

English for Study Skills

Pre-Sessional English

verb tense

Afternoon English

1. simple
2. continuous (progressive)
3. **perfect**
4. **perfect continuous (progressive)**

Present Perfect

IELTS Exercises

past → have worked

I had worked at home

present → have work

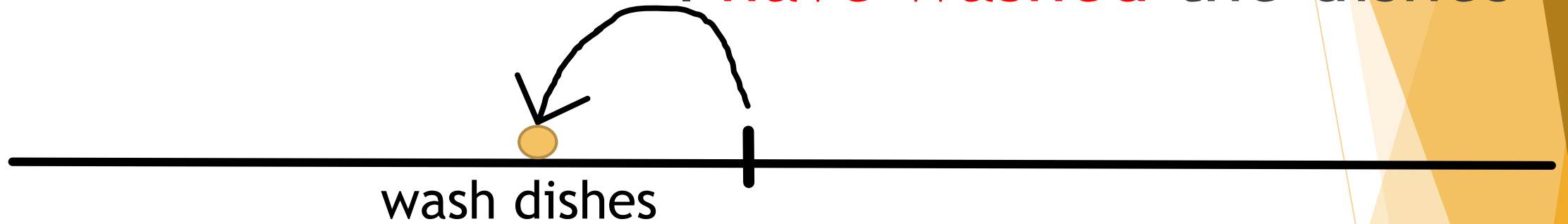
I have worked at home

future → will have work

I will have worked at home

Present Perfect

I **have washed** the dishes



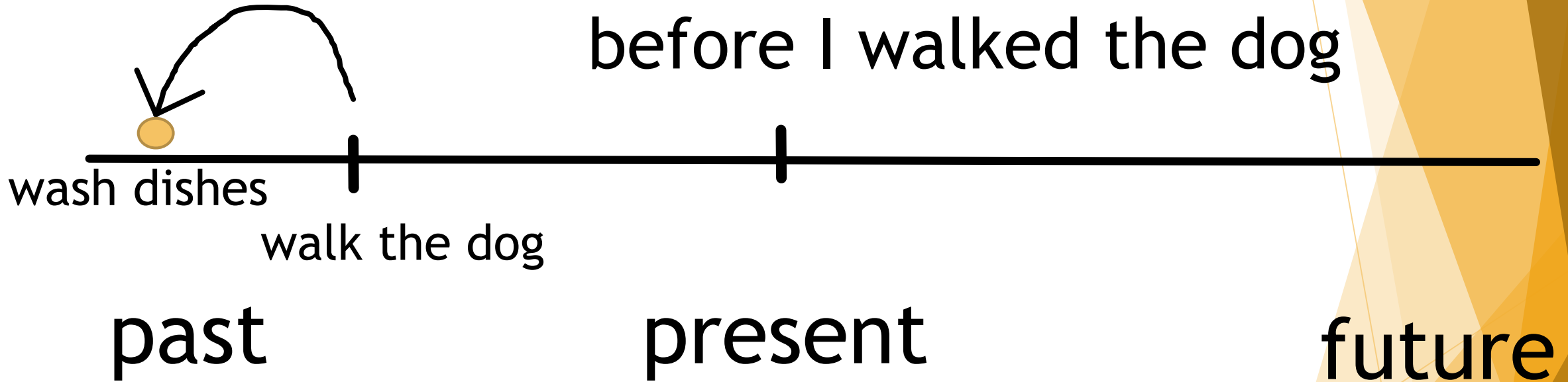
past

present

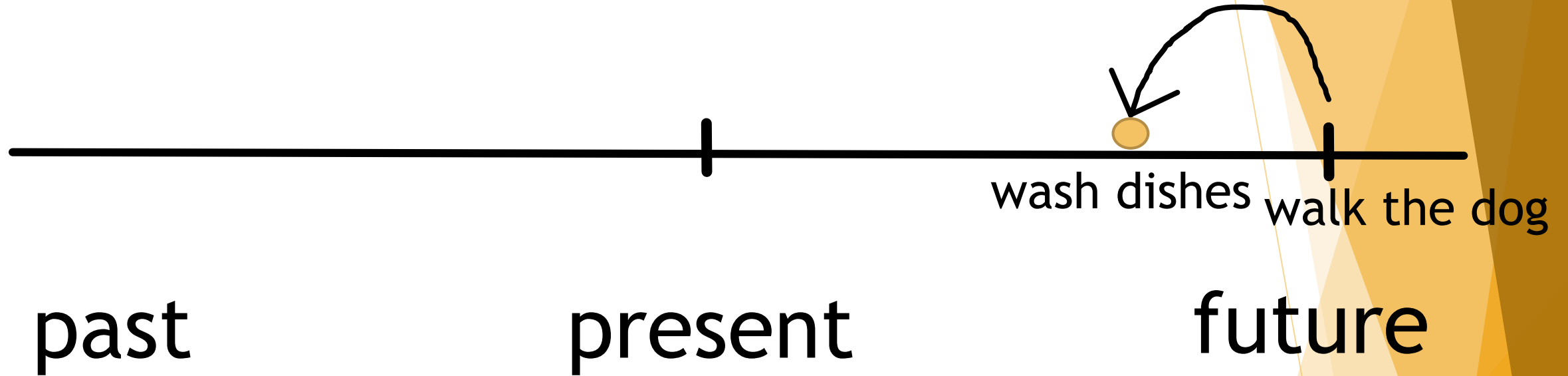
future

Past Perfect

I **had washed** the dishes
before I walked the dog



Future Perfect



I **will have washed** the dishes
before I walk the dog

Perfect Continuous / Progressive

grammar

Perfect continuous

Have + been + V + ing

I have been working at home

I have been walking all day

I have been eating my dinner

I have been teaching for 10 minutes

I have been watching you

I have been working at home

I have been walking all day

I have been eating my dinner

I have been teaching for 10 minutes

I have been watching you

I **had** been working at home

I **had** been walking all day

I **had** been eating my dinner

I **had** been teaching for 10 minutes

I **had** been watching you

I will have been working at home

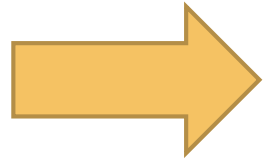
I will have been walking all day

