

**Student Name** \_\_\_\_\_  
**Student ID** \_\_\_\_\_  
**EWRT Instructor** \_\_\_\_\_  
**Date** \_\_\_\_\_



## Get The Tense Right: Secrets of Verb Tense in Academic Writing

### Explanation

Tense refers to the form a verb takes in a sentence, whether to express the present, past or future.

### Simple Tenses

#### **Present**

The present tense indicates that an action is taking place at the time you express it, or an action that occurs regularly.

- We *wear* organic cotton shirts [an action taking place when it is expressed].
- I *watch* the documentary on PBS each Sunday night [an action that occurs regularly].

#### **Past**

The past tense indicates that an action is completed and has already taken place.

- Martin Luther King, Jr. *gave* his most famous speech in 1963 [an action completed in the past].
- As a girl, she *wondered* how her college degree would help her career [an action that occurred once or many times in the past but did not extend to the present].

#### **Future**

The future tense indicates that an action will or is likely to take place.

- Later today I *will do* the dishes [a future action that will definitely occur].
- The defendant probably *will plead* innocent [a future action that is likely to occur].

Directions:

Write an interesting, informative sentence that uses the correct simple tense verb. Include time info that gives readers clues to the tense: Tell us what time you are describing. Is it today, regularly, yesterday, last week, tomorrow, or next year?

Simple Present:

---

Simple Past:

---

Simple Future:

---

### **Perfect Tenses**

Perfect tenses designate actions that were or will be completed before other actions. You can form the perfect tenses with the appropriate tense form of the helping (auxiliary) verb, *have*, plus the past participle.

#### **Present perfect**

The present perfect tense indicates that an action happened in the past but continues until the present time or is connected to the present time.

- We *have worn* organic cotton shirts [an action that began in the past and is finished at the present].
- She *has donated* extensively to UNICEF [an action that began in the past and extends into the present].

#### **Past perfect**

The past perfect tense indicates an action occurring before a certain time in the past.

- By 1995, Doctor Harvey *had built* the first artificial brain.

## Future perfect

The future perfect tense indicates that an action will be finished by a certain time.

- By Thursday, the President *will have apologized* for his mistake.

Directions:

Write a sentence that uses the correct perfect tense verb in a sentence. Include time info that gives readers clues to tense: Tell us what time you are describing. Is it a certain year, yesterday, last week, tomorrow, or next year?

Present Perfect:

---

Past Perfect:

---

Future Perfect:

---

## **Progressive Tenses**

The progressive tenses express continuing action. You can form them with the appropriate tense of the verb "be" plus the present participle.

### **Present progressive**

The present progressive tense indicates that something is happening at the time you express it.

- The worker *is hammering*, and her foreman *is watching* lazily.

### **Past progressive**

The past progressive tense indicates two kinds of past action.

- Poe's writing *was becoming* increasingly bizarre and dark [a continuing action in the past].
- The mob tackled Jean-Luc Goddard while he *was introducing* the film [an action occurring at the same time in the past as another action].

### **Future progressive**

The future progressive tense indicates a continuing in the future.

- The government *will be monitoring* the phones in the lab.

### Present perfect progressive

The present perfect progressive tense indicates action continuing from the past into the present and possibly into the future.

- The teacher *has been grading* since yesterday afternoon.

### Past perfect progressive

The past perfect progressive tense indicates that a past action went on until another occurred.

- Before her promotion, Nico *had been working* on restoring open space on campus.

### Future perfect progressive

The future perfect progressive tense indicates that an action will continue until a certain future time.

- On Tuesday I *will have been working* on this paper for six weeks.

*Adapted from The Brief Holt Handbook, Fourth Edition, Kirsner & Mandell, 2004.*

### Practice with Simple Past Tense

Fill in each blank with the correct past tense form of the verb provided.

Example:

PLAY We played dodgeball all afternoon.

FRY 1. We \_\_\_\_\_ the fish we caught in the lake.

STUDY 2. All of us \_\_\_\_\_ hard for the physics exam.

