

## PRESENT SIMPLE OR CONTINUOUS

The difference between the present simple and the present continuous is not as easy as many people think. It depends on the point of view of the speaker or writer. Many ideas in the present simple can also be expressed in the continuous form.

- |                                    |  |
|------------------------------------|--|
| 1a. I <b>live</b> in Berlin.       | 2a. What <b>do</b> you <b>think</b> ?    |
| b. I'm <b>living</b> in Berlin.    | b. What <b>are</b> you <b>thinking</b> ? |
| 3a. We <b>leave</b> tomorrow.      | 4a. I <b>don't eat</b> much.             |
| b. We' <b>re leaving</b> tomorrow. | b. I'm <b>not eating</b> much            |

From these examples you can see that sometimes the difference in meaning is very small and sometimes very large.

We could re-write these sentences in the following way:

- |   |  |
|---|--|
| 1a. I see Berlin as my permanent home.  |  |
| b. I am in Berlin for a limited time, for example as a student.   |  |
| 2a. Summarise your opinion.   |  |
| b. What is in your mind at the moment?  |  |
| 3a. I see our departure as a fact; perhaps it is a holiday with a fixed departure time                    |  |
| b. We have a plan; probably arranged by us, not decided by, for example, the airline or the tour company. |  |
| 4a. Usually.  |  |
| b. At present I am not very well so I don't want much to eat.   |  |

You can see the difference between the present simple and the present continuous very clearly in the following situations.

I usually **drive** to work, but this week I'm **taking** the bus.

We always **play** squash on Wednesdays after work, but the sport centre is closed on Wednesdays this month, so we'**re playing** on Thursday instead.

The present simple looks objectively at facts, actions, or events. It takes an **overview** of a situation. For example:

Sheila always **catches** the 8.30 train.  
Mary never **takes** the bus.  
Bill sometimes **comes** with me.

The reason I can make these statements about the three people is because I have an overview of their habits. The present simple is the natural verb form to make general statements like these.

By using the present continuous, the speaker draws special attention to the **limited period** of a particular fact, action, or event.

Sheila **is catching** the 8.45 this morning.

The present continuous adds extra meaning - the idea of an event which is **limited in time**.

## PRESENT PERFECT

### I.) Bildung:

Person + have/has + past participle ( 3. Form )

### II.) Verwendung:

#### 1.) Experience / Erlebnisse

Wenn man erzählt, was man schon einmal erlebt oder getan hat. Es ist nicht wichtig wann etwas passiert ist, sondern nur, dass es passiert ist.

I´ve been ill several times this year.  
I´ve already been bitten by a snake.  
She has played a lot of tennis in the last month. ( Zeitspanne )  
We´ve seen most of the sights of London since we´ve been here.

Common adverbs: ever(jemals), never(niemals), twice, often, lots of times

#### 2.) Changes / Veränderungen

Wenn man über eine neue oder geänderte Situation berichtet, oder wenn man betonen möchte, dass etwas fertig gemacht wurde bzw. nicht fertig ist.

I hardly recognised Ann. She has grown.  
She has had her hair cut short.  
They have moved to London.  
He has broken his leg.  
She has finished school and now she is working.  
I´ve done my homework.  
I haven´t written the letter yet.

#### 3.) Duration of a state / Dauer eines Zustandes

Wenn ich sagen will, wie lange ein Zustand schon besteht.

I´ve known her for years.  
We have been close friends for a long time.  
They have always treated me like a daughter.  
She has lived in London for many years.

since + Beginn des Zustandes

They have been married since Saturday / last week / Christmas / 1999.

for + Zeitspanne

We have had our car for a week / a month / a long time / three years.

#### 4.) Recent events / Was vor kurzem geschah

Wenn ich berichten möchte, was jetzt oder vor kurzer Zeit geschehen ist.

I tried to phone you. Where have you been?  
I´ve been to the doctor.  
Your mother has just phoned.  
I´ve just seen dad in the street.