I will have been eating my dinner

I will have been teaching for 10
minutes

I will have been watching you

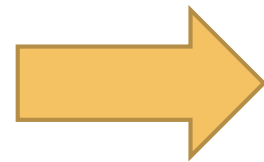
past



had been working

I had been working at home

present



have been working

I have been working at home

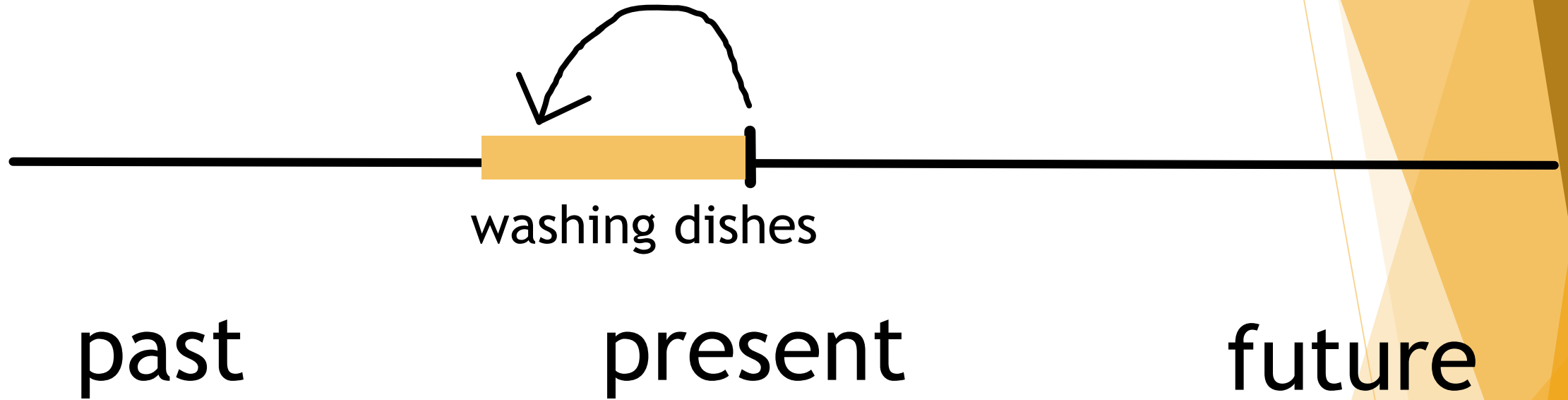
future



will have been working

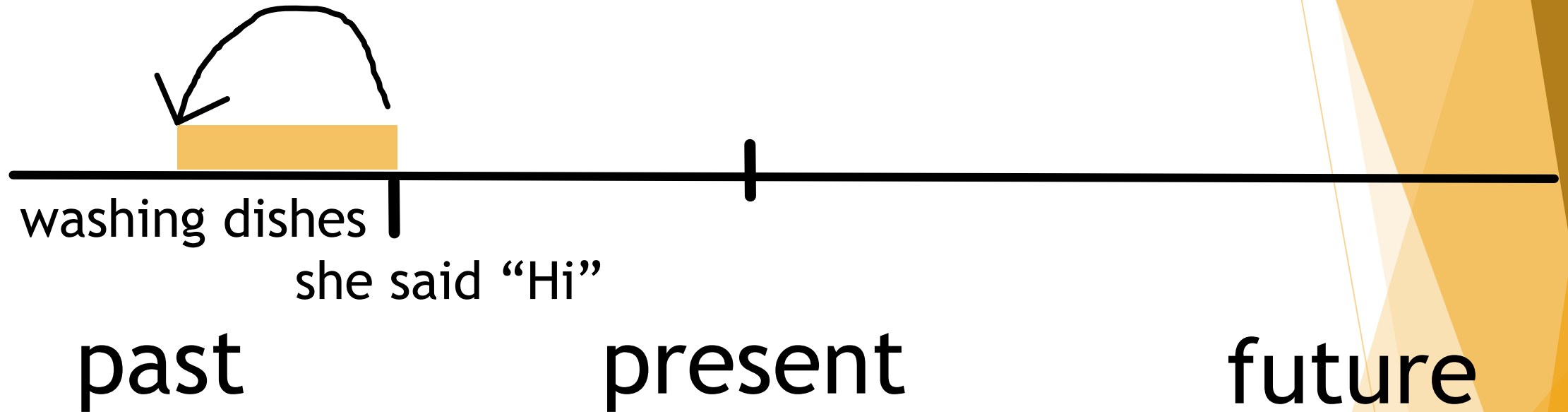
I will have been working at home

Present Perfect Continuous



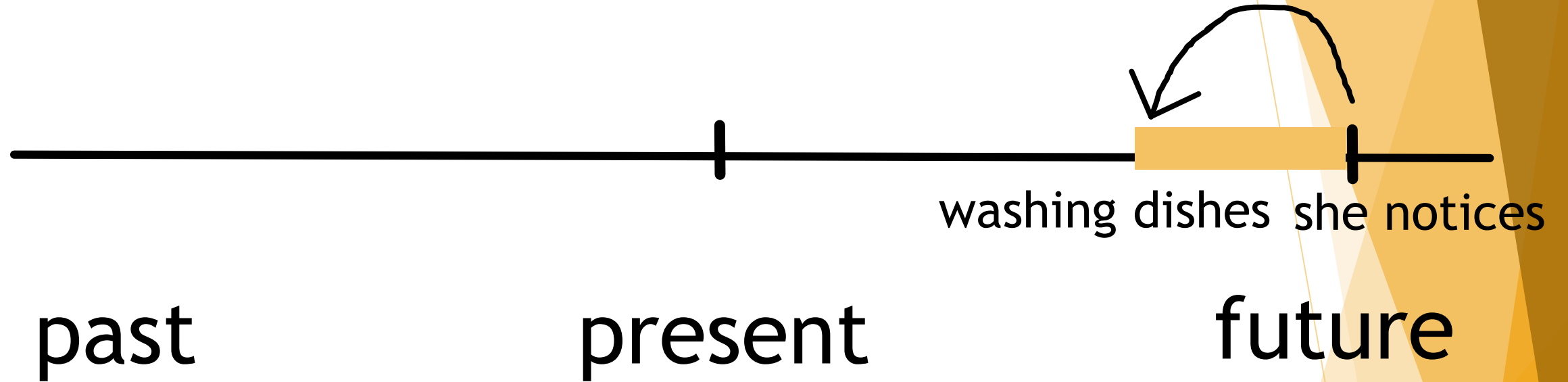
I **have been washing** the dishes

Past Perfect Continuous



I **had been washing** the dishes
before she said "Hi"

Future Perfect



I **will have been washing** the dishes
for 10 minutes before she notices

past participle

partial definition

the form of a verb, typically ending in *-ed* in English,
which is used in forming perfect tense

B Grammar

We use the present perfect when we want to show a link between the present and the past.

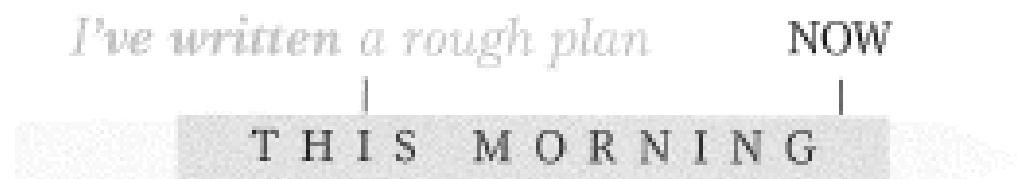
1 Present perfect simple

+	<i>have/has + past participle</i>	<i>She's started the assignment.</i>
-	<i>have/has not + past participle</i>	<i>I haven't started the assignment.</i>
?	<i>have/has ... + past participle?</i>	<i>Have you started the assignment?</i>

We use the present perfect simple

- ◆ to talk about a time period that is not finished (e.g. *today, this week*):

