

Correct Tense: Past, Present and Future

What is tense?

- Tense tells us when something happens.
- The verb changes to show past, present or future time.
- Always look for time words first.

1. Present tense

- Use present tense for things happening now, routines and facts.
- Examples: I study every Monday. She works in a shop. They are waiting now.

2. Past tense

- Use past tense for finished actions.
- Regular verbs usually add -ed: walk → walked, clean → cleaned, start → started.
- Some verbs change completely: go → went, buy → bought, make → made, see → saw.

3. Future tense

- Use will + verb: I will revise tonight. They will arrive soon.
- Use going to + verb: She is going to call the doctor. We are going to practise writing.

Useful time words

Past	Present	Future
yesterday	now	tomorrow
last week	every day	next week
ago	usually	soon

Remember

- Keep the tense the same if all actions happened at the same time.
- Wrong: Yesterday I go to town and buy a coat.
- Correct: Yesterday I went to town and bought a coat.