<table>
<thead>
<tr>
<th>Tense</th>
<th>Affirmative/Negative/Question</th>
<th>Use</th>
<th>Signal Words</th>
</tr>
</thead>
</table>
| Simple present   | A: He speaks
N: He does not speak
Q: Does he speak? | An action in the present taking place once, never, or several times; facts; actions taking place one after another; an action set by a timetable or a schedule | Almost, every, normally, never, often, seldom, sometimes (usually if sentences include "I" eg. If I speak . . . ). |
| Present progressive | A: She is speaking
N: She is not speaking
Q: Is she speaking? | The action taking place at this precise moment; the action taking place only for a limited amount of time; the action arranged for the future. | At the moment, just, just now, now, right now, Listen!, Look! |
| Simple past      | A: He spoke
N: She did not speak
Q: Did he speak? | An action in the past taking place once, never, or several times; actions taking place one after another; an action taking place in the middle of another action. | Yesterday, two minutes ago, in 1879, the other day, last Friday (in "I" sentences: if I talked . . . ) |
| Past progressive | A: They were speaking
N: They were not speaking
Q: Were they speaking. | An action going on at a certain time in the past; actions taking place at the same time; actions in the past that are interrupted by other actions. | when; while; as long as. |
<table>
<thead>
<tr>
<th>Tense</th>
<th>Affirmative/Negative/Question</th>
<th>Use</th>
<th>Signal Words</th>
</tr>
</thead>
</table>
| Present perfect simple | A: She has spoken  
N: She has not spoken  
Q: Has she spoken? | an emphasis on the result; an action that is still going on; an action that stopped recently; a finished action that has an influence on the present; an action that has taken place once, never, or several times before the moment of speaking. | already, just, ever, never, not yet, so far, till now, up to now. |
| Present perfect progressive | A: He has been speaking  
N: He has not been speaking  
Q: Has he been speaking? | putting an emphasis on the duration, not the result; an action that recently stopped or is still going on; a finished action that influenced the present. | All day, for four years, since 1993, the whole week, how long? |
| Past perfect simple    | A: She had spoken  
N: She had not spoken  
Q: Had she spoken?     | An action taking place before a certain time in the past; sometimes interchangeable with past perfect progressive; putting emphasis on the fact, not the duration or the result. | Already, just, once, never, not yet, until that day (eg. in “I” sentences - if I had spoken . . . ). |
# English Verb Tenses

<table>
<thead>
<tr>
<th>Tense</th>
<th>Affirmative/ Negative/Question</th>
<th>Use</th>
<th>Signal Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past perfect progressive</td>
<td>A: He had been speaking; N: He had not been speaking; Q: Had he been speaking?</td>
<td>An action taking place before a certain time in the past; sometimes interchangeable with past perfect simple; putting emphasis on the duration or course of an action.</td>
<td>For, since, the whole day, all day.</td>
</tr>
</tbody>
</table>

|                          | Affirmative/ Negative/Question | Use                                                                 | Signal Words |
## ENGLISH VERB TENSES

| Future I Simple | A: He will speak.  
N: He will not speak.  
Q: Will he speak? | • action in the future that cannot be influenced  
• spontaneous decision  
• assumption with regard to the future | in a year, next ..., tomorrow  
If-Saltz Typ I (If you ask her, she will help you.)  
assumption: I think, probably, perhaps |
|-----------------|-----------------|-----------------|-----------------|
| Future II Simple (going to) | A: He is going to speak.  
N: He is not going to speak.  
Q: Is he going to speak? | • decision made for the future  
• conclusion with regard to the future | in one year, next week, tomorrow |


# ENGLISH VERB TENSES

| Future I Progressive | A: He will be speaking.  
N: He will not be speaking.  
Q: Will he be speaking? | • action that is **going on** at a certain time in the future  
• action that is sure to happen in the near future | in one year, next week, tomorrow |
| Future II Simple | A: He will have spoken.  
N: He will not have spoken.  
Q: Will he have spoken? | • action that will be **finished** at a certain time in the future | by Monday, in a week |
| **Future II Progressive** | A: He will have been speaking.  
N: He will not have been speaking.  
Q: Will he have been speaking? | * action taking place before a certain time in the future*  
* putting emphasis is on the course of an action* | for ..., the last couple of hours, all day long |
| --- | --- | --- | --- |
| **Conditional I Simple** | A: He would speak.  
N: He would not speak.  
Q: Would he speak? | * action that might take place* | if sentences type II (If I were you, I *would go home.*) |
| **Conditional I Progressive** | A: He would be speaking.  
N: He would not be speaking.  
Q: Would he be speaking? | * action that might take place*  
* putting emphasis is on the course / duration of the action* | if sentences type II (If I were you, I *would go home.*) |
| **Conditional II Simple** | A: He would have spoken.  
N: He would not have spoken.  
Q: Would he have spoken? | • action that might have taken place in the past | if sentences type III (If I had seen that, I would have helped.) |
|--------------------------|---------------------------------|------------------------------------------------|-------------------------------------------------|
| **Conditional II Progressive** | A: He would have been speaking.  
N: He would not have been speaking.  
Q: Would he have been speaking? | • action that might have taken place in the past  
• puts emphasis is on the course / duration of the action |