Learn verb tenses, in English.
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Dear Non-Fluent English Language Speaker,

Conceived in Paris France in 2010, CadrEnglish’s is the leading provider of English training exclusively designed to improve your company’s reputation and profitability. Our tutorials as well as our English training courses were created based on:

- Teaching English to 500+ corporate executives
- Asking 1000+ language learners about their likes and dislikes in language programs
- Analysing hundreds of leading ‘language textbooks’ in the pedagogical industry
- Incorporating the rules of behavioural economics and sociology
- And most importantly, humour

To write this particular ‘General English Verb Tense Tutorial,’ we:

- Made a list of the 1,500 most commonly used words in the English language
- Fit them into 15+ common business situations you may find yourself in
- Created 400+ sentences you can hear or say in a daily working environment
- And most importantly, we didn’t forget the humour

The French like to call it ‘La crème de la crème.’ We like to call it the CadrEnglish Verb Tense Tutorial for Intermediate to Advanced English speakers.

Why? Because.

Enjoy!

Joshua SMITH
General Director of CadrEnglish – http://www.cadrenglish.com
Active and Passive voice; Adverb Placement; Questions and Answers

Past
Did the boss always meet the clients?
Yes, the boss always met the clients.
No, the boss never met the clients.

Were the clients usually met by the boss?
Yes, the clients were usually met by the boss.
No, the clients were not usually met by the boss.

Past Continuous
Was the boss often meeting the clients?
Yes, the boss was often meeting the clients.
No, the boss was not often meeting the clients.

Were the clients usually being met by the boss?
Yes, the clients were usually being met by the boss.
No, the clients were not usually being met by the boss.

Past Perfect
Had the boss sometimes met the clients?
Yes, the boss had sometimes met the clients.
No, the boss had sometimes not met the clients.

Had the clients always been met by the boss?
Yes, the clients had always been met by the boss.
No, the clients had not always been met by the boss.

Past Perfect Continuous
Had the boss only been meeting the clients?
Yes, the boss had only been meeting the clients.
No, the boss had not only been meeting the clients.

Present
Does the boss ever meet the clients?
Yes, the boss always meets the clients.
No, the boss never meets the clients.

Are the clients usually met by the boss?
Yes, the clients are usually met by the boss.
No, the clients are not usually met by the boss.

Present Continuous
Is the boss often meeting the clients?
Yes, the boss is often meeting the clients.
No, the boss is not often meeting the clients.

Are the clients usually being met by the boss?
Yes, the clients are usually being met by the boss.
No, the clients are not usually being met by the boss.

Present Perfect
Has the boss sometimes met the clients?
Yes, the boss has sometimes met the clients.
No, the boss has sometimes not met the clients.

Have the clients always been met by the boss?
Yes, the clients have always been met by the boss.
No, the clients have not always been met by the boss.

Present Perfect Continuous
Has the boss only been meeting the clients?
Yes, the boss has only been meeting the clients.
No, the boss has not only been meeting the clients.

Future
Will the boss always meet the clients?
Yes, the boss will always meet the clients.
No, the will not always meet the clients.

Will the clients usually be met by the boss?
Yes, the clients will usually be met by the boss.
No, the clients will not usually be met by the boss.

Future Continuous
Is the boss often going to meet the clients?
Yes, the boss is often going to meet the clients.
No, the boss is not often going to meet the clients.

Are the clients usually going to be met by the boss?
Yes, the clients will usually be met by the boss.
No, the clients will not usually be met by the boss.

Future Perfect
Is the boss sometimes going to have met the clients?
Yes, the boss is sometimes going to meet the clients.
No, the boss is sometimes not going to meet the clients.

Are the clients always going to have been met by the boss?
Yes, the clients are always going to be met by the boss.
No, the clients are not always going to be met by the boss.

Future Perfect Continuous
Is the boss only going to have been meeting the clients?
Yes, the boss is only going to have been meeting the clients.
No, the boss is not only going to have been meeting the clients.

These tenses are very rare, and so are not worth learning.
Vocabulary & Expressions you will encounter in this CadrEnglish Verb Tense Tutorial

-A-
a bunch of
ability
couple of
actually
to affect
already
anything
arrest
as soon as possible
at the same time
available
to avoid

-B-
to be afraid of
to be arrested
to be compatible
to be demoted
to be grateful
to be in charge
to be incompetent
to be laid off
to be promoted
to be solvent
to be tired
to be unemployed
to be useful
to be worthless
to break down
to break into
to browse
to buy
by the time

-C-
to care
to cash a check
to catch up on
collar
to come over
to chase
to cheat
to chew
to confiscate
copyright
to cross paths

daydream
to deal with
to deliver
to depend on
to download
during

to eat in
to eat out
to effect
to embezzle
to entertain
evidence
to expect

-D-
to fall in love
to feel happy
to find
to fire
former
full-time

to get married
to go bankrupt
to go to court
grocery store
to grow up

-H-
hard drive
to hire
to hold hostage
husband

-I-
imprudent
to infringe
intentional
to interject
intern
internship
to interrupt
to interview
in the meantime
to improve
to install

-J-
joint bank
account

-K-
to kidnap

-L-
to land
lately
leftover
to lose
to look at
to look for
to look like
to lounge

-M-
to meet with
to miss
to monitor

-N-
nearly
necessary
nightmare
nowhere

-O-
ofen
to outline
overall
to oversleep
to overspend
to proofread

-P-
part-time
to pay for
to postpone
to pick up

-R-
really
to reduce
leftover
to lose
to look at
to look for
to look like
to lounge

-S-
to save
to schedule
to settle
to settle down
several
to share
shortly
something
to spend
to spend time with
stapler
to stay at home
to steal
stil
strange
to strengthen

-T-
take advantage of
take legal action
take off
threaten
think about
tense

tire
too
traffic
treat

-U-
to update

to upload

-W-
to wait for
weaken
wine and dine
withdraw
work at
work for
work on
while
wife
worst

-Y-
yet
Learn verb tenses in English.

The exercises.
Cumulative Verb Tense Practice Test 1

The CadrEnglish General English Verb Tense Tutorial Practice Test will show you which verb tenses you need to concentrate on to improve your overall English.

Instructions

1. Answer the questions to the right.
2. Compare your answers with the answers on page 34.

Results

How many verbs tenses did you correctly complete? 

Circle the verb tenses that you missed on the practice test to the right:

Simple Past
Simple Present
Simple Future
Past Continuous
Present Continuous
Future Continuous
Past Perfect
Present Perfect
Future Perfect
Past Perf Continuous
Present Perf Continuous
Future Perf Continuous

Complete the following verb tense exercises

You are now ready to begin the CadrEnglish General English Verb Tense Tutorial.

Each exercise below focuses on one verb tense each. After studying the tutorial on the left-hand side of the page, answer the questions on the right-hand side of the page. The answers can be found in the answers section of this tutorial on pages 21-36.

Begin!

1. Dinner tastes great! (you, take) Have you been taking cooking lessons lately?
2. My husband and I want to know what (you, do) you are doing for dinner tonight.
3. Sorry I wasn’t available. I (wait) was waiting for the metro when you called.
4. The company (have) has been having financial difficulties for the last two years.
5. If the client (cancel) cancels tomorrow, we will have to postpone our trip to Spain.
6. People who live in Asia (call) are called Asians.
7. When we leave China next week (live) we will have been living here for four years.
8. My wife and I (wait) had been waiting for over an hour by the time the plane arrived.
9. Tomorrow, John (transfer) will transfer all of his documents to my hard drive.
10. Next year John (go) is going to China to live. He says he really loves it there.
11. My father (travel, already) will have travelled to over fifty countries before he retires.
12. I don’t care if you (understand, not) don’t understand the software. It’s necessary.
13. John (be) has been late for work too many times. We’re going to have to fire him.
14. Hopefully, when I go the job interview tomorrow, the company (hire) will hire me.
15. This summer, my family (spend) is spending two weeks on a beach in Thailand!
16. I (work) have worked for several companies, but this one is by far my favourite.
17. In the last five years, our company (sign) has signed over sixty new clients.
18. When I got to the office, my boss (prepare, already) had already prepared the file.
19. The interview was very tense, but in the end I (be) was offered the job.
20. Life (change) has changed a lot since I took the job in Italy.
21. If the client needs to contact me, I (stay) stay at the Maurice Hotel.
22. On Sundays, I (like) like to watch Rugby and drink beer at my favourite bar.
23. By this time I finish this tutorial, I (improve) will have improved my English.
24. I (wait) have been waiting for the new job opportunity for over six years!
25. What (do) do if you (choose, not) aren’t chosen for the new job?
1. Simple Present

A. REPETITIVE ACTIONS. Communicate that an idea, an event, or an action is or is not repeated or happens often, or that it does or does not happen.

- I drink coffee every morning. I eat chicken once a week.
- I pay my taxes every year. I buy a new car every decade.
- I change jobs every three years. I only smoke cigars on special occasions.
- The French always take a holiday in August. I never work on Saturday.
- We eat lunch at noon. My boss never drinks coffee after 3 PM.
- He never drinks alcohol. My wife constantly drinks herbal tea.

B. FACTS AND GENERALIZATIONS. Communicate what you believe or do not believe to be a fact or a generalization.

- I love my wife. I love my job. I do not like chocolate. I hate beer.
- The sky is blue. The sky is not blue. The grass isn't red, it is green.
- She does not like to eat dinner outside. She likes to eat dinner at home.
- She does not have an older sister. She has three younger brothers.
- He has two part-time jobs. He does not have a full-time job anymore.
- Next Friday is a national holiday. I don't go to work on Wednesdays.

C. SCHEDULED FUTURE EVENTS. Communicate what is or is not planned to happen in the future.

- My train leaves in five minutes. My train does not leave until Tuesday.
- My flight leaves tomorrow. My flight does not leave until midnight.
- My birthday is in December. My birthday isn't until December.
- The client arrives at noon. The client does not arrive until noon.
- I have three meetings this afternoon. I don't have any meetings today.
- My brother's birthday is next month. My birthday isn't until October.