CRY 3. Mary \_\_\_\_\_ on his shoulder all through the movie.

MARRY 4. She \_\_\_\_\_ him on Tuesday and played slots that night.

TRY 5. Fred \_\_\_\_\_ to get in the concert by posing as a security guard.

SHOP 6. I \_\_\_\_\_ for all of my birthday presents at the art fair.

ADMIT 7. No one \_\_\_\_\_ that he was tired.

PLAN 8. Marty and Isabel \_\_\_\_\_ their marriage simply and loosely.

TERRIFY 9. The fireworks \_\_\_\_\_ the younger children.

COMPILE 10. The assistants\_\_\_\_\_the materials into a great handbook.

**Practice with Simple Past Tense**

In each of the following sentences, underline any verbs that should have –ed or –d endings and supply the missing letters. Watch for time expressions (last week, yesterday, years ago) that indicate past time.

incorrect: The committee vote to adjourn yesterday.  
correct: The committee voted to adjourn yesterday.

1. The driver ask for the exact fare last week.

---

2. Oliver use to live in Berkeley when he was a college student.

---

3. Katerina studied all the time and so she graduate from college last year.

---

4. College students are suppose to attend every class meeting.

---

5. Last Sunday, Laura listen to the drummers in the park.

---

6. Until I started school, I work twenty hours per week and study the rest of the time.

---

7. Finally Gayle’s cat return home.

---

8. Several years ago I witness a crime and identify the criminal.

---

Adapted from *Fog City Fundamentals, Fourth Edition, Altman & Deicke, 1998.*

### Practice with Perfect Tenses

Use the perfect tense to fill in the blank using the same time period (past, present, future) as the sample.

Example: Joan licks the popsicle. (present tense)

Joan has licked the popsicle. (present perfect tense)

(Remember: Perfect tenses for the verb *to run* are:

Present: she *has run*

Past: she *had run*

Future: she *will have run*)

1. Eric took piano lessons.

Eric \_\_\_\_\_ piano lessons since he was ten years old.

2. Bill, on the other hand, will join the Coast Guard.

Bill, on the other hand, \_\_\_\_\_ the Coast Guard.

3. Alyssa gives a drawing to each of her friends.

Alyssa \_\_\_\_\_ a drawing to each of her friends.

4. Chickens pecked at bugs and fruit in the garden.

Chickens \_\_\_\_\_ at bugs and fruit in the garden.

5. Each egg will travel a thousand miles before it lands on her lap.

Each egg \_\_\_\_\_ a thousand miles before it lands on her lap.

6. The wings had plenty of room to spread.

The wings \_\_\_\_\_ plenty of room to spread.

7. Madison collects the hay in the morning after breakfast.

Madison \_\_\_\_\_ the hay in the morning after breakfast.

## Practice with Progressive Tenses

In the following sentences, change the simple tense verbs to progressive tense verbs using the same time period (present, past, future). Avoid the perfect tense for this exercise.

Example: Martians land on the planet Earth. (present)

Martians are landing on the planet Earth. (present progressive)

(Remember: Progresssive tenses for the verb *to run* are:

Present: she *is running*

Past: she *was running*

Future: she *will be running*)

1. Ferdinand coffed when his friends all left for college.

Ferdinand \_\_\_\_\_ when his friends all left for college.

2. He enjoys his flowers, vegetables and herbs.

He \_\_\_\_\_ his flowers, vegetables and herbs.

3. The pumpkins ripened too long last year.

The pumpkins \_\_\_\_\_ too long last year.

4. His friends will call at the next holiday or break.

His friends \_\_\_\_\_ at the next holiday or break.

5. Ferdinand answers the phone saying "What?"

Ferdinand \_\_\_\_\_ the phone saying "What?"

6. He screened his calls last week to avoid bill collectors.

He \_\_\_\_\_ his calls last week to avoid bill collectors.

7. His money goes under his mattress until he needs it.

His money \_\_\_\_\_ under his mattress until he needs it.

8. He will go fishing next week if he gets his license.

He \_\_\_\_\_ next week if he gets his license.