

TENSE	AFFIRMATIVE/NEGATIVE/QUESTION	USE	SIGNAL WORDS
Present Simple	A: He speaks. N: He does not speak. Q: Does he speak?	<ul style="list-style-type: none"> • routines • facts (general truth) • actions taking place one after another • action set by a timetable or schedule 	Frequency adverbs: always, never, normally, often, seldom, sometimes, usually... Time expressions: every Monday, every week, once, twice, three times...
Present Continuous	A: He is speaking. N: He is not speaking. Q: Is he speaking?	<ul style="list-style-type: none"> • action taking place in the moment of speaking • action taking place only for a limited period of time • action arranged for the future 	at the moment, just, just now, Listen!, Look!, now, right now
Past Simple	A: He spoke. N: He did not speak. Q: Did he speak?	<ul style="list-style-type: none"> • action in the past taking place once, never or several times • actions taking place one after another • action taking place in the middle of another action 	yesterday, 2 minutes ago, in 1990, the other day, last Friday
Past Continuous	A: He was speaking. N: He was not speaking. Q: Was he speaking?	<ul style="list-style-type: none"> • action going on at a certain time in the past • actions taking place at the same time • action in the past that is interrupted by another action 	when, while, as long as

Present Perfect Simple

A: He has spoken.
N: He has not spoken.
Q: Has he spoken?

- putting emphasis on the result
- **action that is still going on**
- **action that stopped recently**
- **finished action that has an influence on the present**
- action that has taken place once, never or several times before the moment of speaking

already, ever, just, never, not yet, so far, till now, up to now

Past Perfect

A: He had spoken.
N: He had not spoken.
Q: Had he spoken?

- With the help of the past perfect we can express the idea that one past action followed another.
The action that happened first is in the past perfect.

after, before, when

Future: Will

A: He will speak.
N: He will not speak.
Q: Will he speak?

- **spontaneous decision**
- assumption with regard to the future

in a year, next ..., tomorrow

Future: Be 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