D. RIGHT NOW (NON-CONTINUOUS VERBS). Communicate an idea or an event that is or is not happening right now.

- I need you in my office now. I don't need these files right now.
- I am not finished with the project report yet. I'm finished with the report.
- I do not know the answer to your question. I know the answer.
- I want a nice bottle of red wine. I don't want any alcohol tonight.

1. Every year my company (conduct) performance evaluations. Of course, whenever management (discover) a problem, they (deal) with the employee and (settle) any concerns as quickly as possible.

2. Today I (receive) my performance evaluation results. My boss (tell) me I (have) nothing to worry about. He (say) that I (relate) to clients exceedingly well, (be) resourceful in finding solutions to problems, (represent) the company very well and (think) quickly on my feet.

3. Susan, on the other hand, (have, not) strong customer relationship skills. She often (chew) gum while talking to clients on the phone and (raise) her voice when she (repeat, must) herself to international clients who (understand, not) her. I would (like, not) to be Susan's husband.

4. We (work) for a medium-sized company. After all the performance reviews (be) scored, our company (offer) raises to the 50 top performing employees and (provide) a training course for the 200 worst performing employees. If you (receive) two consecutive bad performance evaluations, the company (fire) you. I (hope) this is Susan's second unacceptable performance evaluation.

5. Next week, our boss (leave) for Barcelona. His plane (take off) Monday at 7:00 P.M. I (like, not) when he (be) away because that means there (be) nobody to defend me when my colleagues (throw) pencils at me and (steal) my favourite stapler.

6. Jim in accounting (be) the meanest. He (tell, always) me he (be, not) going to pay me. My mother (tell) me I (act, should) like a man and (tell) Jim to stop being mean to me, but he (have) a tattoo of a snake on his arm that (be) very intimidating. I hope the boss (return) quickly.
2. Present Continuous

A. RIGHT NOW (FOR CONTINUOUS VERBS). Communicate an idea or an event that is or is not happening right now.
- I am studying English right now. I'm not learning Spanish right now.
- This week, I am working ten hours. Next week, I am working five hours.
- I am not waiting any longer. I am only waiting for ten more minutes.
- The client is waiting to speak to you. The client is leaving your office.
- He is talking on the phone. He isn't taking any calls at this time.
- Why aren't you working on the project? What are you working on?

B. PROLONGED ACTIONS CURRENTLY IN PROGRESS NOW. Communicate what you are doing at this moment, currently in progress.
- Today I am working on project X. This week I am working on project X.
- I'm working on project X this year. Are you working on project X today?
- I am learning English. I am not learning Russian.
- Are you looking for a new job? I'm looking for a new job in another city.
- I'm taking a course in web design at the university.
- I am saving money to buy a new car.

C. THE FUTURE. Communicate an action that will happen in the future.
- I am retiring tomorrow. I am retiring next year. I'm retiring in 20 years.
- I am not retiring until next month. I am not retiring until 2050.
- My flight is leaving tomorrow. My flight is not leaving until midnight.
- The client is arriving at noon. I am meeting three clients this afternoon.
- We are launching the new product soon.
- We are not launching the new product until next year.
- I'm leaving for Spain tomorrow. I am going on holiday to Asia next year.

D. PROLONGED ACTIONS IN PROGRESS (FRUSTRATION OR JOY). Communicate an extreme emotion (good or bad) that often happens.
- My boss is always complaining! My wife is always cooking great food!
- My neighbors are always making noise! I am constantly traveling!
- My car is always breaking down! My car is constantly at the mechanics!
- He is always talking during our meetings! He is constantly interjecting!

7. Normally I work in the R&D department. But this week I (help) _______ the sales team with an important pitch. I don’t know what kind of department they (run) _______ here! While we (work) _______ hard for a new client potentially worth millions in future business, their boss (play) _______ golf!

8. This is ridiculous! I (translate, not) _______ any more documents while the man who (get _______ all the credit (relax) is _______ at a 5-star resort! I (eat) _______ a homemade ham sandwich at my computer while he (eat) _______ a T-bone steak and (sip) _______ on champagne? I (go) _______ to complain!

9. We (meet) _______ the clients Thursday morning before lunch to present our products, and then after lunch their boss (spend) _______ the afternoon with the clients. I asked them why they (let, always) _______ their boss take advantage of them and (do) _______ his work for him while he does nothing. They looked at each other and then started laughing.

10. “What (talk) _______ about?” Mark said. “Our boss (stress) _______ out right now because the future of this contract (rest) _______ on him! He (prepare, busy) _______ for his meeting with the client! The clients who (consider) _______ investing in our company are golf addicts, and they (evaluate, not only) _______ our company by the products we offer, they (judge, also) _______ us on whether or not they like our company culture. They (go, not) _______ to invest with us if they don’t trust us. We (sell) _______ our products and our boss (sell) _______ our company!”

11. “(Tell, you) _______ me that my job (ride) _______ on your boss’s ability to wine and dine?” I asked. “Yes!” Mark responded. “Now (go, you) _______ to stop asking questions and translate the documents or (go, I) _______ to have to replace you with one of your colleagues?”
12. Dear Mr. Brooks,

Fred DuPont, a former employee of yours, (apply, recently) for a sales position with our company. He (tell) us that you were his manager and (suggest) we should contact you as a character reference. I’d be grateful if you (answer) the questions below to the best of your knowledge and (return) them to me at this email address:

- (Be) there any complaints about Mr. DuPont’s performance?
- Why (do) Mr. DuPont leave his position with your company?
- (Do) Mr. Dupont leave your company on good terms?
- Would you re-employ Mr. DuPont?

Thank you for your time.

Sincerely,

Mrs. Johnson, Head of Human Resources

13. Dear Mrs. Johnson,

Yes, Mr. DuPont (do) “work” in my sales department for three months. During that time, Mr. Dupont:

- (Steal) two company vehicles and at least six company computers,
- (Embezzle) nearly 10,000€ from our payroll department, and
- (Hold) our sales department hostage for six hours after an unacceptable performance evaluation before he was (arrest) and to jail.

No. I most certainly would not recommend Mr. DuPont for employment.

Sincerely,

Mr. Brooks, Head of Sales Division

P.S If Mr. Dupont asks you, I never (send) this letter
4.) Past Continuous

A. CONTINUOUS ACTIONS YOU WERE DOING IN THE PAST. Communicate a continuous action that you did in the past.

- What were you doing last night? Where were you feeling yesterday?
- Last week I saw you at the airport. Where were you going?

B. ACTIONS THAT WERE INTERRUPTED (WHEN AND WHILE). Communicate an action that was interrupted when something happened in the past. Communicate that an action was interrupted while something was happening in the past.

- I was working on the project when the client called me.
- I wasn’t doing anything important when you called.
- My wife and I were driving to the airport when it started raining.
- What were you doing when I called your cell phone?
- When you called me last night, I was talking to my boss.

C. SEVERAL ACTIONS THAT WERE HAPPENING AT THE SAME. Communicate several actions that were happening at the same time in the past.

- When the client arrived at work, my boss was drinking coffee, John was talking to his wife on the phone, my secretary was browsing the internet, and I was driving to work.
- While the client was waiting, my boss was drinking coffee, John was talking to his wife on the phone, my secretary was browsing the internet, and I was driving to work.
- While I was waiting at the airport, my secretary was reserving my flight.

D. CONTINUOUS ACTIONS IN THE PAST (FRUSTRATION OR JOY). Communicate an extreme emotion (good or bad) that often happened in the past.

- My boss was always complaining!
- My wife was always cooking great food!
- My neighbors were always making noise! I was constantly calling the police!

14. “Okay Mrs Hall. I am Officer Smith and this is Officer Wesson. We’re going to ask you a few questions about what you remember from tonight. Explain to me what you (do) _________ this evening.”

“Well, officer, my husband and I (fight) _________ because I found red lipstick on his collar. I knew he (cheat) _________ on me but this time I had proof! So around 9:00 PM I left the house and (drive) _________ around when all of the sudden my back tire went flat. It (snow) _________ heavily. I tried calling my husband but he (pick, not) _________ up, so instead I called information to get the phone number for the closest taxi. The man said the earliest he could come was 10 PM.”

15. “And what (do, you) _________ while you (wait) _________ for the taxi?”

16. “In the meantime I (drink) _________ some wine leftover from home and (listen) _________ to the radio when I received a text message from my husband. He said that he had regained consciousness, that he (be) _________ kidnapped and that he (call) _________ the cops! I didn’t believe him because he (make, always) _________ up stories. But then I started to worry that maybe somebody (break, actually) _________ into our house and (steal) _________ my things!”

17. “This was around 9:45 PM. You (drink) _________ and (drive) _________ and you (wait) _________ for the taxi? What did you do next?”

18. “I (drive) _________ home through the snow and on a flat tire as fast as I could to catch him when you came out of nowhere and hit my car!”

19. “Mrs Hall, You were (drive) _________ while intoxicated and it was you who hit us! We chased you for twenty minutes!”

20. “But my husband said he called you! Why were you (chase) _________ me instead of finding the robbers who (rob) _________ my cheating husband?”

21. “Mrs Hall, your husband (text) _________ us from the trunk of your car.”
5.) Simple Future (will & be going to)

**A. VOLUNTARY OFFER TO DO SOMETHING FOR SOMEONE (WILL).** 
Communicate that you will or will not do something for someone.
- You look hungry. I will make you a sandwich.
- Will you do me a favor? Yes, I will do you a favor. No, I won't do you a favor.
- I cannot help you, but John will help you.
- No, I will not write your presentation for you. The intern will do it for you.
- The computer will not open my document. It will only let me print it.
- John will translate your CV and I will call send it to my boss.
- We will not leave the office until we finish the project!

**B. MAKE A PROMISE (WILL).** Communicate that you promise to do something for someone.
- (I promise) I will not tell the boss you didn't turn in the report on time.
- (I promise) I will call you as soon as I arrive at the hotel.
- (We promise) We will fulfill your order on time.
- (I promise) I will not leave the office until I finish this project.