I've written a rough plan this morning. (it is still morning)



- ◆ to show that something happened at some point in the past before now. We don't state when it happened:

I've collected plenty of information. (at some point before now and I will use it to write my essay)

The following time expressions are often used: *ever, never, before, up to now, still, so far.*

It's the longest I've ever had to write. (at any point before now)

▲ If we state when something happened we must use the simple past:

I wasted a lot of time last week. (not ~~*I have wasted a lot of time last week*~~)

- ◆ to talk about a present situation which started in the past, usually with *for/since*:



I've worked really hard for the last two weeks. (I've worked hard till now)

We use *for* with a length of time (e.g. *for two hours, for three days, for six months*) and *since* with a point in time (e.g. *since 2001, since Monday, since ten o'clock, since I was four, since I started the course*).

- ◆ to talk about something that happened at an unstated time in the past but is connected to the present:

I've read all the books on the reading list. (I have the notes now)

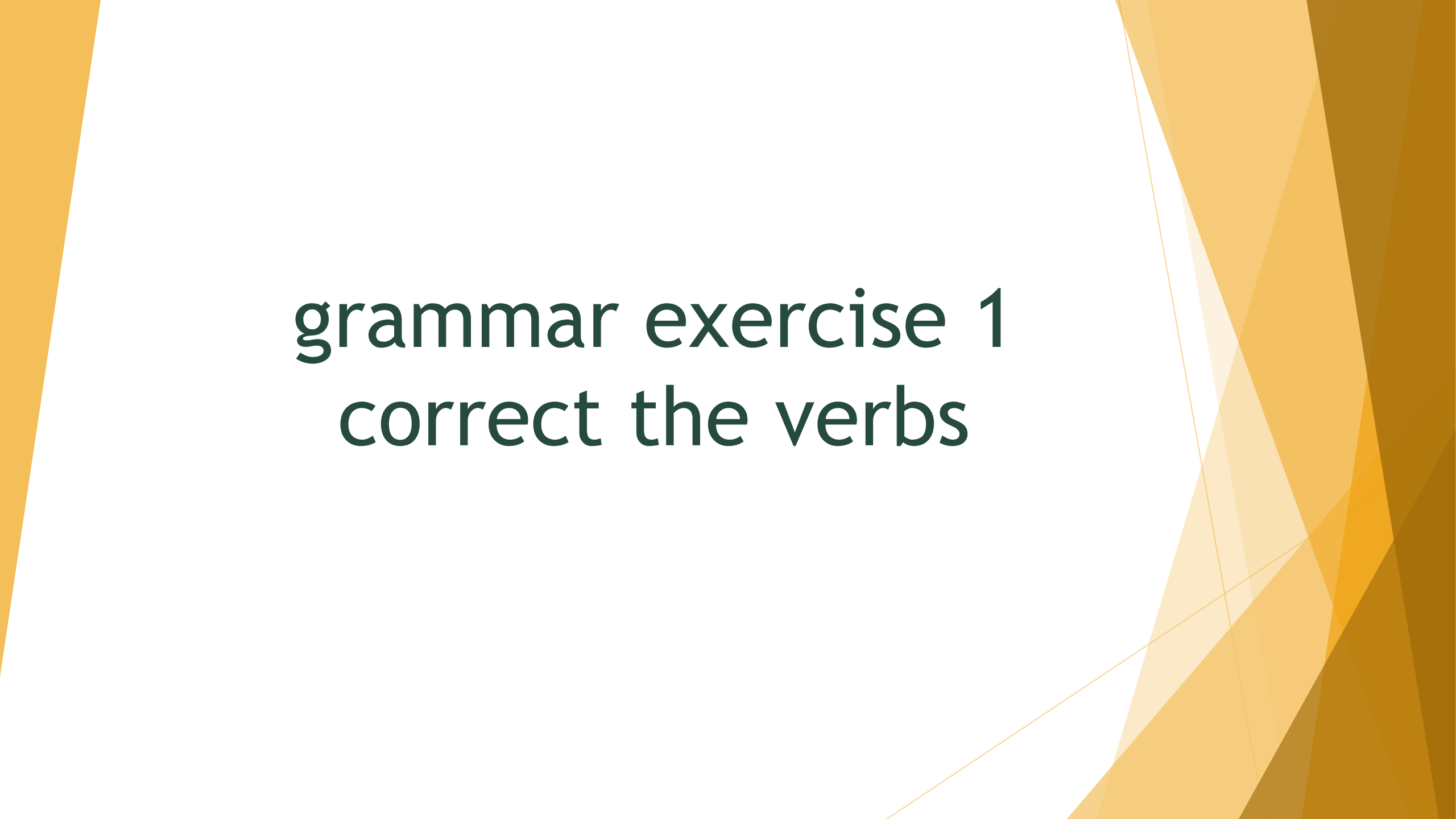
The following time expressions are often used: *recently, just, already*, and *yet* with negatives or questions.