## PRESENT PERFECT (other explanation)

### Grammar Summary

			Question			Short Answer		
I	've	gone	Have	I	gone	Yes	I	have(n't)
you	have(n't)			you				
we				we			we	
they				they			they	
he	's	gone	Has	he	gone	No	he	has(n't)
she	has(n't)					she		
it				it			it	

We **haven't seen** Tom for a long time.

The speaker is looking back from the present to the past.

**Has** Paula **taken** her driving test yet?  
--> No, she **hasn't**.

**Have** you ever **been** to the Tower of London?  
--> Yes, but i **haven't been** there for twenty years!

I've never **heard** that before.

### Grammar Comment

The present perfect is a present tense. It is always based at 'Now', the present moment, the moment of speaking. We use it to **look back** from the present to the past. It is the present tense which is strongly connected with the past:

I'm afraid I've **broken** your pen. (I tell you **now** about what happend **then**)  
It's just **started** to rain. (I see the rain **now**)  
**Have** you **read** today's paper? (Yet, before **now**)

These examples look back on the recent past, but we can also use it to look back on the more distant past:

I've always **taken** sugar in my coffee.  
I've **visited** the Far East - but that was when I was much younger.  
We've **lived** here for six months. (and still do)

It is common to look back on things close to us. This is why the present perfect is often used with 'just':

We've just **got** engaged.  
It's just **started** to rain.

It is less common to look back on the more distant past, but in both cases we use the present perfect. It does not matter whether the action is complete or not. The main reason we choose the present perfect is because it 'looks back' from the moment of speaking:

Mary's **had** a little boy. (complete)  
We've **lived** here for six months. (and still do)

It is a **present** tense, about something **now**, but it always **looks back** to **before now**.

## PRESENT PERFECT OR PRES PERF CONTINUOUS

1. The difference between the present perfect and the present perfect continuous is sometimes very clear:

He's **lost** his hair since his operation  
He's **been losing** his hair since his operation.

In the first example, he has no hair left. He is totally bald. His hair-loss is seen **as a whole**. In the second example, he may still have some hair, but it is getting thinner and thinner. His loss of hair is seen **as a process**, taking place over time.

He's **fixed** the TV  
He's **been fixing** the TV.

In the first example, the TV is now working. The repair is seen **as a whole**. It is completed and finished. The second sentence could be a response to the question, „Why is there a screwdriver on top of the TV?“. The fixing may or may not be finished. Again, the fixing is seen **as a process**, extended in time. In each of the above, there is a clear difference of meaning. We use the present perfect to look back on an action **as a whole**. We use the present perfect continuous to look back on **the process or period** of an action.

2. Sometimes the difference is small and is only a matter of emphasis:

I've **lived** here for 4 years.  
I've **been living** here for 4 years.

I've **thought** about it a lot. (and have, perhaps, decided)  
I've **been thinking** about it a lot. (and, perhaps, need mor time)

He's **worked** there since he was a boy.  
He's **been working** there since he was a boy.

The first examples give facts; the second examples give mor emphasis to the extended period, and the on-going process of living, thinking and working.

3. In some situations only one form is possible:

\*You've **cried**, haven't you? X  
You've **been crying**, haven't you? √

The tears in the other person's eyes force the speaker to ask about the present cause of the crying. Crying is a period and, therefore, we need the continuous form.

Have you ever **visited** Fiji? √  
\*Have you ever **been visiting** Fiji?\* X

The use of **ever** suggests that the speaker is only interested in knowing the fact. The speaker is looking back over **all** time before now, **as a whole**, so the simple form is the only one which is possible.

4. If you make a mistake by using one form rather than the other, you will seldom be misunderstood, but if you want to use English accurately, you will have to study this difficult difference. Take your time to consider lots of examples.

## PRESENT PERFECT OR PAST SIMPLE

The basic difference between the past simple and the present perfect is:

The **past simple** is a **past** tense.  
The **present perfect** is a **present** tense.

We use these two tenses to talk about the past, but from two different points of view. Look at these examples:

I first **met** John in 1985.  
I **have known** John for four years.