**C. PLANNING OR SCHEDULING (BE GOING TO).** Communicate that you are planning to do something in the future.
- I am going to have lunch with a client later this afternoon.
- Are we going to go to the conference in London again this year?
- When is she going to go to the grocery store? She is going right now.
- Who is going to be in charge while the boss is on holidays?
- Mike isn't going to be in charge. Susan is going to be in charge.

**D. MAKE A PREDICTION (WILL AND BE GOING TO).** Communicate what you believe will or will not happen in the future.
- Next year our business will be better. It will not be worse than this year.
- Next year business is going to be better. It is not going to be worse.
- I think John will be promoted. I think John is going to be promoted.
- Our new client will be a problem. The client is going to be a problem.
- Will the president pass the law? Is the president going to pass the law?

22. “Hello. Thank you for coming and welcome to our year end presentation. We (begin) [_______] shortly, so please take your seats. Today, my colleagues and I (go over) [______________] last year’s performance and (look) [_______] at next year’s objectives.

I’m sure your colleagues (find) [_______] this information useful, so tell them to shoot me an email and I (send) [_______] it to them. We (answer) [_______] any questions during break after each presentation is over. If you need more coffee, pens, or paper, just catch our intern’s attention and he (help) [_______] you. Before we begin, I (outline) [_______] today’s schedule so you know what to look forward to:

- 9 to 10: Michael (discuss) [_______] this year’s performance
- 10-11: Susan [______________] the last year’s budget
- 11-12: Rachel (explain) [______________] next year’s performance objectives
- 12-1: Lunch – I’m sure everyone (hungry) [______________].
- 1-2: Michael (project) [______________] next year’s budget objectives

23. If you (help) [_______] me with my meeting today, I (buy) [_______] you lunch.

24. (do, you) [_______] me a favour and confirm the boss’ airline tickets for me?

25. For vacation, I (lounge) [______________] on the beaches in Brazil for two weeks!

26. If the boss (take) [______________] his vacation in July, then I (reserve) [________] my vacation for August. That way I can avoid him for two entire months!

27. John (write) [_______] the report, Maria (translate) [_______] it, and I (order) [_______] 500 copies from the printers, and our intern (distribute) [_______] them.

28. CadrEnglish promises that after finishing all of the exercises in this workbook, your English and understanding of verb tenses (improve) [_______].

29. If you find this workbook useful, (share, you) [_______] it with your colleagues?
6.) **Future Continuous (will & be going to)**

**A. FUTURE PLANNING OR SCHEDULING (BE GOING TO).** Communicate an action that you are going to be doing in the future.

- Next week I am going to be flying to London for the conference.
- Tuesday night, I am going to be at home eating dinner. And you?

**B. ACTIONS THAT WILL BE INTERRUPTED (WILL AND BE GOING TO).** Communicate you will be interrupted when something happens in the future, or that you will be doing something while something is happening in the future.

- I will be working on the project when the client calls me.
- I am going to be working on the project when the client calls me.
- I won’t be doing anything important when you visit me.
- I’m not going to be doing anything important when you visit me.
- My wife and I will be driving to the airport while you are sleeping.
- My wife and I are going to be driving to the airport when it starts to rain.
- What will you be doing while I am watching the children?
- When you call me tonight, I am going to be in a meeting with my boss.
- We’ll leave the office at noon. At 4 PM we are still going to be driving!
- We’re going to be leaving the office at noon. At 4 PM we’ll still be driving!
- At noon, I will be eating lunch with my boss.
- At noon, I am not going to be eating lunch with my boss.
- What will John be working on in September?
- What is John going to be working on in September?

**C. SEVERAL ACTIONS THAT WILL HAPPEN AT THE SAME (WILL AND BE GOING TO).** Communicate that several actions will be happening at the same time in the future.

- When the client arrives at work, my boss will be drinking a coffee, John is going to be talking to his wife on the phone, my secretary is going to be browsing the internet, and I will be driving to work.
- While the client is waiting, my boss is going to be drinking a coffee, John will be talking to his wife on the phone, my secretary will be browsing the internet, and I am going to be driving to work.
- While I was waiting at the airport, my secretary was reserving my flight.

30. “Hello Mark. We need to fix a meeting next week so we can compare our notes for our Power Point presentation next month. What does your schedule look like this week?”

31. “Our schedules just aren’t compatible this week! Monday morning while you are at the office I (have) breakfast with a potential client. In the afternoon I (catch) up on my emails while you are in a meeting with the boss. Tuesday morning while you are driving to work, I (travel) a train to Bordeaux to look at potential office spaces. By the time I arrive back in Paris late Tuesday night, you (eat, at home) dinner and (watch) television with your family. Wednesday both of us (fly) to Nice to inspect the factory. Unfortunately, while we are in Nice I (carry, not) my laptop with me. On Thursday the company’s IT department (install) software updates and (rewire) the office spaces. I (work, not) on Friday because my wife (have) surgery on her knee and so I (stay) home all day to watch the kids. I hate working on weekends as much as you do, but on Saturday we (do, not) anything special if you and your family want to come over for a barbeque. Perhaps we can look at the presentation then.”

32. We would love to come over Saturday, but we (spend) the day at the grandparents’ house and we (get, not) home until late. If it gets too late, we (stay) the night. Sunday we (re recuperate) from Saturday.”

33. Well, next week I (do, not) too much next week because my boss is going to China. Will you be in the office on Tuesday?”

34. Yes, I (meet) a client in the morning, but my afternoon is free. Perfect. I’ll see you then!”
7.) Present Perfect

A. UNSPECIFIED TIME IN THE PAST. Communicate an action that happened at some unknown time yesterday, last week, last year, when you were younger, etc.

- I’ve been to London three times in the last two months. I’ve never been to China.
- I have travelled to Cuba twice, but my family has never been to Cuba.
- My wife has had six part-time jobs in the last five years.
- I’ve not had any job offers in a while. So far I’ve gotten three job offers today!
- Have you told your colleagues about the CadrEnglish Verb Tense Tutorial yet?
- Have you met our new regional director? No. I have not met him yet.

B. CHANGE FROM THEN TO NOW. Communicate that an action has or has not happened from some time in the past until now.

- Your son has grown since the last time I saw him!
- English has become the official communication language for marketing.
- Since 2010, my company has focused its attention on the Asian market.
- Recently, the US Dollar has weakened compared to the European Euro.
- I have changed jobs three times since I began working for this company.
- Has the Internet created many successful companies?
- Scientists in Ireland have successfully cloned sheep.

C. UNFINISHED ACTIONS THAT YOU ARE EXPECTING TO HAPPEN. Communicate that something has not happened yet, but that you believe that it will happen.

- I have not been promoted yet.
- The client has not renewed his contract yet.
- The plane has not arrived.
- My boss has not called me since I sent him that email.

D. SEVERAL ACTIONS AT VARIOUS TIMES. Communicate that so far several actions have happened in the past, and that more actions may happen in the future.

- So far, the client has emailed me nine times in the last two weeks.
- The company has had some major problems with the new software.
- My secretary has been late to work two times so far this week.
- My company has been to court four times for copyright infringements.

35. So far, we (complete) nearly seventy percent of the project requirements. Mark (write) and (proofread) the copy, James (develop) the software and (ensure) it is compatible with all modern computer devices, Rachel (test, extensively) the software for bugs, and I (prepare) the financial reports and (send) them to the bank for loan validation, which we expect to have by next Friday. Then, our boss will be ready to meet with the clients.

36. Ever since our IT department installed the updates, my computer (slow down, really) three times so far this week and each time (have) I to reboot it. My boss and I (send) the IT department a bunch of emails so far, but they (respond) . (Have, you) any problems with your laptop in the last five months? (you, meet, ever) the head of IT? I (have, not) this much trouble since my son downloaded that virus.

37. My wife (run) a foodie blog for three years. Twice a week she visits a different coffee shop in a different district around Paris. She (drink) coffee, (photograph) her lunch, (interview) the owner, and (publish) her experience of over 300 coffee shops! She (make) very much money from it, but she (make) quite a reputation as a coffee shop connoisseur. Her website (appear) in five major magazine publications and she (received) several invitations to eat out for free. As her husband, I’m a bit angry because she (offer, not, once) to take me with her!

38. If you (purchase, yet) your plane tickets to Mexico, then you should do so quickly!
“Welcome back Bill, how (do, you) have you been since our last session?”

“Doctor, I (see) have been seeing you for two months, and nothing seems to be going right! I (feel) have been feeling even more depressed and like I can’t do anything right! I still (get, not) haven’t been getting much sleep. My boss (talk, seriously) about firing me. And lately, my wife (complain) about everything I do. She (come) has been coming home from work later and later in the evenings, she (spend, not) hasn’t been spending much time with me when she is home and she (plan, also) has also been planning to ruin me!”

“Bill, I called the pharmacist and he said that you (refill) haven’t been refilling your medications. Why (take, not) haven’t you been taking your medications? Why haven’t you gone to the pharmacy and refilled your prescriptions?”

“That’s what I (tell) you, doctor. Because I’m solvent; I have no more money! Last night I discovered that my wife (withdraw, slowly) all of my money from our joint bank account and last month she put our house up for sale and sold it right out from under me! I (try) to call my mother and even my grandmother to see if they will let me move in with one of them but neither of them will pick up the phone or answer my emails. I have two weeks to find a new place to live!”

“Wait a minute! So you mean that the 800€ in checks that you (write) me to pay for our sessions are worthless?!”

“Yes. I (mean) to talk to you about that.”

“So you think you (have) a difficult couple of weeks and that your wife (plan) to ruin you! Well I have news for you, Bill. Both my brothers just happen to be lawyers who (practice) law for over thirty years!
46. “Again daddy! Again! Tell me the story of how you and mommy fell in love!”
47. “Okay Clara. One more time, and then you go to bed. You have school tomorrow.”
48. “Okay daddy. One more time. I promise! I promise!”
49. “Okay. So your mommy and I met during our final year at university in 2001. I had studied business management and mommy had studied business law. Because your mommy and I had chosen similar subjects, we had actually attended many of the same classes together. So even though your mommy and daddy did not know each other, we had actually crossed paths many times at university – we had eaten at the same cafeteria, sat in the same chairs at the same library, and we had even read the same books! In fact, mommy and I had even known many of the same people and we had the same friends!”
50. “Why daddy? Why did you and mommy not meet?”
51. Because while our education had been so similar and we had actually attended many of the same classes together, your mother had always preferred to sit at the front of the class so she could hear the professor. But I, I had liked to sit near the back closest to the exit. This is why mommy and I had never seen each other.
52. “That is very sad daddy!”
53. “Yes it is Clara. Now it’s time to go to sleep. Good night Clara. I love you!”

