

TENSE

Present perfect tense:-

- Present perfect tense – completion of action or time
- Present perfect tense – effect of past action on present
- Use present perfect tense with these adverbs :-
Yet, So far, Already, Just, just now, lately, recently, of late etc.

I completed the task.

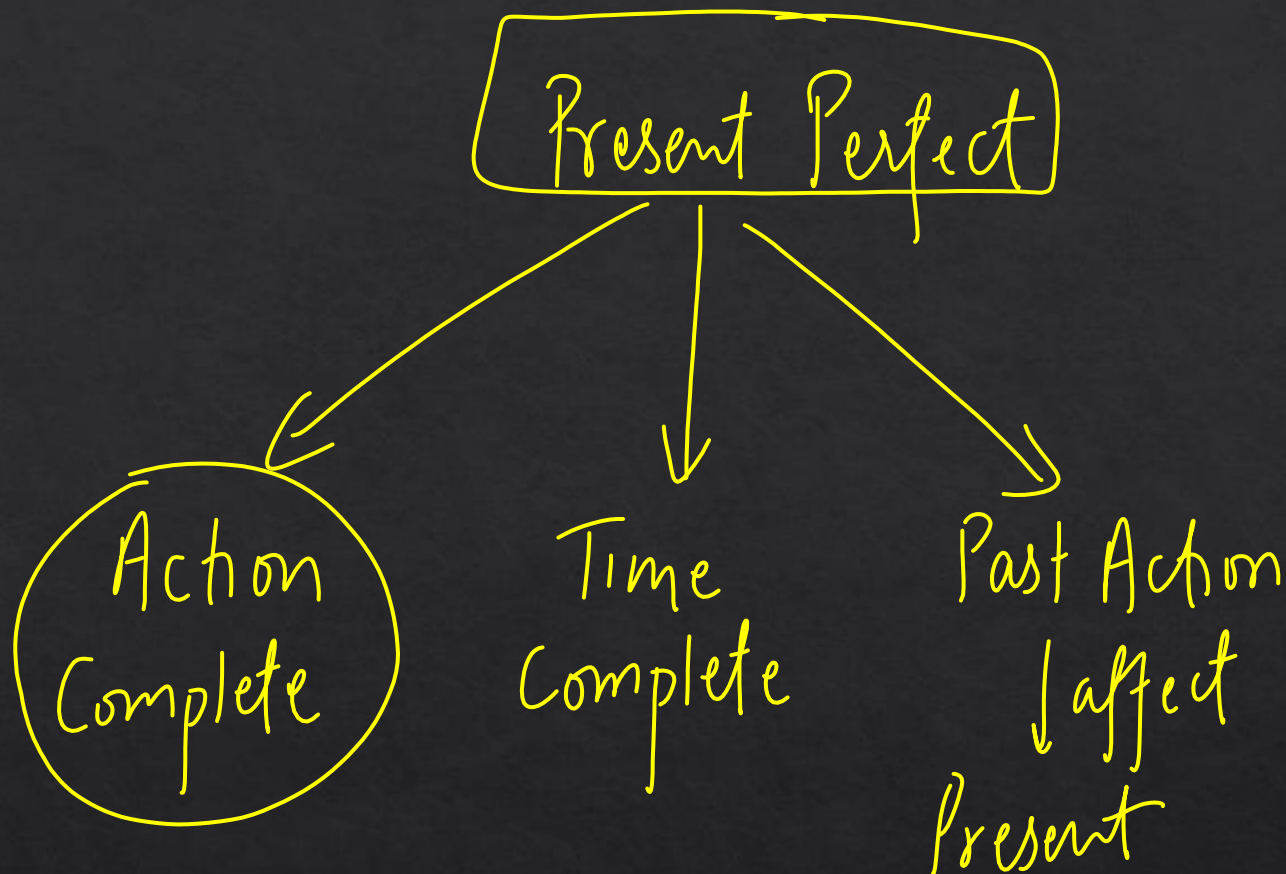
I have completed the task.

I visited Manali.

I have visited Manali.

She didn't come.

She hasn't come yet.



have not received

I did not receive the parcel yet.

have completed

They completed only three fourths of the work so far.

have already called

I already called him so there is no need to call him again.

have

We have returned from our trip recently.

Past indefinite tense:-

➤ Use past indefinite tense with these adverbs –

Yesterday, ago, in past, last day/Sunday/week/year etc.

visited ✓

I have visited Manali with my wife and children 2 years ago.

did not use

We have not used technology this much in past.

shaped

Those ideas and ideals have shaped our economic thoughts in past.

* Past habit → used to / would / V₂ + daily/every day etc

The ice cream seller wore a red tie and a black hat every day. NE

Past continuous tense:- When two actions of past are joined with 'when' or 'while', write the longer duration action(background action) in past continuous and the other one in past indefinite.

While (duration of time) vs When (point of time and duration of time)

I saw a snake when/while I was walking in the park.
I was walking in the park when/while I saw that snake

was walking ✓

Ind. cont.

When I walked in the park, I saw a snake.

Somebody slapped him while he watched a movie.

was watching

↓

A truck hit him while he crossed the road.

was crossing

↓

I was studying when my mother was preparing food for me.

NE

I returned his book when he came to my home.

NE
↓ ↓

Past perfect tense(past of past):-
used to compare two actions of past

Past perfect + Before + Past indefinite

Past indefinite + After + Past perfect

had reached

Kareena reached ^① the station before the train ^② left.

had brought

Amitabh Bachchan brought ^① the medicines before his old mother ^② died.

had come

The thieves ran away after the policeman came ^①. ^②

died

had come

The patient had died ^② after the doctor came ^①.

When Arun reached his village, he found that the news of his arrival
preceded him. → *had preceded*

The man.....that somebody...his pocket.

- | | |
|-------------------------------------|------------------------------|
| (a) had realised, picked | (b) had realised, had picked |
| (c) realised, had picked | (d) was realising, picks |

The little boy became happy when he saw his mother. *NE*

The glass of milk broke as soon as it fell from her hands. *NE*