

**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.cadrenghish.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.

Had the clients only been being met by the boss?

Yes, the clients **had** only **been being met** by the boss.

No, the clients **had** not only **been being met** by the boss.

## 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 often **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.

Have the clients only been being met by the boss?

Yes, the clients **have** only **been being met** by the boss.

No, the clients **have** not only **been being met** by the boss.

## Future

**Will** the boss always **meet** the clients?

Yes, the boss **won't** 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 being met** by the boss.

No, the clients **are** not often **going to 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.

Are the clients only **going to have been being met** by the boss?

Yes, the clients **are** only **going to have been being met** by the boss.

No, the clients **are** not only **going to have been being met** by the boss.

**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  
a couple of  
actually  
to affect  
already  
anymore  
anything  
to 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

## **-D-**

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

## **-E-**

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

## **-F-**

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

## **-G-**

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  
  
to kidnap

## **-K-**

## **-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-**

often  
to outline  
overall  
to oversleep  
to overspend  
to proofread

## **-P-**

part-time  
to pay for  
to postpone  
to pick up

## **-R-**

really  
to reduce  
to refill  
to regain  
to renew  
to reserve  
retire  
to ruin

## **-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  
still  
strange  
to strengthen

## **-T-**

to take advantage of  
to take legal action  
to take off  
to threaten  
to think about  
tense  
tire  
too  
traffic  
to treat

## **-U-**

to update  
to upload

## **-W-**

to wait for  
to weaken  
to wine and dine  
to withdraw  
to work at  
to work for  
to 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) \_\_\_\_\_ for dinner tonight.
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?

# 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.
- 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.
- I **live** in France. I **do not live** in London. My sister **doesn't** live in Spain.
- Paris **is** in France. Paris **is not** in England. It **often rains** in England.
- 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) **says** 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, today, this week, this month, this year...

- 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?"

### 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. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>...)

- 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?

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 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!

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 (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) . It (crash)  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!

## 8.) *Present Perfect Continuous*

**A. ACTIONS IN THE PAST THAT STILL AFFECT NOW.** Communicate that an action in the past has been happening for three hours, for one week, for two months, since 2000..., and that it is still affecting now.

- We **have been waiting** for our food for almost an hour.
- They **have been working** on the project since Monday.
- I **have been reading** this book for three weeks.
- My sister **has been taking** courses at the university for over a year.
- I **have not received** a raise in six years! I think it's time to change companies.

**B. LATELY AND RECENTLY.** Communicate an action that has been happening for a week, for a month, lately and recently...

- Lately, my wife **has been thinking** about finding a new job.
- Recently, my boss **has been acting** very strange towards me.
- My sister **has been taking** courses at the local university.
- I think my youngest son **has been having** problems at school lately.
- Lately, my oldest son **has not been feeling** very well. I think he is getting sick.
- Recently, I **have been gaining** weight. I need to exercise and eat healthier.
- How **has** your family **been doing**? How **has** your boss **been** treating you?
- I'm worried. My mother **has not been taking** her medication lately.
- I **have been taking** the metro to work because my scooter is not working.

39. "Welcome back Bill, how (do, you) [ ] since our last session?"
40. "Doctor, I (see) [ ] you for two months, and nothing seems to be going right! I (feel) [ ] even more depressed and like I can't do anything right! I still (get, not) [ ] much sleep. My boss (talk, seriously) [ ] about firing me. And lately, my wife (complain) [ ] about everything I do. She (come) [ ] home from work later and later in the evenings, she (spend, not) [ ] much time with me when she is home and she (plan, also) [ ] to ruin me!"
41. "Bill, I called the pharmacist and he said that you (refill) [ ] your medications. Why (take, not) [ ] your medications? Why haven't you gone to the pharmacy and refilled your prescriptions?"
42. "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!"
43. "Wait a minute! So you mean that the 800€ in checks that you (write) [ ] me to pay for our sessions are worthless?!"
44. "Yes. I (mean) [ ] to talk to you about that."
45. "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!"

