

*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.

I did not receive the parcel yet.

They completed only three fourths of the work so far.

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

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.

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

We have not used technology this much in past.

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.

**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)**

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

Somebody slapped him while he watched a movie.

A truck hit him while he crossed the road.

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

I returned his book when he came to my home.

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

Past perfect + Before + Past indefinite

Past indefinite + After + Past perfect

Kareena reached the station before the train left.

Amitabh Bachchan brought the medicines before his old mother died.

The thieves ran away after the policeman came.

The patient had died after the doctor came.

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

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.

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