I've just got up.

Have you written your assignment yet?

Grammar Exercises

Present perfect



grammar exercise 1

correct the verbs

Tick () the correct underlined verbs, and correct the verbs that are wrong

1. ✓

2. enjoyed

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

I would like to be considered for your degree course in Zoology, starting in October next year. I feel I am a good candidate for this course as I **1** have always been interested in natural history and even as a child I **2** have enjoyed studying animals and insects in my garden. Your science faculty has a good reputation and I would very much like to be part of it.

As you **3** already saw in Section A of this application, I have a good academic record and I **4** just received the results of my recent exams, all of which **5** have been excellent.

In addition, your university attracts me because I enjoy sports and I **6** have read in your prospectus about the large number of sports on offer. Last year I **7** have represented my school at badminton and I **8** played in football teams since I was eleven. I **9** have recently joined a basketball team which competes at a national level.

I **10** did not travel abroad much yet, although as a young child I **11** have been to Singapore and Hong Kong with my family. I realize that I **12** have not spent much time away from home up to now, but am keen to become more independent.

Tick () the correct underlined verbs, and correct the verbs that are wrong

1. ✓
2. enjoyed
3. have already seen
4. have just received
5. were
6. ✓
7. represented
8. have played
9. ✓
10. have not travelled
11. went
12. ✓

I would like to be considered for your degree course in Zoology, starting in October next year. I feel I am a good candidate for this course as I **1** have always been interested in natural history and even as a child I **2** have enjoyed studying animals and insects in my garden. Your science faculty has a good reputation and I would very much like to be part of it.

As you **3** already saw in Section A of this application, I have a good academic record and I **4** just received the results of my recent exams, all of which **5** have been excellent.

In addition, your university attracts me because I enjoy sports and I **6** have read in your prospectus about the large number of sports on offer. Last year I **7** have represented my school at badminton and I **8** played in football teams since I was eleven. I **9** have recently joined a basketball team which competes at a national level.

I **10** did not travel abroad much yet, although as a young child I **11** have been to Singapore and Hong Kong with my family. I realize that I **12** have not spent much time away from home up to now, but am keen to become more independent.

Compare the use of the present perfect with the past simple:

Present perfect

- ◆ links the past with the present:
I've made quite a lot of notes. (at some point before now and I may make more notes)
- ◆ does not talk about a specific time in the past:
Have you read the leaflet? (at some time before now)
- ◆ uses time expressions that show the time period is unfinished:
I've read six articles this week. (the week isn't finished)

Past simple

- ◆ only talks about the past:
I made notes on the most important things. (when I did the reading and I've finished making notes)
- ◆ states a specific past time, or the time is understood:
I read the leaflets when I was in the library. (I'm not in the library now and the reading is finished)
- ◆ uses time expressions that show the time is finished:
I read five books last week. (last week has finished)

Note the position of the following time expressions that occur with the present perfect:

- ◆ between the auxiliary and main verb (e.g. *recently, already, always, ever, just, never*)
*I've **already** written the notes.*
*I've **just** finished my essay.*
Ever is generally used with questions or negatives:
*Have you **ever** been to Buenos Aires?*
- ◆ after the main verb (e.g. *all my life, every day, yet, before, for ages, for two weeks, since 2003, since I was a child* etc.)
*I've felt tired **for weeks**.*
*I haven't flown **before**.*

If there is an object clause, the time expression comes at the end:

- I've gone to bed early **every night since then**.*
*I've written more than ten assignments **since I started this course**.*

2 Present perfect continuous

+	<i>have/has been + verb + -ing</i>	<i>I've been studying really hard.</i>
-	<i>have/has not been + verb + -ing</i>	<i>He hasn't been studying really hard.</i>
?	<i>have/has ... been + verb + -ing?</i>	<i>Have you been studying really hard?</i>

We can use either the present perfect simple or the present perfect continuous to say how long a situation or activity has been going on (often with *for* or *since*):

I've felt tired for weeks.

I've been feeling tired since I started this course.

I've worked at the restaurant since I moved here.

I've been working at the restaurant for three years.

State Verbs

thoughts, agree, assume,
believe, disagree, forget,
hope, know, regret,
remember, suppose, think,
understand

▲ State verbs (see Unit 1) do not generally have a continuous form:

I've known them since I was a child. (not ~~I've been knowing them since I was a child~~)

Grammar extra: *This is the first time etc.*

We use the present perfect tense with the following structures: *it/this/that is the first / the second / the best / the only / the worst ...*

It's the first time I've ever had to write such a long assignment.