9.) Past Perfect

A. ACTION THAT FINISHED BEFORE ANOTHER ACTION. Communicate an idea that happened before another action happened in the past.

1. I had never met a French man before Pierre began working with us.
2. Sorry, I did not call you because I had lost my cell phone.
3. We had no trouble with the hotel because we had booked a week ago.
4. John understood the software because he had taken a course on it.
5. I had heard that he was a talented artist, but now I know.
6. We had never formally met our Asian client until the conference last year.
7. I had been unemployed for nearly six months before finally I found a job.

B. CONTINUED ACTION THAT HAPPENED BEFORE ANOTHER ACTION. Communicate that an action started in the past and continued by the time another action in the past happened.

8. I had eaten at that restaurant many times before they closed.
9. By the time you called, I had already been in the office for two hours.
10. My wife had had that computer for two years before it stopped working.
11. John had had his job for nearly five years before they moved offices.

C. THE PAST PERFECT AND THE SIMPLE PAST. If the sentence contains the words ‘before’ or ‘after,’ then you can use both tenses.

12. I had worked on that project twice before I moved from Paris to London.
13. I worked on that project in 2014 before I moved from Paris to London.
14. He had had three separate jobs with the company before they fired him.
15. He had three separate jobs with the company before they fired him.
16. We had lived in Paris after we lived in London.
17. We lived in Paris after we lived in London.
In early 2013 Mr. James Shell was the President of a company that had been getting bad publicity due to product recalls. Mr. Shell hadn't been pro-actively addressing the issues even though his investors had been threatening to take legal action against him. Finally, around February, Mr. Shell’s assistant found me through Facebook and told me that he had been looking for a camera man. I informed him that I had not been working freelance for very long but that I had been directing movies for several years.

After seeing my online portfolio, they hired me and agreed to pay me 7,000€ a month for six months. Now, I had been following him during those four months with the understanding that footage would only be used for a promotional video for his company as well as for a documentary of his life. So for six months I had been filming Mr. Shell and everything had been going smoothly until March 20th, when I was suddenly kidnapped by group of men who claimed to be FBI. They said that they had been watching me, listening to my phone calls, and monitoring my emails because they also said that I had been stealing confidential information from the company and that if I didn’t give them my video footage that they would throw me in jail!

At this point I had not been working with Mr. Shell long enough to know whether or not he was a criminal, and even if I did have incriminating evidence, I had not been intentionally recording it. After threatening me they confiscated my camera along with all my footage and then they disappeared. I had been trying to contact Mr. Shell for three days until I saw on the news that he had been found dead. It turned out that I had actually been working for the Chinese mafia who had been preparing the assassination of Mr. Shell!
We have a nightmare on our hands guys. The boss forgot to set his alarm clock last night, and he over slept. To make matters worse, I just got off the phone with our clients from Casablanca; their plane landed 45 minutes early! As we speak they are in a cab on their way to our office and we are nowhere near ready for them! By the time the clients arrive, I (finish, not) will not have finished verifying the financial projections, John (complete, not) will not have completed his Power Point presentation, the catering service (deliver, not) will not have delivered the coffee and pastries, Sally (return, not) will not have returned from the printers with the handouts, and the intern (prepare, not) will not have prepared the boardroom!

So here is what we’re going to do. Mark and David are going to entertain the clients for as long as it takes – hopefully for no more than two hours. Fortunately, they will be tired from the flight and (eat, not) will not have eaten anything all day, so you guys will take them to that new Chinese restaurant on the other side of town. Take the company credit card with you.

By the time you get to the restaurant I (verify) will have verified the numbers and can help the intern prepare the board room. By the time the clients get their main dish, John (finish) and (print) his Power Point presentation and Sally (arrive) with the handbooks. And hopefully, by the time they finish dessert, the caterer (deliver) will have delivered the food.

On your way back to the office, take the long scenic route and be sure to drive the clients by the Eiffel tower. Park the car and suggest that they stretch their legs and take some pictures before they spend all day sitting in a meeting. That way, by the time you walk into the office, we (finish) everything, our boss (arrive) and the clients will never have any clue how incompetent we really are!
63. I’m 21 years old, dad. Of course I know exactly what I will do in life!

64. This December, I (study) international business management at university for five years and I (work) part-time as a filing assistant for the law firm Mitch & Hazel. Amanda and I (date, also) for six months! Amanda and I are crazy in love! I really think she is ‘the one!’

65. In two years, Amanda and I will have our university diplomas and we (travel) around South America for a year before we decide to think about settling down and getting married. We (think, seriously, not) about having children yet since it will still be too early in our careers, but having a son and two twin daughters is definitely in our plans.

66. In five years we (live) in Hong Kong for a year. I (coach) a few revolutionary start-ups and Amanda (work) as a translator for the United Nations. I also (buy) stocks and bonds and (invest) our money for retirement.

67. In ten years Benjamin, I will have bought a home and our family will (live) somewhere in the suburbs of Paris for a couple of years. Benjamin, our oldest son (play) Rugby for a couple of years and the girls (learn) piano. We (spend, not) our money imprudently, and I (invest) wisely in low-risk, high-yield stocks, so we should pay all of our debts off within ten years.

68. And when Amanda and I retire, our children will be studying at the same university we met at. I (run, successfully) my fourth company and Amanda will be working on publishing her memoirs.

69. You see dad, I know exactly what I want to do in life! I (waste, not) my time daydreaming about what the future will hold!
Cumulative Verb Tense Practice Test 2

The CadrEnglish General English Verb Tense Tutorial Practice Test 2 is the exact same test that you took on page 5. Absolutely no changes have been made to it. Take the test again and see if you learned anything!

Instructions

1. Answer the questions to the right. No cheating!
2. Compare your answers with the answers on page 34.

Results

How many questions did you get right from Test #1 on page 5? __________

How many questions did you get right from Test #2? __________

Circle the verb tenses that you missed on the practice test to the right:

Simple Past Simple Present Simple Future
Past Continuous Present Continuous Future Continuous
Past Perfect Present Perfect Future Perfect
Past Perf Continuous Present Perf Continuous Future Perf Continuous

Complete the following verb tense exercises

You have now completed the CadrEnglish General English Verb Tense Tutorial and you are now ready to take the CadrEnglish Cumulative Verb Tense Final Test below.

Begin!

1. Dinner tastes great! (you, take) ________________ cooking lessons lately?
2. My husband what’s to know what (you, do) ________________ for dinner?
3. Sorry I wasn’t available. I (wait) ________________ for the metro when you called.
4. The company (have) ________________ financial difficulties for the last two years.
5. If the client (cancel) ________________ tomorrow, we will have to postpone our trip to Spain.
6. People who live in Asia (call) ________________ Asians.
7. When we leave China next week (live) ________________ here for four years.
8. My wife and I (wait) ________________ for over an hour by the time the plane arrived.
9. Tomorrow, John (transfer) ________________ all of his documents to my hard drive.
10. Next year John (go) ________________ to China to live. He says he really loves it there.
11. My father (travel, already) ________________ to over fifty countries before he retires.
12. I don’t care if you (understand, not) ________________ the software. It’s necessary.
13. John (be) ________________ for work too many times. We’re going to have to fire him.
14. Hopefully, when I go the job interview tomorrow, the company (hire) ________________ me.
15. This summer, my family (spend) ________________ two weeks on a beach in Thailand!
16. I (work) ________________ for several companies, but this one is by far my favourite.
17. In the last five years, our company (sign) ________________ over sixty new clients.
18. When I got to the office, my boss (prepare, already) ________________ the file.
19. The interview was very tense, but in the end I (be) ________________ offered the job.
20. Life (change) ________________ a lot since I took the job in Italy.
21. If the client needs to contact me, I (stay) ________________ at the Maurice Hotel.
22. On Sundays, I (like) ________________ to watch Rugby and drink beer at my favourite bar.
23. By this time I finish this tutorial, I (improve) ________________ my English.
24. I (wait) ________________ for the new job opportunity for over six years!
25. What (do) ________________ if you (choose, not) ________________ for the new job?
Cumulative Verb Tense Final Test

The CadrEnglish General English Verb Tense Tutorial Final Test tests whether or not you have been paying attention to the tutorial.

Instructions

1. Answer the questions to the right. No cheating!
2. Compare your answers with the answers on page 36.

Results

How many questions did you get right from the questions to the right? ______

Circle the verb tenses that you missed on the final test to the right:

- Simple Past
- Simple Present
- Simple Future
- Past Continuous
- Present Continuous
- Future Continuous
- Past Perfect
- Present Perfect
- Future Perfect
- Past Perf Continuous
- Present Perf Continuous
- Future Perf Continuous

Review the verb tense exercises

You have now completed the CadrEnglish General English Verb Tense Tutorial and hopefully have a better understanding of the eleven English verb tenses.

You can place the CadrEnglish Cheat Sheet and the Tutorial Vocabulary on pages 5 and 6 on your workstation so you can refer to them when you need.

We hope you found this tutorial helpful!
Enjoy the rest of your day!