Each sentence is looking at the same information, but from two different perspectives. The past simple mentions the fact of first meeting in 1985. The present perfect **looks back** from the present to 1985. The difference in a nutshell is as follows:

Use the past simple to describe a past activity in a simple factual way.  
Use the present perfect to look back from the present on a past activity.

Look at the following examples with those ideas in mind:

I **ate** too much at the party.  
I **'ve had** too much to eat over the past few days.

I first **came** here on holiday in 1963.  
I **'ve been coming** here on holiday since 1963.

I **started** learning English when I was 12.  
I **'ve been learning** English for 5 years.

The difference between the two is clear when we look at some of the other words in a sentence:

**ago** - They **lived** there 5 years **ago**.  
- She **died** 3 months **ago**.  
- **ago** marks the end of a period in the past. It cannot be connected with the present, so it is impossible to use **ago** with the present perfect.

**since** - It **hasn't changed since** the war.  
- We **'ve never been back since** we were children.  
- **since** tells us of a period starting some time in the past. It is common to use the present perfect with **since**.

**ever** - **Have you ever been** to Hawaii?  
- **Has she ever written** to you?  
- **ever** is very rare with the past simple.

**yet** - **Have you been** to the bank **yet**?  
- **Has he paid** you the money back **yet**?  
- **yet** means 'up to now', so the present perfect is the natural tense to use with **yet**.

The past simple always talks about **then**, and definitely **excludes now**. The present perfect always **includes** the present. These examples show the difference in a nutshell:

**Did you see** Peter this morning? (This can only be said in the afternoon or evening.)  
**Have you seen** Peter this morning? (This must be said before the end of the morning.)

## PAST CONTINUOUS

### 1.) Bildung

Person + was/were + verb + ing

I was lying in the sun.  
You were sitting in the kitchen.

### 2.) Verwendung

Ich verwende die Past Continuous, um die begleitenden Vorgänge und Tätigkeiten zu einem Hauptereignis oder zu einem bestimmten Zeitpunkt zu beschreiben.

#### a) Begleitumstände (circumstances)

I was having a bath when John arrived.

#### b) Beschreibung in einem Text

It was raining and the wind was howling through the trees.  
People were hiding under their umbrellas.

#### c) Wenn zu einem bestimmten Zeitpunkt in der Vergangenheit etwas passiert

Yesterday morning I was sitting in school.

## PAST SIMPLE OR CONTINUOUS

We can say:

I **watched** the film on TV.  
I **was watching** the film on TV.

Both are possible sentences. Each is correct in a different situation. The first gives us the simple facts. It gives an overview of 'what happened'. The second gives us the same facts, but with an extra focus on the continuing or extended process of 'watching'. This is clear in the following situations:

A I didn't see you at the meeting last night.  
B No, I **stayed** at home and **watched** the film on TV instead.

A I tried to ring you last night.  
B Oh, I'm sorry. I **was watching** a film on TV. I didn't hear the phone.

In the first situation, B is only giving the facts. In the second situation, B has to give a reason for not hearing the phone. He was involved with another extended activity, so in his excuse he stresses that activity. It helps to think of a picture - with something going on in the background and in the foreground. The past continuous is used for the 'background' action and the past simple is used for the 'foreground' action.

When we look at two different actions, we see the difference between the past simple and the past continuous.

What **were** you **doing** when the phone rang?  
--> I **was having** a bath.

What **did** you **do** when the phone rang?  
--> I **got** out of the bath and **answered** it.

In the second situation we are only interested in the actions as complete wholes; not the process, just the actions themselves. In the first situation we are more interested in the process of the action.

Use the past simple for simple facts about past:

The war **started** in 1939.  
The earthquake **killed** over 5000 people.

Use the past continuous when you have a reason to be specially interested in the process or extension of the activity:

I **was boiling** some water when I burnt myself.  
Who **were** you **talking** to when I came in?  
I hear you've just come back from China. What **were** you **doing** there?  
I wish I **was lying** on a beach somewhere hot.

