

TENSE

Present Perfect

Action Completion

Time Completion

Result of last Action
on Present.

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 called Rajesh

I have completed the task.

I have already called Rajesh

I visited Manali.

I have visited Manali.

She didn't come.

She hasn't come yet.

haven't 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 returned

We **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.

Past habit → used to + V_B / would + V_B | V₂ + daily, every day
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.

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)

was walking

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

was watching

Somebody slapped him while he watched a movie.

was crossing

A truck hit him while he crossed the road.

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

NE

I returned his book when he came to my home.

NE

He called me after he had reached Delhi.

V₂

Past Pr

Past Ind

V₂

Past perfect tense(past of past):-

used to compare two actions of past

I had completed the task before my father came.

Past perfect + Before + Past indefinite

Past indefinite + After + Past perfect

had reached ✓

Kareena reached the station before the train left.

had brought

Amitabh Bachchan brought the medicines before his old mother died.

had come

The thieves ran away after the policeman came.

died

The patient had died after the doctor came.

had come

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

Proceed v/s Precede

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