1. Mark (work) _______ with this client for over seven years before the company fired him! I really hope the client (decide) _______ to hire him.
2. I _______ to read. If I (relax, not) _______ in a coffee shop with a book, I (browse) _______ my favourite book store or (order) _______ books online.
3. Recently my wife and I (think) _______ about selling house because we (get) _______ older and climbing the stairs (get, not) _______ any easier.
4. I (date) _______ Susanne for three years before she gave me the ultimatum: ‘You (marry) _______ to me this year or I (leave) _______ you!’
5. My boss (install) _______ some software updates when he unintentionally (delete) _______ his entire hard drive. I (stay) _______ at work late to fix it.
7. You (reach) _______ the office of Mitch&Hazel. Our office hours (be) _______ Monday through Friday from 8:00 to 7:00. Please (leave) _______ a message and I (return) _______ your call as soon as I (can) _______.
8. When I (retire) _______ next year, my wife and I (move) _______ to Sri Lanka and I (learn, finally) _______ how to scuba dive.
9. Lately, my wife and I (think) _______ about taking the children out of their school and moving to another city where the education system (be) _______ better.
10. Congratulations! You (complete, successfully) _______ the CadrEnglish General English Verb Test Tutorial! This means that you:
   - (Conjugate) _______ 325 verbs.
   - (Read) _______ 619 sentences.
   - (Exposé) _______ 9,000 commonly used English words.
11. Below, you (find) _______ all of the answers to the verb tense tutorial exercises.
12. For more tutorials as well as for English training, (visit) _______ www.cadrenglish.com.
Learn *verb tenses* in English.

The answers.
1. Simple Present

**A. REPETITIVE ACTIONS**: Communicate that an idea, an event, or an action is or is not repeated or happens often, or that it does or does not often happen.

- *I drink* coffee every morning. *I eat* chicken once a week.
- *I pay* my taxes every year. *I buy* a new car every decade.
- *I change* jobs every three years. *I only smoke* cigars on special occasions.
- The French *always take* holiday in August. *I never work* on Saturday.
- *We eat* lunch at noon. *My boss never drinks* coffee after 3 PM.

**B. FACTS AND GENERALIZATIONS**: Communicate what you believe or do not believe to be a fact or a generalization.

- *The sky is blue. The sky is not blue. The grass isn’t red, it is green.*
- *She does not like* to eat dinner outside. *She likes* to eat dinner at home.
- *She does not have* an older sister. *She has* three younger brothers.
- *He has* two part-time jobs. *He does not have* a full-time job anymore.
- *Next Friday is* a national holiday. *I don’t go* to work on Wednesdays.

**C. SCHEDULED FUTURE EVENTS**: Communicate what is or is not planned to happen in the future.

- *My train leaves* in five minutes. *My train does not leave* until Tuesday.
- *My flight leaves* tomorrow. *My flight does not leave* until midnight.
- *My birthday is in December. My birthday isn’t* until December.
- *The client arrives* at noon. *The client does not arrive* until noon.
- *I have* three meetings this afternoon. *I don’t have* any meetings today.
- *My brother’s birthday is* next month. *My birthday isn’t* until October.

**D. RIGHT NOW (NON-CONTINUOUS VERBS)**: Communicate an idea or an event that is or is not happening right now.

- *I need* you in my office now. *I don’t need* these files right now.
- *I am not* finished with the project report yet. *I’m finished* with the report.
- *I do not know* the answer to your question. *I know* the answer.
- *I want* a nice bottle of red wine. *I don’t want* any alcohol tonight.

Every year my company *(conduct)* **conducts** performance evaluations. Of course, whenever management *(discover)* **discovers** a problem, they *(deal)* **deal** with the report.

1. **Today I (receive) receive my performance evaluation results. My boss (tell) tells me I (have) have nothing to worry about. He (say) says that I (relate) relate to clients exceedingly well, (be) am resourceful in finding solutions to problems, (represent) represent the company very well and (think) think quickly on my feet.**

2. **Susan, on the other hand, (have, not) does not have strong customer relationship skills. She often (chew) chews gum while talking to clients on the phone and (raise) raises her voice when she (repeat, must) must repeat herself to international clients who (understand, not) don’t understand her. I would (like, not) not like to be Susan’s husband.**

3. **We (work) work for a medium-sized company. After all the performance reviews (be) are scored, our company (offer) offers raises to the 50 top performing employees and (provide) provides a training course for the 200 worst performing employees. If you (receive) receive two consecutive bad performance evaluations, the company (fire) fires you. I (hope) hope this is Susan’s second unacceptable performance evaluation.**

4. **Next week, our boss (leave) leaves for Barcelona. His plane (take off) takes off Monday at 7:00 P.M. I (like, not) don’t like when he (be) is away because that means there (be) is nobody to defend me when my colleagues (throw) throw pencils at me and (steal) steal my favourite stapler.**

5. **Jim in accounting (be) is the meanest. He (tell, always) always tells me he (be, not) isn’t going to pay me. My mother (tell) tells me I (act, should) should act like a man and (tell) tell Jim to stop being mean to me, but he (have) has a tattoo of a snake on his arm that (be) is very intimidating. I hope the boss (return) returns quickly.**
2. Present Continuous

A. RIGHT NOW (FOR CONTINUOUS VERBS). Communicate an idea or an event that is or is not happening right now.
- I am studying English right now. I'm not learning Spanish right now.
- This week, I am working ten hours. Next week, I am working five hours.
- I am not waiting any longer. I am only waiting for ten more minutes.
- The client is waiting to speak to you. The client is leaving your office.
- He is talking on the phone. He isn't taking any calls at this time.
- Why aren't you working on the project? What are you working on?

B. PROLONGED ACTIONS CURRENTLY IN PROGRESS NOW. Communicate what you are doing at this moment, today, this week, this month, this year...
- Today I am working on project X. This week I am working on project X.
- I am working on project X this year. Are you working on project X today?
- I am learning English. I am not learning Russian.
- Are you looking for a new job? I'm looking for a new job in another city.
- I'm taking a course in web design at the university.
- I am saving money to buy a new car.

C. THE FUTURE. Communicate an action that will happen in the future.
- I am retiring tomorrow. I am retiring next year. I am retiring in 20 years.
- I am not retiring until next month. I am not retiring until 2050.
- My flight is leaving tomorrow. My flight is not leaving until midnight.
- The client is arriving at noon. I am meeting three clients this afternoon.
- We are launching the new product soon.
- We are not launching the new product until next year.
- I'm leaving for Spain tomorrow. I am going on holiday to Asia next year.

D. PROLONGED ACTIONS IN PROGRESS (FRUSTRATION OR JOY). Communicate an extreme emotion (good or bad) that often happens.
- My boss is always complaining! My wife is always cooking great food!
- My neighbors are always making noise! I am constantly traveling!
- My car is always breaking down! My car is constantly at the mechanics!
- He is always talking during our meetings! He is constantly interjecting!

6. Normally I work in the R&D department. But this week I (help) am helping the sales team with an important pitch. I don't know what kind of department they (run) are running here! While we (work) are working hard for a new client potentially worth millions in future business, their boss (play) is playing golf!

7. This is ridiculous! I (translate, not) am not translating any more documents while the man who (get) is getting all the credit (relax) is relaxing at a 5-star resort! I (eat) am eating a homemade ham sandwich at my computer while he (eat) is eating a T-bone steak and (sip) sipping on champagne? I (go) am going to complain!

8. We (meet) are meeting the clients Thursday morning before lunch to present our products, and then after lunch their boss (spend) is spending the afternoon with the clients. I asked them why they (let, always) are always letting their boss take advantage of them and (do) doing his work for him while he does nothing. They looked at each other and then started laughing.

9. “What (talk) are you talking about?” Mark said. “Our boss (stress) is stressing out right now because the future of this contract (rest) is resting on him! He (prepare, busy) is busy preparing for his meeting with the client! The clients who (consider) are considering investing in our company are golf addicts, and they (evaluate, not only) are not only evaluating our company by the products we offer, they (judge, also) are also judging us on whether or not they like our company culture. They (go, not) are not going to invest with us if they don’t trust us. We (sell) are selling our products and our boss (sell) is selling our company!”

10. “(Tell, you) Are you telling me that my job (ride) is riding on your boss's ability to wine and dine?” I asked. “Yes!” Mark responded. “Now (go, you) are you going to stop asking questions and translate the documents or (go, I) am I going to have to replace you with one of your colleagues?”
11. Dear Mr. Brooks,
Fred DuPont, a former employee of yours, (apply, recently) **recently applied** for a sales position with our company. He (tell) **told** us that you were his manager and (suggest) **suggested** we should contact you as a character reference. I'd be grateful if you (answer) **answered** the questions below to the best of your knowledge and (return) **returned** them to me at this email address:

- (Be) **Were** there any complaints about Mr. DuPont’s performance?
- Why (do) **did** Mr. DuPont leave his position with your company?
- (Do) **Did** Mr. Dupont leave your company on good terms?
- Would you re-employ Mr. DuPont?

Thank you for your time.
Sincerely,
Mrs. Johnson, Head of Human Resources

12. Dear Mrs. Johnson,
Yes, Mr. DuPont (do) **did** “work” in my sales department for three months.
During that time, Mr. DuPont:
- (Steal) **Stole** two company vehicles and at least six company computers,
- (Embezzle) **Embezzled** nearly 10,000€ from our payroll department, and
- (Hold) **Held** our sales department hostage for six hours after an unacceptable performance evaluation before he was (arrest) **arrested** and sent to jail.

No. I most certainly would not recommend Mr DuPont for employment.
Sincerely,
Mr. Brooks, Head of Sales Division

P.S If Mr. Dupont asks you, I never (send) **sent** this letter

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3.) Simple Past

**A. ACTION COMPLETED.** Communicate an action that you both started and finished in the past.
- Did you call the client yesterday? Yes, I called the client yesterday.
- Did the client send you the documents? No, the client did not send them.
- The client called me late last night. My boss never called me.
- We ate dinner at a nice restaurant.

**B. SEVERAL ACTIONS THAT HAPPENED CONSECUTIVELY.** Communicate multiple actions you did in the past. (1st, 2nd, 3rd, 4th…)
- I wrote the report, emailed it to my boss, and went home for the night.
- My secretary ordered the tickets, and we drove to the airport quickly.
- We ate dinner at an Italian restaurant and then drove home at midnight.

**C. AN ACTION THAT HAPPENED FOR A LENGTH OF TIME.** Communicate an idea or an action that happened in the past.
- We lived in Paris for six years. I studied at the Sorbonne for two years.
- I spoke to the client on the phone for thirty minutes.
- How long did you wait for dinner? I did not have to wait very long.
- I drove my car for two hours. I was with the client for three hours.
- I waited in traffic for over three hours! I did not wait in traffic very long.

