

	Past Simple				Past Continuous			Present Perfect			Past Perfect				
Affirmative	I You He She It We You They Who	worked drank (irregular verb 2 nd form)			I He She It	was	working drinking	I We You They	have	worked	I You He She It We You They	had	worked		
					You We They			were						He She It	has
Negative	I You He She It We You They	did not (didn't)	work drink		I He She It	was not (wasn't)	working drinking	I We You They	have not (haven't)	worked	I You He She It We You They	had not (hadn't)	worked		
					You We They			were not (weren't)						He She It	has not (hasn't)
Interrogative	Wh	Did	I you he she it we you they	work? drink?	Wh	Was	I he she it	working drinking	Wh	Have	I we you they	worked	Wh	Had	
						Were				you we they					Has
<p>Use the Simple Past: 1) to express the idea that an action started and finished at a specific time in the past. <i>Last year, I traveled to Japan.</i></p> <p>2) to list a series of completed actions in the past. These actions happen 1st, 2nd, 3rd, 4th, and so on. <i>I finished work, walked to the beach, and found a nice place to swim.</i></p> <p>3) to express a duration which starts and stops in the past. A duration is a longer action often indicated by expressions such as: for two years, for five minutes, all day, all year, etc. E.g.: <i>I lived in Brazil for two years</i></p> <p>Signal words: yesterday, last year, in 2002, last week, two days ago etc.</p>				<p>Use the Past Continuous:</p> <p>1) to indicate that a longer action in the past was interrupted. The interruption is usually a shorter action in the Simple Past. E.g.: <i>I was watching TV when she called.</i></p> <p>2) to express an action at a particular moment in the past. The action started before that moment but has not finished at that moment. E.g.: <i>At 8pm yesterday, I was watching TV.</i></p> <p>3) to express the idea that both actions were happening at the same time. The actions are parallel. E.g. <i>I was studying while he was making dinner.</i></p> <p>Signal words At...o'clock yesterday, while, when she came, from five till six. etc.</p>				<p>Use the Present Perfect:</p> <p>1) to say that an action happened at an unspecified time before now. The exact time is not important. E.g.: <i>I have seen that movie twenty times</i> <i>I have been to France. I have never been to France.</i></p> <p>2) to talk about change that has happened over a period of time. E.g.: <i>You have grown since the last time I saw you.</i></p> <p>3) to list the accomplishments of individuals and humanity. <i>You cannot mention a specific time.</i></p> <p>4) to say that an action which we expected has not happened. E.g.: <i>The rain hasn't stopped yet</i></p> <p>Signal words: already, yet since, for, just, today, ever, never, once, many times recently, several times, before, so far, etc.</p>				<p>Use the Past Perfect:</p> <p>1) to express the idea that something occurred before another action in the past. <i>When my mom came, I had already done my homework</i></p> <p>2) to show that something happened before a specific time in the past. <i>I had already done my homework by 6 o'clock yesterday</i></p> <p>Signal words: already, yet, ever, never, by...o'clock yesterday; when she came. etc.</p>			