

Present Simple

+	I/YOU/WE/THEY	SPEAK
	HE/SHE/IT	SPEAKS
-	I/YOU/WE/THEY	DON'T SPEAK
	HE/SHE/IT	DOESN'T SPEAK
?	DO + I/YOU/WE/THEY	SPEAK ?
	DOES + HE/SHE/IT	SPEAK ?

USE :

Repeated actions – Routines – Habits – General facts – Permanent situations

SIGNAL WORDS :

everyday – always – sometimes – usually – never ...

Present Continuous

+	I	AM SPEAKING
	YOU / WE / THEY	ARE SPEAKING
	HE / SHE / IT	IS SPEAKING
-	I	AM NOT SPEAKING
	YOU / WE / THEY	ARE NOT SPEAKING
	HE / SHE / IT	IS NOT SPEAKING
?	AM I	SPEAKING
	ARE YOU / WE / THEY	SPEAKING
	IS HE / SHE / IT	SPEAKING

USE :

Actions that happen at the time of speaking – Temporary actions

SIGNAL WORDS :

Now – At the moment – Listen – Look ...

Present Perfect

+	I / YOU / WE / THEY	HAVE SPOKEN
	HE / SHE / IT	HAS SPOKEN
-	I / YOU / WE / THEY	HAVEN'T SPOKEN
	HE / SHE / IT	HASN'T SPOKEN
?	HAVE I / YOU / WE / THEY	SPOKEN
	HAS HE / SHE / IT	SPOKEN

USE :

Actions that start in the past and still continues to the present (unfinished actions) – Action in unfinished time – Actions happen short time ago – Actions happen in the past but time is not important – Actions happen in the past but have an effect/result in the present.

SIGNAL WORDS :

For – Since – Just – ever – never – already – recently – yet ...

Past simple (play / go)

+	I / YOU / WE / THEY	PLAYED (REGULAR V.)
	HE / SHE / IT	WENT (IRREGULAR V.)
-	I / YOU / WE / THEY	DIDN'T PLAY
	HE / SHE / IT	DIDN'T GO
?	DID I / YOU / WE / THEY	PLAY
	/ HE / SHE / IT	GO

USE :

Actions that happen and finish in the past

SIGNAL WORDS :

Yesterday – Last week - ... ago – In 1990 -

Present Perfect Continuous

+	I / YOU / WE / THEY	HAVE BEEN SPEAKING
	HE / SHE / IT	HAS BEEN SPEAKING
-	I / YOU / WE / THEY	HAVEN'T BEEN SPEAKING
	HE / SHE / IT	HASN'T BEEN SPEAKING
?	HAVE I / YOU / WE / THEY	BEEN SPEAKING
	HAS HE / SHE / IT	BEEN SPEAKING

USE :

Actions that happen in the past and continues to the present for a period of time

SIGNAL WORDS :

All day – the whole day – how long – since – for ...

Past Perfect

+	I / YOU / WE / THEY	HAD SPOKEN
	HE / SHE / IT	
-	I / YOU / WE / THEY	HADN'T SPOKEN
	HE / SHE / IT	
?	HAD I / YOU / WE / THEY /	SPOKEN
	HE / SHE / IT	

USE :

To show an action happened before another one in the past

SIGNAL WORDS :

Already - As soon as – just – after – before ...

FUTURE SIMPLE

+	I / YOU / WE / THEY	WILL SPEAK
	HE / SHE / IT	
-	I / YOU / WE / THEY	WON'T SPEAK
	HE / SHE / IT	
?	WILL I / YOU / WE /	SPEAK ?
	THEY / HE / SHE / IT	

USE :

To predict a future event – To express spontaneous decisions – To express a willingness – To give orders – To give an invitation

SIGNAL WORDS :

Tomorrow – next week / month ... - in 2040 – expect – believe – hope – suppose – think – probably -

FUTURE PERFECT

+	I / YOU / WE / THEY	WILL HAVE SPOKEN
	HE / SHE / IT	
-	I / YOU / WE / THEY	WON'T HAVE SPOKEN
	HE / SHE / IT	
?	WILL I / YOU / WE /	HAVE SPOKEN
	THEY / HE / SHE / IT	

USE :

Actions that will be completed before a specific point in the future.

SIGNAL WORDS :

By 2030 / July / the end of this week – In a week / 3days