**D. HABITS AND BEHAVIOR.** Communicate actions that always, often, usually, never, when I was lived in Paris, when I was 10 years old…
- My sister studied marketing in New York City. She didn’t study Art.
- When I was a journalist, I never missed a deadline.
- We went to that restaurant every Friday.
- When I was a child, I was not afraid of cats but I was afraid of dogs.

**E. FACTS OR GENERALIZATIONS.** Communicate things that you believed to be true in the past, but which you no longer believe.
- I didn’t like my company when I started, but now I love working for them!
- I was not good in English at university, but now I can speak it fluently.
- Did you speak English before you moved to London?
4.) Past Continuous

A. CONTINUOUS ACTIONS YOU WERE DOING IN THE PAST. Communicate a continuous action that you did in the past.

- What were you doing last night? Where were you feeling yesterday?
- Last week I saw you at the airport. Where were you going?

B. ACTIONS THAT WERE INTERRUPTED (WHEN AND WHILE). Communicate that an action was interrupted when something happened in the past. Communicate that an action was interrupted while something was happening in the past.

- I was working on the project when the client called me.
- I wasn’t doing anything important when you called.
- My wife and I were driving to the airport when it started raining.
- What were you doing when I called your cell phone?
- When you called me last night, I was talking to my boss.
- We left the office at noon. At 4 PM, we were still waiting at the airport!
- Last night, I was preparing the report while Sue was meeting the client.
- What was your secretary doing while you were waiting at the airport?
- Yesterday, while you were lying in bed sick, I was finishing the report.
- While you were sleeping, I was watching television and Bob was eating dinner.

C. SEVERAL ACTIONS THAT WERE HAPPENING AT THE SAME. Communicate that several actions were happening at the same time in the past.

- When the client arrived at work, my boss was drinking coffee, John was talking to his wife on the phone, my secretary was browsing the internet, and I was driving to work.
- While the client was waiting, my boss was drinking coffee, John was talking to his wife on the phone, my secretary was browsing the internet, and I was driving to work.
- While I was waiting at the airport, my secretary was reserving my flight.

D. CONTINUOUS ACTIONS IN THE PAST (FRUSTRATION OR JOY). Communicate an extreme emotion (good or bad) that often happened in the past.

- My boss was always complaining!
- My wife was always cooking great food!
- My neighbors were always making noise! I was constantly calling the police!

13. “Okay Mrs Hall. I am Officer Smith and this is Officer Wesson. We’re going to ask you a few questions about what you remember from tonight. Explain to me what you (do) **were doing** this evening.”

“Well, officer, my husband and I (fight) **were fighting** because I found red lipstick on his collar. I knew he (cheat) **was cheating** on me but this time I had proof! So around 9:00 PM I left the house and (drive) **was driving** around when all of the sudden my back tire went flat. It (snow) **was snowing** heavily. I tried calling my husband but he (pick, not) **wasn’t picking** up, so instead I called information to get the phone number for the closest taxi. The man said the earliest he could come was 10 PM.”

14. “And what (do, you) **were you doing** while you (wait) **were waiting** for the taxi?”

15. “In the meantime I (drink) **was drinking** some wine leftover from home and (listen) **listening** to the radio when I received a text message from my husband. He said that he had regained consciousness, that he (be) **was being** kidnapped and that he (call) **was calling** the cops! I didn’t believe him because he (make, always) **was always** making up stories. But then I started to worry that maybe somebody (break, actually) **was actually breaking** into our house and (steal) **stealing** my things!”

16. “This was around 9:45 PM. You (drink) **were drinking** and (drive) **driving** and you (wait) **were still waiting** for the taxi? What did you do next?”

17. “I (drive) **was driving** home through the snow and on a flat tire as fast as I could to catch him when you came out of nowhere and hit my car!”

18. “Mrs Hall, You were (drive) **were driving** while intoxicated and it was you who hit us! We chased you for twenty minutes!”

19. “But my husband said he called you! Why were you (chase) **were chasing** me instead of finding the robbers who (rob) **were kidnapping** my cheating husband?”

20. “Mrs Hall, your husband (text) **was calling** us from the trunk of your car.”
5.) Simple Future (will & be going to)

A. VOLUNTARY OFFER TO DO SOMETHING FOR SOMEONE (WILL).
Communicate that you will or will not do something for someone.
- You look hungry. I will make you a sandwich.
- Will you do me a favor? Yes, I will do you a favor. No, I won't do you a favor.
- I cannot help you, but John will help you.
- No, I will not write your presentation for you. The intern will do it for you.
- The computer will not open my document. It will only let me print it.
- John will translate your CV and I will call send it to my boss.
- We will not leave the office until we finish the project!

B. MAKE A PROMISE (WILL). Communicate that you promise to do something for someone.
- (I promise) I will not tell the boss you didn't turn in the report on time.
- (I promise) I will call you as soon as I arrive at the hotel.
- (We promise) We will fulfill your order on time.
- (I promise) I will not leave the office until I finish this project.

C. PLANNING OR SCHEDULING (BE GOING TO). Communicate that you are planning to do something in the future.
- I am going to have lunch with a client later this afternoon.
- Are we going to go to the conference in London again this year?
- When is she going to go to the grocery store? She is going right now.
- Who is going to be in charge while the boss is on holidays?
- Mike isn't going to be in charge. Susan is going to be in charge.

D. MAKE A PREDICTION (WILL AND BE GOING TO). Communicate what you believe will or will not happen in the future.
- Next year our business will be better. It will not be worse than this year.
- Next year business is going to be better. It is not going to be worse.
- I think John will be promoted. I think John is going to be promoted.
- Our new client will be a problem. The client is going to be a problem.
- Will the president pass the law? Is the president going to pass the law?

21. “Hello. Thank you for coming and welcome to our year end presentation. We (begin) are going to begin shortly, so please take your seats. Today, my colleagues and I (go over) are going to be going over last year’s performance and (look) looking at next year’s objectives.

I’m sure your colleagues (find) will find this information useful, so tell them to shoot me an email and I (send) will send it to them. We (answer) will answer any questions during break after each presentation is over. If you need more coffee, pens, or paper, just catch our intern’s attention and he (help) will help you. Before we begin, I (outline) will outline today’s schedule so you know what to look forward to:

- 9 to 10: Michael (discuss) is going to discuss this year’s performance
- 10-11: Susan is going to go over the last year’s budget
- 11-12: Rachel (explain) is going to explain next year’s performance objectives
- 12-1: Lunch – I’m sure everyone (hungry) is going to be hungry!

- 1-2: Michael (project) is going to project next year’s budget objectives

22. If you (help) will help me with my meeting today, I (buy) will buy you lunch.
23. (do, you) Will you do me a favours and confirm the boss’ airline tickets for me?
24. For vacation, I (lounge) am going to lounge on the beaches in Brazil for two weeks!
25. If the boss (take) is going to take his vacation in July, then I (reserve) am going to reserve my vacation for August. That way I can avoid him for two entire months!
26. John (write) will write the report, Maria (translate) will translate it, and I (order) will order 500 copies from the printers, and our intern (distribute) will distribute them.
27. CadrEnglish promises that after finishing all of the exercises in this workbook, your English and understanding of verb tenses (improve) will improve.
28. If you find this workbook useful, (share, you) will you share it with your colleagues?
6.) **Future Continuous (will & be going to)**

**A. FUTURE PLANNING OR SCHEDULING (BE GOING TO).** Communicate an action that you are going to be doing in the future.
- Next week I **am going to be flying** to London for the conference.
- Tuesday night, I **am going to be at home eating** dinner. And you?

**B. ACTIONS THAT WILL BE INTERRUPTED (WILL AND BE GOING TO).** Communicate you will be interrupted when something happens in the future, or that you will be doing something while something is happening in the future.
- I **will be working** on the project when the client calls me.
- I **am going to be working** on the project when the client calls me.
- I **won't be doing** anything important when you visit me.
- I'm **not going to be doing** anything important when you visit me.
- My wife and I **will be driving** to the airport while you are sleeping.
- My wife and I **are going to be driving** to the airport when it starts to rain.
- What **will you be doing** while I am watching the children?
- When you call me tonight, I **am going to be** in a meeting with my boss.
- We’ll **leave** the office at noon. At 4 PM we **are still going to be driving**!
- We’re **going to be leaving** the office at noon. At 4 PM we **will still be driving**!
- At noon, I **will be eating** lunch with my boss.
- At noon, I **am not going to be eating** lunch with my boss.
- What **will John be working** on in September?
- What **is John going to be working** on in September?

**C. SEVERAL ACTIONS THAT WILL HAPPEN AT THE SAME (WILL AND BE GOING TO).** Communicate that several actions will be happening at the same time in the future.
- When the client arrives at work, my boss **will be drinking** a coffee, John is **going to be talking** to his wife on the phone, my secretary is **going to be browsing** the internet, and I **will be driving** to work.
- While the client is **waiting**, my boss is **going to be drinking** a coffee, John will **be talking** to his wife on the phone, my secretary will **be browsing** the internet, and I **am going to be driving** to work.
- **While I was waiting** at the airport, my secretary was **reserving** my flight.

29. “Hello Mark. We need to fix a meeting next week so we can compare our notes for our Power Point presentation next month. What does your schedule look like this week?”

30. “Our schedules just aren’t compatible this week! Monday morning while you are at the office I (have) **will be having** breakfast with a potential client. In the afternoon I (catch) **will be catching** up on my emails while you are in a meeting with the boss. Tuesday morning while you are driving to work, I (travel) **will be taking** a train to Bordeaux to look at potential office spaces. By the time I arrive back in Paris late Tuesday night, you (eat, at home) **will be at home eating** dinner and (watch) **watching** television with your family. Wednesday both of us (fly) **will be flying** to Nice to inspect the factory. Unfortunately, while we are in Nice I (carry, not) **will not be carrying** my laptop with me. On Thursday the company’s IT department (install) **will be installing** software updates and (rewire) **rewiring** the office spaces. I (work, not) **will not be working** on Friday because my wife (have) **will be having** surgery on her knee and so I (stay) **will be staying** home all day to watch the kids. I hate working on weekends as much as you do, but on Saturday we (do, not) **will not be doing** anything special if you and your family want to come over for a barbeque. Perhaps we can look at the presentation then.”