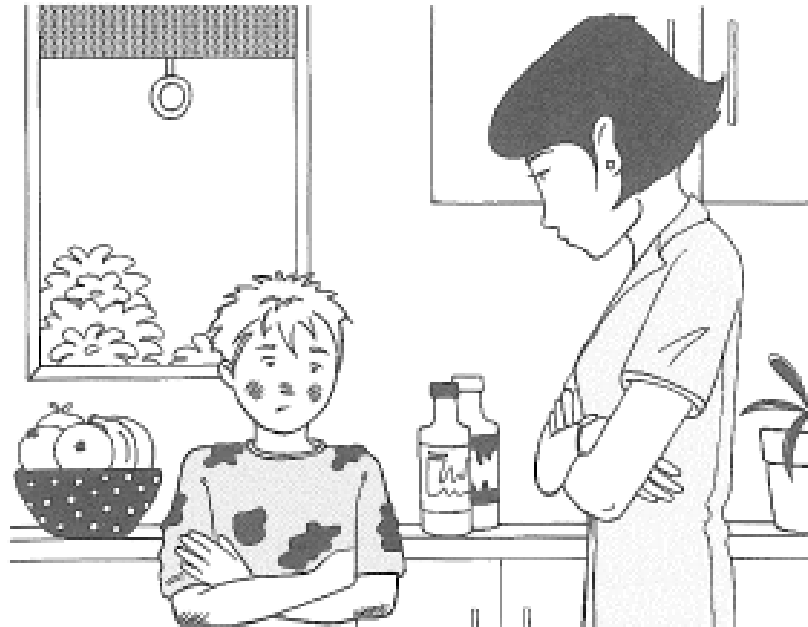
Is this the only time you've travelled abroad?

That's the sixth cup of coffee you've had today.

Compare the different uses of the present perfect simple and the present perfect continuous:

Present perfect continuous

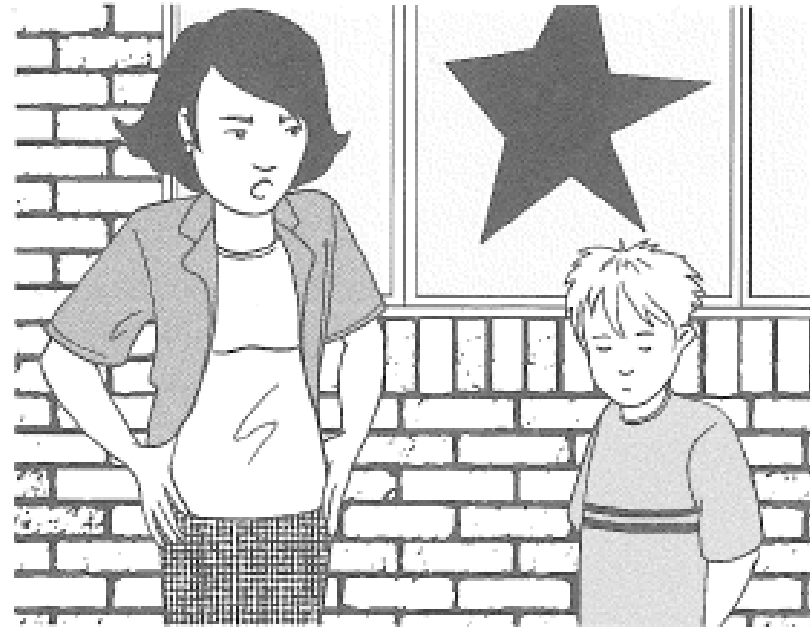
- ◆ emphasises how long:
I've been reading for the past two weeks.
- ◆ focuses on the activity itself (it does not show whether the activity is completed or not):
I've been writing my essay. (we don't know if the essay is finished or not)



What have you been doing? (the boy's mother is interested in the activity that made him so dirty now)

Present perfect simple

- ◆ says how many times:
I've read three articles.
- ◆ focuses on the result or completion of the activity:
I've written my essay. (the essay is finished but we don't know when)



What have you done? (the boy's mother is interested in the result of the action: the broken window)