## 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.

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 at during our final year at university in 2001. I (study)  business management and mommy (study)  business law. Because your mommy and I (choose)  similar subjects, we   many of the same classes together. So even though your mommy and daddy did not know each other, we (cross)  paths many times at university – we (eat)  at the same cafeteria, (sit)  in the same chairs at the same library, and we (read)  the same books! In fact, mommy and I (know, even)  many of the same people and we (have)  the same friends!"
50. "Why daddy? Why did you and mommy not meet?"
51. Because while our education (be)  so similar and we  many of the same classes together, your mother (prefer, always)   to sit at the front of the class so she could hear the professor. But I, I (like)  to sit near the back closest to the exit. This is why mommy and I (see, never)  each other."
52. "That is very sad daddy!"
53. "Yes it was. BUT! On Tuesday, February 13, 2001 at 8:30 in the morning. I (arrive)  late to class and all the seats (take) . All of the seats (take)  except the seat next to mommy!"
54. "Yeah!!!!!! And that is when daddy the prince and mommy the princess fell in love!"
55. "Yes it is Clara. Now it's time to go to sleep. Good night Clara. I love you!"



## 10.) Past Perfect Continuous

### A. CONTINUED ACTION THAT HAPPENED BEFORE ANOTHER ACTION.

Communicate that an action had been happening until another action in the past.

- We **had been negotiating** for over a week before the president arrived.
- She **had been working** for that company for thirty years when she retired.
- How long **had** you **been looking** for work before you finally found a job?
- **Had** you **been living** in San Francisco long before you moved to Barcelona?
- I **had been looking** for nearly six months before finally I found a job.

**B. CAUSE AND EFFECT.** Communicate that an action in the past happened because of another action in the past.

- They lost the contract because they **hadn't been meeting** their goals.
- The company went bankrupt because **they had been overspending**.
- I obtained my certification because I **had been studying** so much.

56. "In early 2013 Mr James Shell was the President of a company that (get)   bad publicity due to product recalls. Mr Shell (address, pro-actively, not)  the issues even though his investors (threaten)  to take legal action against him. Finally, around February, Mr Shell's assistant found me through Facebook and told me that he (look)   for a camera man. I informed him that I (work, not)   freelance for very long but that I (direct)   movies for several years.
57. After seeing my online portfolio, they hired me and agreed to pay me 7,000€ a month for six months. Now, I (follow)   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)   Mr Shell and everything (go)   smoothly until March 20<sup>th</sup>, when I was suddenly kidnapped by group of men who claimed to be FBI. They said that they (watch)   me, (listen)   to my phone calls, and (monitor)   my emails because they also said that I (steal)   confidential information from the company and that if I didn't give them my video footage that they would throw me in jail!
58. At this point I (work, not)   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)   it. After threatening me they confiscated my camera along with all my footage and then they disappeared. I (try)   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)   for Mr Shell's company; I (work, actually)   for the Chinese mafia who (prepare)   the assassination of Mr Shell!

## 11.) 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.
- 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.

59. 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)  verifying the financial projections, John (complete, not)  his Power Point presentation, the catering service (deliver, not)  the coffee and pastries, Sally (return, not)  from the printers with the hand-outs, and the intern (prepare, not)  the boardroom!

60. 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)  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.

61. By the time you get to the restaurant I (verify)  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 desert, the caterer (deliver)  the food.

62. 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!

## 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 **will have been working** for two hours by the time John arrives.
- We **are 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.

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.
6. Right now, I (work) \_\_\_\_\_ on a performance evaluation for John.
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.
  - (Expose) \_\_\_\_\_ 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.cadrenghish.com](http://www.cadrenghish.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.
- 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.
- I **live** in France. I **do not live** in London. My sister **doesn't** live in Spain.
- Paris **is** in France. Paris **is not** in England. It **often rains** in England.
- 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** employee and (settle) **settle** any concerns as quickly as possible.