31. We would love to come over Saturday, but we (spend) **will be spending** the day at the grandparents’ house and we (get, not) **will not be getting** home until late. If it gets too late, we (stay) **will be staying** the night. Sunday we (recuperate) **will be recuperating** from Saturday.”

32. Well, next week I (do, not) **will not be doing** too much next week because my boss is going to China. Will you be in the office on Tuesday?”

33. Yes, I (meet) **will be meeting** a client in the morning, but my afternoon is free. Perfect. I’ll see you then!”
7.) **Present Perfect**

**A. UNSPECIFIED TIME IN THE PAST.** Communicate an action that happened at some unknown time yesterday, last week, last year, when you were younger, etc.

- I’ve been to London three times in the last two months. I’ve never been to China.
- I have travelled to Cuba twice, but my family has never been to Cuba.
- My wife has had six part-time jobs in the last five years.
- I’ve not had any job offers in a while. So far I’ve gotten three job offers today!
- Have you told your colleagues about the CadrEnglish Verb Tense Tutorial yet?
- Have you met our new regional director? No. I have not met him yet.

**B. CHANGE FROM THEN TO NOW.** Communicate that an action has or has not happened from some time in the past until now.

- Your son has grown since the last time I saw him!
- English has become the official communication language for marketing.
- Since 2010, my company has focused its attention on the Asian market.
- Recently, the US Dollar has weakened compared to the European Euro.
- I have changed jobs three times since I began working for this company.
- Has the Internet created many successful companies?
- Scientists in Ireland have successfully cloned sheep.

**C. UNFINISHED ACTIONS THAT YOU ARE EXPECTING TO HAPPEN.** Communicate that something has not happened yet, but that you believe that it will happen.

- I have not been promoted yet.
- The client has not renewed his contract yet.
- The plane has not arrived.
- My boss has not called me since I sent him that email.

**D. SEVERAL ACTIONS AT VARIOUS TIMES.** Communicate that so far several actions have happened in the past, and that more actions may happen in the future.

- So far, the client has emailed me nine times in the last two weeks.
- The company has had some major problems with the new software.
- My secretary has been late to work two times so far this week.
- My company has been to court four times for copyright infringements.

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34. So far, we (complete) **have completed** nearly seventy percent of the project requirements. Mark (write) **has written** and (proofread) **proofread** the copy, James (develop) **has developed** the software and (ensure) **ensured** it is compatible with all modern computer devices, Rachel (test, extensively) **has extensively tested** the software for bugs, and I (prepare) **have prepared** the financial reports and (send) **sent** them to the bank for loan validation, which we expect to have by next Friday. Then, our boss will be ready to meet with the clients.

35. Ever since our IT department installed the updates, my computer (slow down, really) **has really slowed down**. It (crash) **has crashed** three times so far this week and each time (have) I **have had** to reboot it. My boss and I (send) **have sent** the IT department a bunch of emails so far, but they (respond) **haven’t responded**. (Have, you) **Have you had** any problems with your laptop in the last five months? (you, meet, ever) **Have you ever met** the head of IT? I (have, not) **haven’t had** this much trouble since my son downloaded that virus.

36. My wife (run) **has run** a foodie blog for three years. Twice a week she visits a different coffee shop in a different district around Paris. She (drink) **has drunk** coffee, (photograph) **photographed** her lunch, (interview) **interviewed** the owner, and (publish) **published** her experience of over 300 coffee shops! She (make) **hasn’t made** very much money from it, but she (make) **has made** quite a reputation as a coffee shop connoisseur. Her website (appear) **has appeared** in five major magazine publications and she (received) **has received** several invitations to eat out for free. As her husband, I’m a bit angry because she (offer, not, once) **hasn’t once offered** to take me with her!

37. If you (purchase, yet) **haven’t yet purchased** your plane tickets to Mexico, then you should do so quickly!
“Welcome back Bill, how (do, you) have you been doing since our last session?”

“Doctor, I (see) have been seeing you for two months, and nothing seems to be going right! I (feel) have been feeling even more depressed and like I can’t do anything right! I still (get, not) haven’t been getting much sleep. My boss (talk, seriously) has been seriously talking about firing me. And lately, my wife (complain) has been complaining about everything I do. She (come) has been coming home from work later and later in the evenings, she (spend, not) hasn’t been spending much time with me when she is home and she (plan, also) has also been planning to ruin me!”

“Bill, I called the pharmacist and he said that you (refill) haven’t been refilling your medications. Why (take, not) haven’t you been taking your medications? Why haven’t you gone to the pharmacy and refilled your prescriptions?”

“That’s what I (tell) have been telling you, doctor. Because I’m solvent; I have no more money! Last night I discovered that my wife (withdraw, slowly) has been slowly withdrawing all of my money from our joint bank account and last month she put our house up for sale and sold it right out from under me! I (try) have been trying to call my mother and even my grandmother to see if they will let me move in with one of them but neither of them will pick up the phone or answer my emails. I have two weeks to find a new place to live!”

“Wait a minute! So you mean that the 800€ in checks that you (write) have been writing me to pay for our sessions are worthless?!”

“Yes. I (mean) have been meaning to talk to you about that.”

“So you think you (have) have been having a difficult couple of weeks and that your wife (plan) has been planning to ruin you! Well I have news for you, Bill. Both my brothers just happen to be lawyers who (practice) have been practicing law for over thirty years!
9.) Past Perfect

A. ACTION THAT FINISHED BEFORE ANOTHER ACTION. Communicate an idea that happened before another action happened in the past.

- I had never met a French man before Pierre began working with us.
- Sorry, I did not call you because I had lost my cell phone.
- We had no trouble with the hotel because we had booked a week ago.
- John understood the software because he had taken a course on it.
- I had heard that he was a talented artist, but now I know.
- We had never formally met our Asian client until the conference last year.
- I had been unemployed for nearly six months before finally I found a job.

B. CONTINUED ACTION THAT HAPPENED BEFORE ANOTHER ACTION. Communicate that an action started in the past and continued by the time another action in the past happened.

- I had eaten at that restaurant many times before they closed.
- By the time you called, I had already been in the office for two hours.
- My wife had had that computer for two years before it stopped working.
- John had had his job for nearly five years before they moved offices.

C. THE PAST PERFECT AND THE SIMPLE PAST. If the sentence contains the words ‘before’ or ‘after,’ then you can use both tenses.

- I had worked on that project twice before I moved from Paris to London.
- I worked on that project in 2014 before I moved from Paris to London.
- He had had three separate jobs with the company before they fired him.
- He had three separate jobs with the company before they fired him.
- We had lived in Paris after we lived in London.
- We lived in Paris after we lived in London.

45. “Again daddy! Again! Tell me the story of how you and mommy fell in love!”
46. “Okay Clara. One more time, and then you go to bed. You have school tomorrow.”
47. “Okay daddy. One more time. I promise! I promise!”
48. “Okay. So your mommy and I met at during our final year at university in 2001. I had studied business management and mommy (study) had studied business law. Because your mommy and I (choose) had chosen similar subjects, we had actually attended many of the same classes together. So even though your mommy and daddy did not know each other, we (cross) had actually crossed paths many times at university – we (eat) had eaten at the same cafeteria, (sit) sat in the same chairs at the same library, and we (read) had even read the same books! In fact, mommy and I (know, even) had even known many of the same people and we (have) had had the same friends!”
49. “Why daddy? Why did you and mommy not meet?”
50. Because while our education (be) had been so similar and we (had) had actually attended many of the same classes together, your mother (prefer, always) had always preferred to sit at the front of the class so she could hear the professor. But I, I (like) had liked to sit near the back closest to the exit. This is why mommy and I (see, never) had never seen each other.”
51. “That is very sad daddy!”
52. “Yes it was. BUT! On Tuesday, February 13, 2001 at 8:30 in the morning. I (arrive) had arrived late to class and all the seats (take) had been taken. All of the seats (take) had been taken except the seat next to mommy!”
53. “Yeah!!!!!! And that is when daddy the prince and mommy the princess fell in love!”
54. “Yes it is Clara. Now it’s time to go to sleep. Good night Clara. I love you!”

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55. “In early 2013 Mr James Shell was the President of a company that (get) had been getting bad publicity due to product recalls. Mr Shell (address, pro-actively, not) hadn’t been pro-actively addressing the issues even though his investors (threaten) had been threatening to take legal action against him. Finally, around February, Mr Shell’s assistant found me through Facebook and told me that he (look) had been looking for a camera man. I informed him that I (work, not) had not been working freelance for very long but that I (direct) had been directing movies for several years. After seeing my online portfolio, they hired me and agreed to pay me 7,000€ a month for six months. Now, I (follow) had been following him during those four months with the understanding that footage would only be used for a promotional video for his company as well as for a documentary of his life. So for six months I (film) had been filming Mr Shell and everything (go) had been going smoothly until March 20th, when I was suddenly kidnapped by group of men who claimed to be FBI. They said that they (watch) had been watching me, (listen) listening to my phone calls, and (monitor) monitoring my emails because they also said that I (steal) had been stealing confidential information from the company and that if I didn’t give them my video footage that they would throw me in jail!

56. After seeing my online portfolio, they hired me and agreed to pay me 7,000€ a month for six months. Now, I (follow) had been following him during those four months with the understanding that footage would only be used for a promotional video for his company as well as for a documentary of his life. So for six months I (film) had been filming Mr Shell and everything (go) had been going smoothly until March 20th, when I was suddenly kidnapped by group of men who claimed to be FBI. They said that they (watch) had been watching me, (listen) listening to my phone calls, and (monitor) monitoring my emails because they also said that I (steal) had been stealing confidential information from the company and that if I didn’t give them my video footage that they would throw me in jail!