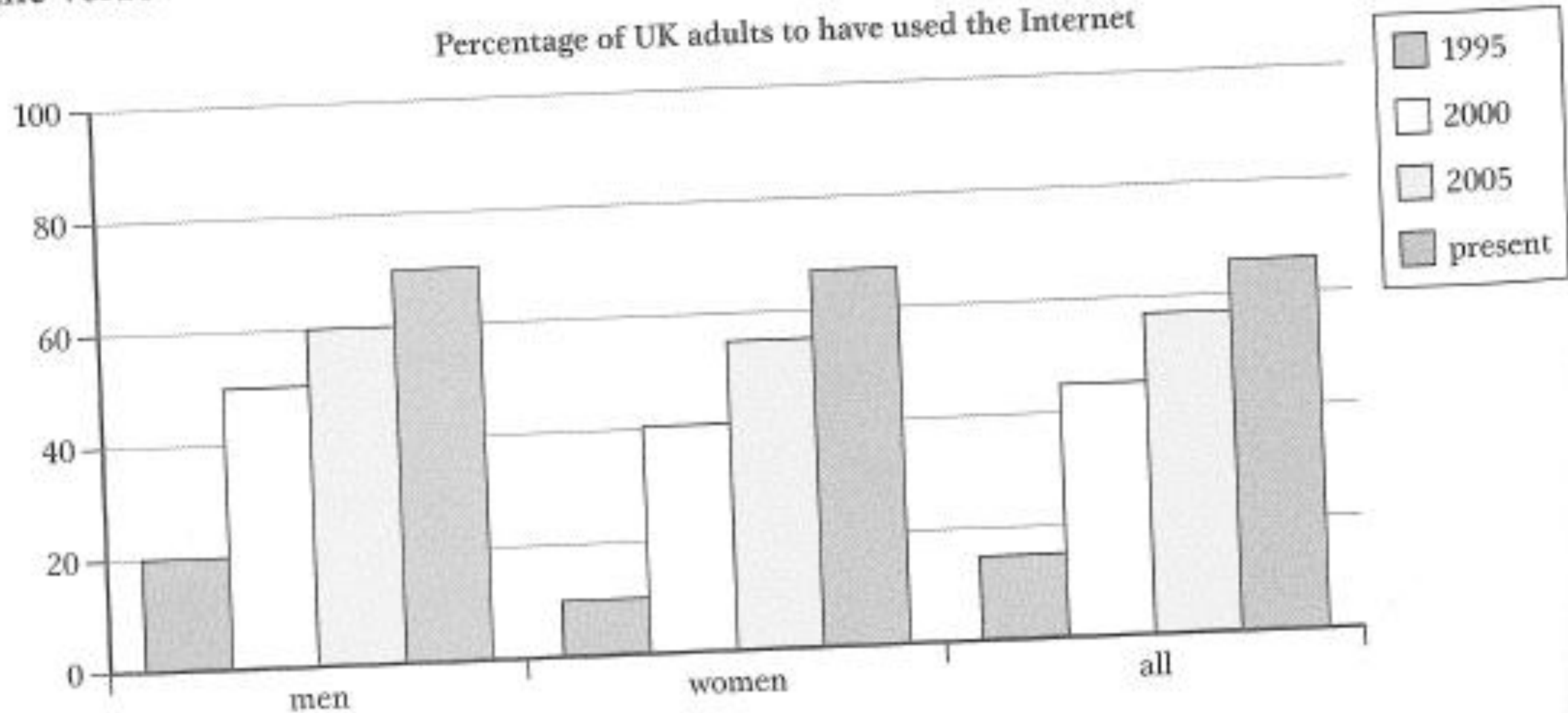
grammar exercise 2

fill the gaps

2

Look at the chart and fill in the gaps with the past simple or present perfect simple of the verbs in brackets to make true sentences.

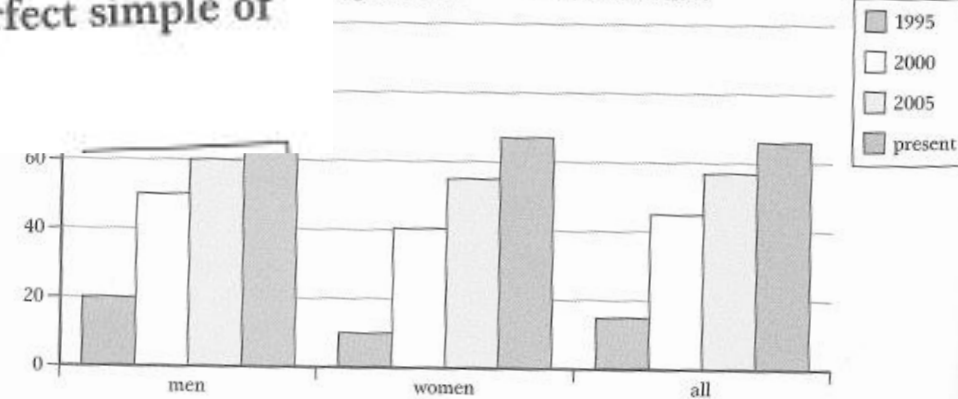
Percentage of UK adults to have used the Internet



2

Look at the chart and fill in the gaps with the past simple or present perfect simple of the verbs in brackets to make true sentences.

Percentage of UK adults to have used the Internet



- The chart shows the percentage of British adults who *have used* (use) the Internet since 1995.
- The number of women who have ever used the Internet (increase) by more than 60% since 1995.
- The percentage of men who have accessed the Internet (rise) to 60% in 2005.
- The number of women to have accessed the Internet (rise) each year.
- The percentage of men who used the Internet (be) greater than the percentage of women from 1995 to 2005.
- However, British women (overtake) British men in Internet usage since 2005.
- The total number of people accessing the Internet (grow) each year although the most significant rise (occur) between 1995 and 2000.

grammar exercise 3
underline the correct
form of the verb

To: Paul Johnson

From: Sunita Soh

Subject: Seminar presentation on Friday

Dear Paul

1 *I've just received / I've just been receiving* your message to us all about the seminar on Friday. 2 *I've worked / I've been working* on my presentation for the last week, and 3 *have now finished / now finished* it, so I am happy to be one of the first to present it. However, 4 *I've made / I made* an appointment to see the university careers advisor immediately after the seminar, so I will need to leave on time.

I'd like some advice about my presentation. At last week's lecture 5 *you've said / you said* that we should use visual aids as much as possible. 6 *I haven't found / I didn't find* anything to use. Is it essential? 7 *I've done / I did* lots of presentations before, and I feel OK about this one. In my last presentation 8 *I used / I have been using* the overhead projector, and I want to do this again – does this count as a visual aid?

One last question: 9 *I've been / I went* to Professor Russell's lecture yesterday, and 10 *have been learning / learnt* quite a lot that is relevant to this course. Is it okay to refer to another course in my presentation? 11 *I've been wondering / I wondered* about this – maybe it is better to stick to the materials and references 12 *you've given / you've been giving* us. I hope you can let me know.

Thanks for your help.

Sunita



grammar exercise 4

fill the gaps

4

Fill in the gaps with a verb from the box in the present perfect simple or present perfect continuous. You will need to use some verbs more than once.

be do feel have live pass study start take travel want work

Interviewer: How long *have you been living* (1 *you*) here?

Student: I (2) in London for the past three years. I come from Japan originally. I (3) at a college here since I arrived.

Interviewer: (4 *you*) any travelling over the past three years?

