

PAST

Past Simple

actions completed in the past when there is direct or indirect time reference  
*He left an hour ago.*  
*(direct time reference)*  
*She phoned before the boss came.*  
*(indirect time reference)*

past habitual actions  
*He travelled/used to travel a lot when he was young.*

past actions happening one after the other  
*He stood up, picked up his briefcase and left the office.*

past actions which won't be repeated  
*Marilyn Monroe starred in "The Seven Year Itch".*

**Time Expressions:**  
*yesterday, then, when, ago, How long ago...?, last night/week/year etc*

Past Continuous

past actions in progress/ at a given point in time  
*She was still working at eight o'clock yesterday evening.*

past action in progress interrupted by another action  
*She was leaving when the phone rang.*

simultaneous past actions  
*While Jane was getting dressed, Tom was enjoying his drink.*

polite inquiries  
*I was wondering if you could help me.*

**Time Expressions:**  
*while, when, as, all morning/evening, day, night etc*

Past Perfect

past action which happened before another past action  
*She had already typed all the letters before her boss arrived.*

as the past equivalent of the Present Perfect  
 Compare:  
*Bob had always dreamed of being in a musical, but he never got the chance.*  
*Tom has always dreamed of being in a musical; he might make it one day.*

**Time Expressions:**  
*before, after, already, just, for, since, till/until, by the time, never etc*

Past Perfect Cont.

a longer past action which continued up to another past action  
*She had been cooking all day long when Tom came home with some fish and chips.*

actions producing visible results in the past  
*She was covered in paint because she had been painting her room.*

**Time Expressions:**  
*for, since, how long, before, until etc*

USED TO / GET USED TO / WOULD

used to + infinitive (past habitual action/state)

*This theatre used to be a hospital.*  
*He used to work till late at night. (He doesn't anymore.)*

be/get used to + gerund/noun (habitual action)

*She isn't used to driving on the left.*  
*I haven't got used to living abroad yet.*

would (repeated past action and routine)

*When I was at my grandparents' cottage, I would wake up early and go for a ride.*

- 8 Put the verbs in brackets into an appropriate past tense.
- 0 He *walked* (**walk**) to the front of the stage, *took* (**take**) a bow and *waved* (**wave**) to the audience.
- 1 Her clothes were soaked because she .....  
..... (**walk**) in the rain.
- 2 We ..... (**not/enjoy**) the play so we ..... (**leave**) early.
- 3 While you ..... (**sleep**) Joan .....  
..... (**try**) hard to finish her dissertation.
- 4 Susan and Tom ..... (**meet**) when they .....  
..... (**study**) in Edinburgh 20 years ago.
- 5 In June 1979 they .....  
..... (**still/build**) this shopping centre.
- 6 They ..... (**walk**) to the water's edge,  
..... (**wade**) in and .....  
..... (**swim**) to the other side.
- 7 While the soldiers .....  
..... (**advance**) they did not realise that the enemy .....  
..... (**plan**) a surprise attack.
- 8 The politician .....  
..... (**already/finish**) his speech by the time the TV reporter .....  
..... (**arrive**).
- 9 By the time Monica ..... (**get**) to the library, Elena .....  
..... (**already/do**) all the research.
- 3 "You're looking miserable."  
"I ..... on my thesis when my computer suddenly crashed."  
A was working C would work  
B used to work D have been working
- 4 "Did you hear the rain last night?"  
"Yes, it ..... all night."  
A had been pouring C has poured  
B was pouring D was poured
- 5 "Can't we just order a nice bit of cod?"  
"Don't be ridiculous! We ..... all this way to eat fish and chips."  
A haven't been coming C aren't coming  
B haven't come D hadn't come
- 6 "I love your car."  
"This old thing? We ..... it for fifteen years."  
A had had C have had  
B have been having D used to have
- 7 "What's wrong with Robert?"  
"I don't know. He ..... up, slammed the door and stormed out of the building."  
A got C was getting  
B has got D had got
- 8 "Mary has difficulty fitting in."  
"Well, I guess she ..... to this type of work."  
A didn't use C doesn't get used  
B isn't used D hasn't been used
- 9 "I loved Christmas as a child."  
"So did I. Every Christmas Eve all the family ..... the tree together."  
A would have decorated C had been decorating  
B would decorate D used to decorating
- 10 When I lived downtown I ..... to the cinema almost every night.  
A was going C have been going  
B went D had been going
- 11 Sue ..... from a severe bout of flu at the time.  
A recovered C would recover  
B used to recover D was recovering
- 12 "How's Peter doing?"  
"I don't know. I ..... from him for months."  
A have to hear C haven't heard  
B didn't hear D don't hear