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'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!

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?"



### 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. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>...)

- 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?

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

## 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 favour 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'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.

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.

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!

## 8.) *Present Perfect Continuous*

**A. ACTIONS IN THE PAST THAT STILL AFFECT NOW.** Communicate that an action in the past has been happening for three hours, for one week, for two months, since 2000..., and that it is still affecting now.

- We **have been waiting** for our food for almost an hour.
- They **have been working** on the project since Monday.
- I **have been reading** this book for three weeks.
- My sister **has been taking** courses at the university for over a year.
- I **have not received** a raise in six years! I think it's time to change companies.

**B. LATELY AND RECENTLY.** Communicate an action that has been happening for a week, for a month, lately and recently...

- Lately, my wife **has been thinking** about finding a new job.
- Recently, my boss **has been acting** very strange towards me.
- My sister **has been taking** courses at the local university.
- I think my youngest son **has been having** problems at school lately.
- Lately, my oldest son **has not been feeling** very well. I think he is getting sick.
- Recently, I **have been gaining** weight. I need to exercise and eat healthier.
- How **has** your family **been doing**? How **has** your boss **been** treating you?
- I'm worried. My mother **has not been taking** her medication lately.
- I **have been taking** the metro to work because my scooter is not working.

38. "Welcome back Bill, how (do, you) **have you been doing** since our last session?"
39. "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!"
40. "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?"
41. "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!"
42. "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?!"
43. "Yes. I (mean) **have been meaning** to talk to you about that."
44. "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 (study) **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 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!"

## 10.) Past Perfect Continuous

### A. CONTINUED ACTION THAT HAPPENED BEFORE ANOTHER ACTION.

Communicate that an action had been happening until another action in the past.

- We **had been negotiating** for over a week before the president arrived.
- She **had been working** for that company for thirty years when she retired.
- How long **had you been looking** for work before you finally found a job?
- **Had you been living** in San Francisco long before you moved to Barcelona?
- I **had been looking** for nearly six months before finally I found a job.

**B. CAUSE AND EFFECT.** Communicate that an action in the past happened because of another action in the past.

- They lost the contract because they **hadn't been meeting** their goals.
- The company went bankrupt because **they had been overspending**.
- I obtained my certification because I **had been studying** so much.

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.
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 20<sup>th</sup>, 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!



## 11.) 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.
- 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.

58. 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 hand-outs, and the intern (prepare, not) **will not have prepared** the boardroom!
59. 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.
60. 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.
61. 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!

## 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!

## Cumulative Verb Tense Practice Test :

1. Present Perfect Continuous.
2. Present Continuous
3. Past Continuous
4. Present Perfect Continuous
5. Present
6. Present Continuous
7. Future Perfect Continuous
8. Past Perfect Continuous
9. Simple Future
10. Present Continuous
11. Future Perfect
12. Present
13. Present Perfect
14. Simple Future
15. Present Continuous
16. Present Perfect
17. Present Perfect
18. Past Perfect
19. Simple Past
20. Present Perfect
21. Future Continuous
22. Simple Present
23. Future Perfect
24. Present Perfect Continuous
25. Future ; Present Perfect

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?

# Cumulative Verb Tense Final Test

1. Past Perfect Continuous ; Present
2. Present ; Present Continuous ; Present Continuous ; Present Continuous
3. Past Perfect Continuous ; Present Continuous
4. Past Perfect Continuous ; Simple Future ; Simple Future
5. Past Continuous ; Simple Past ; Future Continuous
6. Present Continuous
7. Present Perfect ; Simple Present ; Simple Future
8. Simple Present ; Simple Future
9. Present Perfect Continuous ; Simple Present
10. Present Perfect ; Present Perfect ; Present Perfect ; Present Perfect
11. Simple Future; Simple Present

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.
6. Right now, I (work) **am working** on a performance evaluation for John.
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.cadrenghish.com](http://www.cadrenghish.com).