Student: Yes, I (5) really lucky. I have long holidays so I (6) all over Europe. I especially liked Spain.

Interviewer: What is the most interesting thing you (7) recently?

Student: Well, I (8) to play tennis, and I (9) singing lessons for a few months now too. But the thing that I am most proud of is that I (10 *just*) my driving test. It's the first time I (11) it so I'm really pleased but I (12 *never*) so nervous in all my life!

Interviewer: How do you think English will be useful in your life?

Student: I (13) a Hospitality and Tourism course over here, so I need English for my studies and my job. I (14 *always*) to work in the tourist industry because I (15 *always*) interested in history and cultural sites, and I (16 *already*) as a tour guide in my home town.

Past Perfect

IELTS Exercises

1 Past perfect simple

+	had + past participle	They <i>had listened</i> to his music.
-	had not + past participle	They <i>hadn't listened</i> to his music.
?	had ... + past participle?	<i>Had they listened</i> to his music?

We use the past perfect simple

- ◆ when we are talking about the past and want to mention something that happened earlier:

*His father was a composer and his grandfather **had also been** a musician. (Mozart's grandfather was a musician and then later his father became a composer)*

Sometimes we use words like *just* or *already*. Notice that these adverbs go between the auxiliary and the main verb:

*By the time he was 17, Mozart's reputation **had already begun** to spread through Europe.*

▲ We use the past simple tense if the events are mentioned in chronological order:

*His grandfather **was** a musician and his father **was** also a composer.*

- ◆ with words like *when*, *as soon as*, *by the time*, *after* to show the order of events:

***When** Mozart was born, five of his siblings **had already died**. (Mozart's siblings died first, then Mozart was born)*

▲ Notice the difference in meaning between these two sentences:

*When I got home, my husband **cooked** dinner. (= I got home and then my husband cooked dinner)*

*I got home my husband **cooked** dinner*



THE PAST

*When I got home, my husband **had cooked** dinner. (= my husband cooked dinner before I got home)*

*my husband **had cooked** dinner I got home*



THE PAST

- ◆ to talk about an indefinite time before a particular point in the past, often with words like *always*, *sometimes*, *never*, *before*, *by* + fixed time:

*His family were richer than they **had ever been before**. (= they were not as rich at any time before this point in the past)*

***By the time** he was six, the little boy **had written** a composition of his own.*

- ◆ to report past events using reporting verbs (see Unit 15):

*The man told me he **had met** my father a long time before.*

2 Past perfect continuous

+	had been + verb + -ing	She'd <i>been studying</i> for ages.
-	had not been + verb + -ing	He <i>hadn't been studying</i> for long.
?	had ... been + verb + -ing?	<i>Had you been studying</i> for long?

We use the past perfect continuous to focus on how long an activity continued or to focus on the activity itself:

*Times were hard and the family **had been struggling** for some time. (to show how long)*

*Mozart's sister was extremely gifted at the keyboard and she **had been making** excellent progress. (focus on the activity)*

▲ We cannot use the past perfect continuous to say how many times something happened:

*I knew the way as I **had visited** her several times before. (~~not I knew the way as I had been visiting her several times before.~~)*

▲ State verbs (see Unit 1) do not generally have a continuous form.

Grammar extra: Unfulfilled hopes

We use the past perfect to talk about past disappointments or things that did not happen as expected:

*The politician **had expected** to be re-elected, but in the end she only got ten per cent of the vote.
I **had been hoping** to go with my brother on his trip but I was too sick to go.*

past perfect exercise 1

fill the gaps

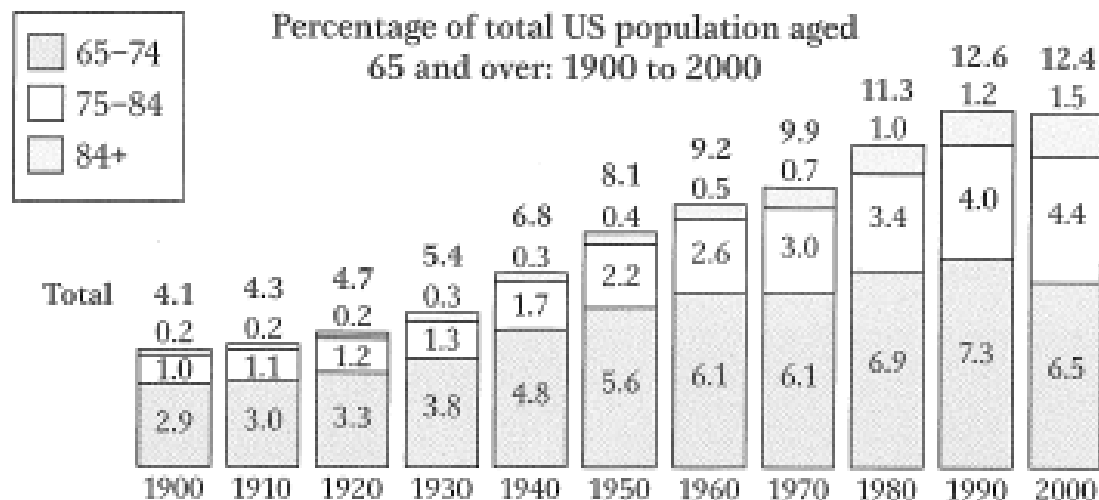
1

Fill in the gaps with the past perfect simple of the verbs in brackets in the positive or negative.

According to Dr Ken Winkle, Australia's Red-back spider is colonising the world. Dr Winkle, a venom expert from the University of Melbourne, said that authorities 1*had found*..... (*find*) Red-back spiders in Japan and Belgium. They suspected that spiders or their eggs 2 (*enter*) these countries along with Australian trading goods. Furthermore, it was extremely likely that the spiders 3 (*make*) their way into other nations around the world but that people 4 (*discover*) them yet. Dr Winkle said the spiders 5 (*also/turn up*) in the port city of Osaka (which receives a variety of Australian trade goods) in the late 1990s and 6 (*multiply*) quickly. He said Australian spider experts were collaborating with Japanese officials to find a way to stop the venomous invader.

exercise 2
past simple or
past perfect?