### CONVERSATIONAL GRAMMAR

9 Choose the correct item.

- 0 "Where's Christine?"  
"I don't know; she ..... the office fifteen minutes ago."  
A left C has left  
B had left D had been leaving
- 1 "Why didn't Madeline show up at the party last night?"  
"When I called her at 11:00 she ....."  
A was still studying C would still study  
B had still been studying D still studied
- 2 Did you know that Oscar Wilde ..... in Paris during his final years?  
A has been living C had been living  
B had lived D lived



## 1a Grammar: Tenses

- 13 "Ted is so inconsiderate."  
"What ..... you say that, George?"  
A is making                      C makes  
B was making                    D had made

10 Put the verbs in brackets into the appropriate past tense.

If it (0) *hadn't been* (not/be) for Louis, Joan (1) .....  
..... (never/survive) her trip to Paris last month. She (2) ..... (not/meet) him before, but she (3) ..... (be) certainly glad that she had by the end of her stay. The first thing that (4) ..... (happen) was that the hotel where she (5) ..... (plan) to stay (6) ..... (not/receive) her booking, so they had no room for her. Then, as she (7) ..... (try) to get a taxi to take her to another hotel, someone on a motorbike (8) ..... (snatch) her bag with all her tickets and credit cards in it. As her French (9) ..... (be) quite rusty, she (10) ..... (not/know) how to explain what (11) ..... (happen). It was then that Louis (12) ..... (approach) her and (13) ..... (introduce) himself.

### CONVERSATIONAL GRAMMAR

11 Choose the correct item.

- 0 "Tina is still looking for a decent flat."  
"How long ..... ?"  
A was she looking              C had she looked  
B is she looking                D  has she been looking
- 1 "Has Paul come to terms with his examination results?"  
"Yes. He ..... the fact that he'll have to resit."  
A had accepted                  C accepted  
B has accepted                    D has been accepting

- 2 "Did you have a good time at the Jordans?"  
"Not really. I ..... I'll ever visit them again."  
A don't think                    C won't be thinking  
B am not thinking              D think not
- 3 Gerald just can't ..... working shifts.  
A used to                              C get used to  
B be used                              D used to be
- 4 Alison feels more sympathy and less anger than she .....  
A had                                      C was  
B would                                 D used to
- 5 "Will you ..... with the audio-video equipment by 12:30 pm?"  
"Possibly, but I'll let you know beforehand."  
A finish                                 C be finishing  
B finished                              D have finished
- 6 "George is in hospital."  
"Yes, I've heard he ..... good progress."  
A makes                                 C will make  
B is making                             D would make
- 7 "I'm getting my work permit next week."  
"It's about time. You ..... here for two months by then."  
A are                                      C will have been  
B will be                                 D have been
- 8 "How do you like your sushi?"  
"Well, it's really different. It's the first time I ..... Japanese food."  
A have eaten                         C am eating  
B eat                                        D have been eating
- 9 "Wasn't sacking Mary rather harsh on his part?"  
"Not really; he ..... her several times in the past."  
A had warned                         C warns  
B was warning                        D will warn
- 10 "Where's Jonathan?"  
"He ..... to the travel agent's."  
A has been                              C has been going  
B has gone                              D had gone