57. At this point I (work, not) had not been working with Mr Shell long enough to know whether or not he was a criminal, and even if I did have incriminating evidence, I (record, intentionally, not) had not been intentionally recording it. After threatening me they confiscated my camera along with all my footage and then they disappeared. I (try) had been trying to contact Mr Shell for three days until I saw on the news that he had been found dead. It turned out that I (work, not) had not been working for Mr Shell’s company; I (work, actually) had actually been working for the Chinese mafia who (prepare) had been preparing the assassination of Mr Shell!
We have a nightmare on our hands guys. The boss forgot to set his alarm clock last night, and he over slept. To make matters worse, I just got off the phone with our clients from Casablanca; their plane landed 45 minutes early! As we speak they are in a cab on their way to our office and we are nowhere near ready for them! By the time the clients arrive, I (finish, not) will not have finished verifying the financial projections, John (complete, not) will not have completed his Power Point presentation, the catering service (deliver, not) will not have delivered the coffee and pastries, Sally (return, not) will not have returned from the printers with the handouts, and the intern(prepare, not) will not have prepared the boardroom!

So here is what we’re going to do. Mark and David are going to entertain the clients for as long as it takes – hopefully for no more than two hours. Fortunately, they will be tired from the flight and (eat, not) will not have eaten anything all day, so you guys will take them to that new Chinese restaurant on the other side of town. Take the company credit card with you.

By the time you get to the restaurant I (verify) will have verified the numbers and can help the intern prepare the board room. By the time the clients get their main dish, John (finish) will have finished and (print) printed his Power Point presentation and Sally (arrive) will have arrived with the handbooks. And hopefully, by the time they finish desert, the caterer (deliver) will have delivered the food.

On your way back to the office, take the long scenic route and be sure to drive the clients by the Eiffel tower. Park the car and suggest that they stretch their legs and take some pictures before they spend all day sitting in a meeting. That way, by the time you walk into the office, we (finish) will have finished everything, our boss (arrive) will have arrived, and the clients will never have any clue how incompetent we really are!

A. FINISHED ACTION BEFORE FUTURE ACTION (WILL AND BE GOING TO).
Communicate that an action will happen before another action happens in the future.
- By the time my boss returns, I will have finished the project.
- By the time my boss returns, I am going to have finished the project
- We will have finished the project by the time our boss returns.
- We are going to have finished the project by the time our boss returns.
- Will you have signed the contracts before you leave today?
- Are you going to have signed the contracts before you leave today?
- I will not have signed all the contracts by the time I leave today.
- I’m not going to have signed all the contracts by the time I leave today.
- By the end of the month, I will have finished the project.
- By the end of the month, I am going to have finished the project.
- I think the company will be bankrupt by next year.
- I think the company is going to be bankrupt by next year.
- By 2020, all of my children will have graduated from university.
- By 2020, all of my children are going to have graduated from university.

B. CONTINUED ACTION BEFORE FUTURE ACTION (WILL AND BE GOING TO).
Communicate that a continued action will happen until another action happens in the future.
- He will have been at the company for a year before he leaves.
- He is going to have been at the company for a year before he leaves.
- He will not have been at the company for a year before he leaves.
- My wife will have had her car for three years before she sells it.
- My wife is going to have had her car for three years before she sells it.
- My wife is going to have had her car for three years before she sells it.

11.) Future Perfect

Future Perfect
A. FINISHED ACTION BEFORE FUTURE ACTION (WILL AND BE GOING TO).
Communicate that an action will happen before another action happens in the future.
- By the time my boss returns, I will have finished the project.
- By the time my boss returns, I am going to have finished the project
- We will have finished the project by the time our boss returns.
- We are going to have finished the project by the time our boss returns.
- Will you have signed the contracts before you leave today?
- Are you going to have signed the contracts before you leave today?
- I will not have signed all the contracts by the time I leave today.
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- By the end of the month, I will have finished the project.
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- I think the company will be bankrupt by next year.
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B. CONTINUED ACTION BEFORE FUTURE ACTION (WILL AND BE GOING TO).
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- He will not have been at the company for a year before he leaves.
- My wife will have had her car for three years before she sells it.
- My wife is going to have had her car for three years before she sells it.
- My wife is going to have had her car for three years before she sells it.
12.) Future Perfect Continuous

A. CONTINUED ACTION BEFORE ANOTHER ACTION (WILL AND BE GOING TO). Communicate that an action will continue for thirty minutes, for two days, for five weeks, for six years, since Monday or by the time another action happens in the future.

- We’ll have been working for two hours by the time John arrives.
- We’re going to have been working for an hour by the time John arrives.
- We will not have finished the contract by the time John arrives.
- We are not going to have finished the contract by the time John arrives.
- When you retire, you’re going to have been living in Paris for ten years.
- When you retire, you’ll have been living in Paris for ten years.
- I will not have been working for them for very long before I’m promoted.

B. CAUSE AND EFFECT (WILL AND BE GOING TO). Communicate that an action in the future will happen because of another action in the future.

- They’ll lose the contract because they will not have been meeting their goals.
- They are going to go bankrupt because they will have been overspending.
- I’m going to obtain my certification because I’ll have been studying so much.
- I’ll be hungry when I get home because I’ll have been working all day.
- You’ll be fluent in English because you’re going to have been living in London.
- He’ll be tired because he’ll have been traveling for over eighteen hours.

62. I’m 21 years old, dad. Of course I know exactly what I will do in life!
63. This December, I (study) will have been studying international business management at university for five years and I (work) will have been working part-time as a filing assistant for the law firm Mitch&Hazel. Amanda and I (date, also) will have also been dating for six months! Amanda and I are crazy in love! I really think she is ‘the one’!
64. In two years, Amanda and I will have our university diplomas and we (travel) will have been travelling around South America for a year before we decide to think about settling down and getting married. We (think, seriously, not) will not have been seriously thinking about having children yet since it will still be too early in our careers, but having a son and two twin daughters is definitely in our plans.
65. In five years we (live) will have been living in Hong Kong for a year. I (coach) will have been coaching a few revolutionary start-ups and Amanda (work) will have been working as a translator for the United Nations. I also (buy) will have been buying stocks and bonds and (invest) investing our money for retirement.
66. In ten years Benjamin, I will have bought a home and our family will (live) have been living somewhere in the suburbs of Paris for a couple of years. Benjamin, our oldest son (play) will have been playing Rugby for a couple of years and the girls (learn) will have been learning piano. We (spend, not) will not have been spending our money imprudently, and I (invest) will have been investing wisely in low-risk, high-yield stocks, so we should pay all of our debts off within ten years.
67. And when Amanda and I retire, our children will be studying at the same university we met at. I (run, successfully) will have been successfully running my fourth company and Amanda will be working on publishing her memoirs.
68. You see dad, I know exactly what I want to do in life! I (waste, not) will not have been wasting my time daydreaming about what the future will hold!
1. Dinner tastes great! (you, take) **Have you been taking** cooking lessons lately?
2. My husband and I want to know what (you, do) **you are doing** for dinner tonight.
3. Sorry I wasn’t available. I (wait) **was waiting** for the metro when you called.
4. The company (have) **has been having** financial difficulties for the last two years.
5. If the client (cancel) **cancels** tomorrow, we will have to postpone our trip to Spain.
6. People who live in Asia (call) **are called** Asians.
7. When we leave China next week (live) **we will have been living** here for four years.
8. My wife and I (wait) **had been waiting** for over an hour by the time the plane arrived.
9. Tomorrow, John (transfer) **will transfer** all of his documents to my hard drive.
10. Next year John (go) **is going** to China to live. He says he really loves it there.
11. My father (travel, already) **will have travelled** to over fifty countries before he retires.
12. I don’t care if you (understand, not) **don’t understand** the software. It’s necessary.
13. John (be) **has been late** for work too many times. We’re going to have to fire him.
14. Hopefully, when I go the job interview tomorrow, the company (hire) **will hire** me.
15. This summer, my family (spend) **is spending** two weeks on a beach in Thailand!
16. I (work) **have worked** for several companies, but this one is by far my favourite.
17. In the last five years, our company (sign) **has signed** over sixty new clients.
18. When I got to the office, my boss (prepare, already) **had already prepared** the file.
19. The interview was very tense, but in the end I (be) **was offered** the job.
20. Life (change) **has changed** a lot since I took the job in Italy.
21. If the client needs to contact me, I (stay) **will be staying** at the Maurice Hotel.
22. On Sundays, I (like) **like to watch Rugby and drink beer at my favourite bar.
23. By this time I finish this tutorial, I (improve) **will have improved** my English.
24. I (wait) **have been waiting** for the new job opportunity for over six years!
25. What (do, you) **will you do** if you (choose, not) **aren’t chosen** for the new job?
1. Mark (work) had been working with this client for over seven years before the company fired him! I really hope the client (decide) decides to hire him.

2. I love to read. If I (relax, not) am not relaxing in a coffee shop with a book, I (browse) am browsing my favourite book store or (order) ordering books online.

3. Recently my wife and I (think) had been thinking about selling house because we (get) are getting older and climbing the stairs (get, not) will not be getting any easier.

4. I (date) had been dating Susanne for three years before she gave me the ultimatum: “You (marry) will marry to me this year or I (leave) will leave you!”

5. My boss (install) was installing some software updates when he unintentionally (delete) deleted his entire hard drive. I (stay) will be staying at work late to fix it.


7. You (reach) have reached the office of Mitch&Hazel. Our office hours (be) are Monday through Friday from 8:00 to 7:00. Please (leave) leave a message and I (return) will return your call as soon as I (can) can.

8. When I (retire) retire next year, my wife and I (move) will move to Sri Lanka and I (learn, finally) will finally learn how to scuba dive.

9. Lately, my wife and I (think) have been thinking about taking the children out of their school and moving to another city where the education system (be) is better.

10. Congratulations! You (complete, successfully) have successfully completed the CadrEnglish General English Verb Test Tutorial! This means that you:
   - (Conjugate) have conjugated 325 verbs.
   - (Read) have read 619 sentences.
   - (Expose) have been exposed 9,000 commonly used English words.

11. Below, you (find) will find all of the answers to the verb tense tutorial exercises. For more tutorials as well as for English training, (visit) visit www.cadrenglish.com.