1. be _____ **was** _____
2. double _____
3. remain _____
4. begin _____
5. triple _____
6. be _____
7. increase _____
8. reach _____
9. peak _____
10. manage _____



The chart shows the percentage of people aged 65 and over in the United States between 1900 and 2000. In the year 1900 just over 4% of the population **1** **was** (be) aged over 65. However, by 1960 this figure **2** (double).

The number of people aged between 75 and 84 **3** (remain) fairly steady between 1900 and 1930, making up only 1–1.3% of the population. The figure **4** (begin) to rise more significantly in 1940 and by 1970 it **5** (triple) to reach 3% of the population.

Although there **6** (be) no change in the number of people aged 65–74 between 1960 and 1970, the number of people aged 75 and over **7** (increase) during this time. By the year 2000, 12.4% of the US population **8** (reach) the age of 65 or more, although this was slightly lower than in 1990 when it **9** (peak) at 12.6%.

The chart shows that today people in the United States can expect to live longer than in 1900. By the year 2000 more than 12% of the population **10** (manage) to live to the age of 65 and over compared to only 4.1% in 1900.

exercise 3
past simple,
past perfect or past
perfect continuous?

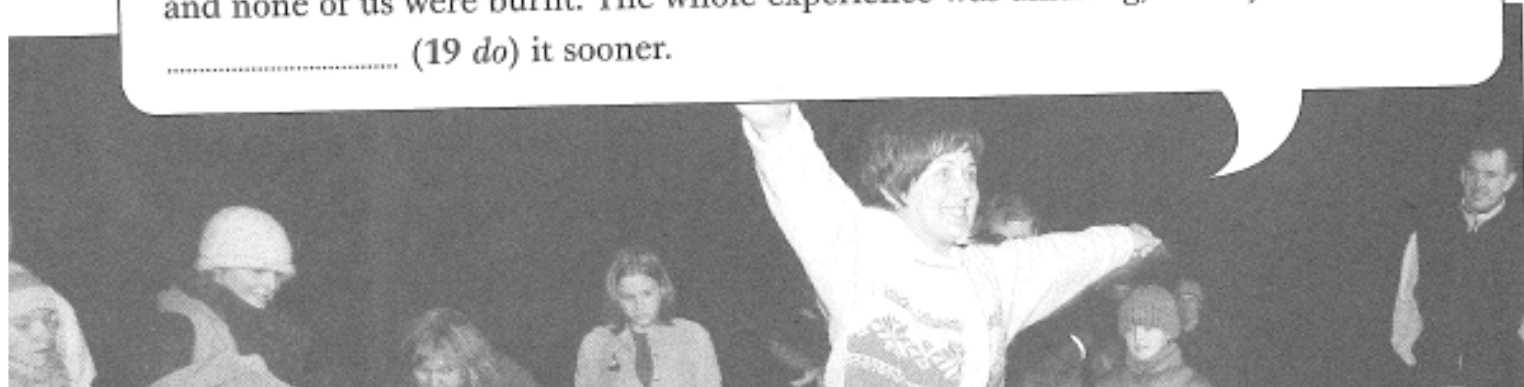
1. arrange
2. always/be
3. hear
4. arrive
5. feel
6. come
7. walk
8. learnt
9. prepare
10. expect
11. take off
12. not/feel
13. approach
14. do
15. step
16. not/burn
17. hope
18. manage
19. do

arranged

3 Fill in the gaps with the past simple, past perfect simple or past perfect continuous of the verbs in brackets.

Last year my friends *arranged* (1 *arrange*) for us to try fire-walking, which is when you walk on hot coals. I (2 *always/be*) fascinated by it and I (3 *hear*) people say it was an unforgettable experience. I was very excited when I (4 *arrive*) on the day, although beforehand I (5 *feel*) a little frightened! My friends and I (6 *come*) in the hope that by the end of the day we would be able to say we (7 *walk*) across hot, burning coals.

Our teacher was very good, and by teatime we (8 *learnt*) a great deal and (9 *prepare*) the fires. I (10 *expect*) to be terrified when the time came to walk, but as I (11 *take off*) my shoes and socks I (12 *not/feel*) afraid. I (13 *approach*) the coals as all my friends before me (14 *do*), and started walking! I could feel the heat, but as I (15 *step*) back onto the grass at the other end I knew the coals (16 *not/burn*) my feet at all. As I (17 *hope*), all my friends (18 *manage*) the walk and none of us were burnt. The whole experience was amazing, and I just wished I (19 *do*) it sooner.



exercise 4

fill the gaps

past simple, past perfect or
past perfect continuous?

4 Fill in the gaps with a verb from the box in the past simple, past perfect simple or past perfect continuous tense. Use each verb once.

be buy decide develop discuss feel like make
phone run start stay take visit wait -work-

- 1 She 'd been working..... as a waitress for five years when he met her.
- 2 The lecture by the time they got there.
- 3 In the supermarket he all the ingredients he needed and then went home to make her birthday cake.
- 4 Holly did very well in her exam, which was a shock because she
(*never*) an exam before.
- 5 They went on a big tour of Britain. First they in London for a few days. Then they Cambridge, York, and Edinburgh, and then Bath. They to Bath before, but they it so much that they to go back again.
- 6 Scientists announced the launch of the new drug last week. They it for five years.
- 7 By the time I got to the meeting they (*already*) the important issues and they the big decisions without me. I from my mobile to tell them the train was late and I annoyed that they (*not*) for me.
- 8 I looked terrible when I saw Joe last night because I for over an hour and I was exhausted.

Thank you!
any questions?