

Appendix 2

Present and past tenses

	<i>simple</i>	<i>continuous</i>
<i>present</i>	<p>I do <i>present simple</i> (→ Units 2–4)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anna often plays tennis. <input type="checkbox"/> I work in a bank, but I don't enjoy it much. <input type="checkbox"/> Do you like parties? <input type="checkbox"/> It doesn't rain so much in summer. 	<p>I am doing <i>present continuous</i> (→ Units 1, 3–4)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 'Where's Anna?' 'She's playing tennis.' <input type="checkbox"/> Please don't disturb me now. I'm working. <input type="checkbox"/> Hello! Are you enjoying the party? <input type="checkbox"/> It isn't raining at the moment.
<i>present perfect</i>	<p>I have done <i>present perfect simple</i> (→ Units 7–8, 10–14)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anna has played tennis many times. <input type="checkbox"/> I've lost my key. Have you seen it anywhere? <input type="checkbox"/> How long have you and Sam known each other? <input type="checkbox"/> A: Is it still raining? B: No, it has stopped. <input type="checkbox"/> The house is dirty. I haven't cleaned it for weeks. 	<p>I have been doing <i>present perfect continuous</i> (→ Units 9–11)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anna is tired. She has been playing tennis. <input type="checkbox"/> You're out of breath. Have you been running? <input type="checkbox"/> How long have you been learning English? <input type="checkbox"/> It's still raining. It has been raining all day. <input type="checkbox"/> I haven't been feeling well recently. Perhaps I should go to the doctor.
<i>past</i>	<p>I did <i>past simple</i> (→ Units 5–6, 13–14)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anna played tennis yesterday afternoon. <input type="checkbox"/> I lost my key a few days ago. <input type="checkbox"/> There was a film on TV last night, but we didn't watch it. <input type="checkbox"/> What did you do when you finished work yesterday? 	<p>I was doing <i>past continuous</i> (→ Unit 6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> I saw Anna at the sports centre yesterday. She was playing tennis. <input type="checkbox"/> I dropped my key when I was trying to open the door. <input type="checkbox"/> The TV was on, but we weren't watching it. <input type="checkbox"/> What were you doing at this time yesterday?
<i>past perfect</i>	<p>I had done <i>past perfect</i> (→ Unit 15)</p> <ul style="list-style-type: none"> <input type="checkbox"/> It wasn't her first game of tennis. She had played many times before. <input type="checkbox"/> They couldn't get into the house because they had lost the key. <input type="checkbox"/> The house was dirty because I hadn't cleaned it for weeks. 	<p>I had been doing <i>past perfect continuous</i> (→ Unit 16)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anna was tired yesterday evening because she had been playing tennis in the afternoon. <input type="checkbox"/> James decided to go to the doctor because he hadn't been feeling well.

For the passive, see Units 42–44.

Appendix 3

The future

3.1 List of future forms:

<input type="checkbox"/> I'm leaving tomorrow.	<i>present continuous</i>	(→ Unit 19A)
<input type="checkbox"/> My train leaves at 9.30.	<i>present simple</i>	(→ Unit 19B)
<input type="checkbox"/> I'm going to leave tomorrow.	(be) going to	(→ Units 20, 23)
<input type="checkbox"/> I'll leave tomorrow.	will	(→ Units 21–23)
<input type="checkbox"/> I'll be leaving tomorrow.	<i>future continuous</i>	(→ Unit 24)
<input type="checkbox"/> I'll have left by this time tomorrow.	<i>future perfect</i>	(→ Unit 24)
<input type="checkbox"/> I hope to see you before I leave tomorrow.	<i>present simple</i>	(→ Unit 25)

3.2 Future actions

We use the present continuous (**I'm doing**) for arrangements:

- I'm **leaving** tomorrow. I've got my plane ticket. (already planned and arranged)
- 'When **are** they **getting** married?' 'On 24 July.'

We use the present simple (**I leave** / **it leaves** etc.) for timetables, programmes etc.:

- My train **leaves** at 11.30. (according to the timetable)
- What time **does** the film **begin**?

We use (**be**) **going to** ... to say what somebody has already decided to do:

- I've decided not to stay here any longer. I'm **going to leave** tomorrow. (or **I'm leaving** tomorrow.)
- 'Your shoes are dirty.' 'Yes, I know. I'm **going to clean** them.'

We use **will** ('ll) when we decide or agree to do something at the time of speaking:

- A: I don't want you to stay here any longer.
B: OK. I'll **leave** tomorrow. (B decides this at the time of speaking)
- That bag looks heavy. I'll **help** you with it.
- I **won't tell** anybody what happened. I promise. (**won't = will not**)

3.3 Future happenings and situations

Most often we use **will** to talk about future happenings ('something **will happen**') or situations ('something **will be**');

- I don't think John is happy at work. I think he'll **leave** soon.
- This time next year I'll **be** in Japan. Where **will** you **be**?

We use (**be**) **going to** when the situation *now* shows what **is going to happen** *in the future*:

- Look at those black clouds. It's **going to rain**. (you can see the clouds *now*)

3.4 Future continuous and future perfect

Will be (do)ing = will be in the middle of (doing something):

- This time next week I'll be on holiday. I'll **be lying** on a beach or **swimming** in the sea.

We also use **will be -ing** for future actions (see Unit 24C):

- What time **will** you **be leaving** tomorrow?

We use **will have (done)** to say that something will already be complete before a time in the future:

- I won't be here this time tomorrow. I'll **have** already **left**.

3.5 We use the *present (not will)* after **when/if/while/before** etc. (see Unit 25):

- I hope to see you **before I leave** tomorrow. (*not* before I will leave)
- When** you **are** in London again, come and see us. (*not* When you will be)
- If** we **don't hurry**, we'll be late.