) him since we met a year ago.
9. I (smell, am smelling) something burning.
10. My father (arrives, will have arrived) tomorrow morning.
11. We (finished, have finished) our lunch half an hour ago.
12. Did you think you (have seen, had seen) him sometime earlier also ?
13. The train (has left, will have left) before we reach the station.
14. He jumped off the train while it (ran, was running, had been running).
15. He rarely (comes, is coming) these days.

Hints—(1) wants; (2) bought; (3) have just cleaned; (4) has done; (5) come; (6) has been; (7) have read; (8) have not seen; (9) smell; (10) arrives; (11) finished; (12) had seen; (13) will have left; (14) was running; (15) comes.

Exercise 4

Fill in the blanks with the correct form of the verb given against each sentence :

1. It is years since I him. (see)
2. Of late he me. (not meet)
3. In a fit of rage she up the letters. (tear)
4. The old man by a mad dog. (bite)
5. A better day for this function could not (choose)
6. The cart in the mud. (stick)

7. She had all through the winter. (work)
8. I wish I him. (know)
9. If only I her. (know)
10. I him a week ago. (see)
11. He here for more than five years. (work)
12. Take your raincoat in case it (rain)
13. I to my office tomorrow. (go)
14. He often late. (reach)
15. My sister twenty on the Deepawali day. (will be)

Hints—(1) saw; (2) has not met; (3) tore up; (4) was bitten; (5) have been chosen; (6) was stuck; (7) had been working; (8) knew; (9) knew; (10) saw; (11) has worked; (12) rains; (13) go; (14) reaches; (15) would be.

Exercise 5

Correct the following sentences :

1. It is high time you resolve your differences.
2. He retired to bed before we reached there.
3. I know him for many years.
4. I am having a car.
5. He left for America next week.
6. I will return as soon as he came.
7. She is reading since the morning.
8. I wish I know him.
9. I met him before he came to the town.
10. You won't pass until you will work hard.
11. I write an essay this time.
12. It is time we will begin the work.
13. Don't get down the bus until it will stop.
14. He lives in Calcutta now.
15. I am going to office every day by bus.
16. He is teaching at this school since 1985.
17. He is having his breakfast at 8 a. m.
18. He has passed M. A. last year.
19. He already does his work.
20. Who has discovered the force of gravitation?

Hints—(1) resolved; (2) had retired; (3) have known; (4) have; (5) leaves; (6) he comes;

(7) has been reading; (8) knew; (9) had met; (10) work hard; (11) am writing; (12) began the work; (13) stops; (14) is living; (15) go; (16) has been teaching; (17) has his breakfast; (18) passed; (19) has already done; (20) discovered.

Tenses and Time

Normally Present Tense, Past Tense and Future Tense indicate Present Time Past Time, and Future Time. But in some typical sentences and their implied sense some Tenses express more dimensions of Time than the main time for which they stand. We have already discussed in detail the relationship between Time and Tense in the earlier part of this chapter. Now we give hereunder a brief chart of the relationship between Time and Tense.

1. Simple Present Tense

Simple Present Tense expresses the following dimensions of Time—

(i) All Inclusive Time—Past, Present and Future Time. As—

(a) Sentences of Eternal Truth

1. The sun shines during the day.
2. Birds fly.
3. Cows are animals.
4. A week has seven days.

(b) Sentences of Permanent Nature

1. Men wear clothes.
2. She never comes late.
3. Sugar is sweet.
4. Trees are useful.

(c) Sentences Showing Long Habits

1. He knows swimming.
2. She loves her children.
3. I read in the morning.
4. He is always merciful.

(ii) Future Time

(a) Sentences of Programme and Planning

1. I go to Calcutta tomorrow.
2. My brother returns from America next week.
3. The marriage takes place on Monday next.
4. So we meet tomorrow.

(b) Sentences of Time and Condition

1. I shall help you if you come.
2. He will miss the train if he doesn't start at once.
3. He will wait for you until you reach.
4. He will not awake until the sun rises.

(iii) Past Time

Sentences of Historical Truth

1. Now Napoleon advances towards England.
2. Octavius Caesar succeeds Julius Caesar.
3. Now America drops atom bombs on Japan.
4. Finally Hitler commits suicide.

2. Present Continuous Tense

Present continuous Tense expresses Future time also. **As—**

(a) Sentences of Programme and Planning

1. We are leaving for U. K. next month.
2. They are playing a friendly match this Sunday.
3. They are shortly opening a new branch.
4. They are returning tomorrow morning.

(b) Sentences of Probability and Intention

1. We are soon building a new house.
2. It is going to rain.
3. They are not going to buy a car so soon.
4. He is unnecessarily inviting trouble for himself.

3. Simple Past Tense

Simple Past Tense expresses the following dimensions of Time—

(i) Present Time

(a) Sentences of Request

1. Could you lend me your pen for a minute?
2. Would you do it for me ?
3. Might I expect some help from you ?

(b) Sentences of Advice or Suggestion

1. You had better leave me alone.
2. I would rather go alone.
3. I would sooner resign than work under these conditions.

(c) Sentences of “It is time + Verb in the Past Tense”

1. It is time we returned home.
2. It is high time you had given up this habit.

(ii) Future Time

Sentences having would/could in Indirect Narration

1. He said that he would not stay.
2. He said that he could not reach there.

Present/Future Time

(a) If-clause for Simple Past Tense

1. If he worked regularly, he would be successful.
2. If he applied in time, he would be called for interview.

(b) Sentences of “wish” (Impossible wish)

1. I wish I were a Prince. (Present Time)
2. I wish I were there. (Present Time)
3. If I were a King. (Present Time)

4. Simple Future Tense

(i) Present Time

Interrogative Sentences of request/advice/suggestion

1. Shall I bring a cup of tea for you ?
2. Shall I lock the front gate ?
3. Shall we now go ?

(ii) All-inclusive Time—Past, Present and Future

1. Servants will be servants.
2. Kings will be kings.
3. The poor will always be there.
4. If I were a King !

5. Future Perfect Tense

(i) Past Time

1. You will have met him there.
2. She will have reached home.