## PAST PERFECT

### A) Form

had + past participle ( 3.Form )

He had forgotten his purse. ( or: He'd forgotten ... )  
He had not slept very well the night before.

### B) past simple or past perfect

To talk about one action in the past we use the past simple.

I posted the letter yesterday.

When one action comes straight after another, we use the past simple for both.

When Jack saw the bomb, he shouted a warning.

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To say that one thing finished and then something else happened, we use the past perfect tense.

When Ann had taken the photos, she developed the film.  
After Jim had finished his meal, he went out.

### Note the different meanings:

When we arrived, the others all left. ( We arrived and then they left. )  
When we arrived, the others had left. ( They left before we arrived. )

## PAST PERFECT CONTINUOUS

### A) Form

had been + ing - form

He had been working very hard.  
He hadn't been waiting long.

### B) use

We use the past perfect continuous for an action over a period up to a past time.

The business had been losing money and so it was closed.  
I went to the dentist on Thursday. My tooth had been aching since Monday.  
I found the purse yesterday. I had been looking for it for some time.

### C) past perfect continuous or simple

We use the continuous for an action over a period and the simple for a complete action.

Jane had been reading most of the afternoon.      Jane had read five chapters by the tea time.

## **FUTURE**

### **1) be going to**

- .) Bildung: Person + Form von " to be " + going to + base form
- .) Verwendung: Wenn etwas bereits geplant oder beschlossen ist oder sicher geschehen wird.
- .) Bsp.: We're going to have a meal.  
She is going to buy new shoes.  
I'm going to visit my uncle tomorrow.

### **2) will future**

- .) Bildung: Person + will + base form
- .) Verwendung: Wenn man sich spontan entschließt etwas zu tun oder wenn etwas nicht geplant ist.
- .) Bsp.: It's cold in here. I will shut the window.  
He will be very happy.

think, hope, maybe, perhaps, probably  
( wahrscheinlich )

### **3) present progressive**

- .) Bildung: Person + Form von " to be " + verb + ing
- .) Verwendung: siehe " going to "
- .) Bsp.: We are doing an excursion on Friday.

## CONDITIONALS

### **Type 1**

If + all present tenses - shall / will future

( including present perfect, present continuous, present simple )  
shall nur bei I und we sonst will

If you post the letter today, it'll get there Thursday.  
A porter will come if you ring the bell.  
If we're having visitors, the flat will need a good clean.  
If you've finished with the computer, I'll put it away.

We can also use modal verbs in the main clause:

If you need a ticket for the disco tonight, I can get you one.

Type 1 conditionals are used for talking or writing about something that is quite possible or probable. ( möglich, wahrscheinlich )

### **Type 2**

If + past - would + base form

If I had a million pounds, I would buy a BMW.  
It would be awful if you lost your passport.  
If I was leaving the house empty, I would ask somebody to  
keep an eye on it.

We can use could or might in the main clause:

If we had an calculator, we could work this out a lot quicker.  
If you rang the bell, someone might come.

This type of conditionals is used when talking or writing about something which is improbable or hypothetical. ( unwarscheinlich, möglich )

### **Type 3**

If + past perfect - would have + 3th form

We lost. If we had won the match, we would have got through  
to the final.  
If we had taken your advice, we would have saved a lot of time.  
I would have sent Ann a postcard if I hadn't forgotten her  
address.

Here we talk or write about something that didn't happen. This type of conditionals is used for imaginary events in the past. The consequences of these events did not and could not ever happen, because the events themselves never took place.

## PASSIVE

### a) We use an active verb to say what the subject does:

My grandfather was a builder. He built this house in 1930.

### b) We use an passive verb to say what happens to the subject:

This house is quite old. It was built in 1930.

When we use the passive, who or what causes the action is often unknown or unimportant. If we want to say who or what causes the action, we use by...

This house was built by Frank Wright.

### c) Beispiele

Pres. Simple	I wash the car	The car is washed.
Pres. Continious	I´m washing the car.	The car is being washed.
Pres. Perfect	I have washed the car.	The car has been washed.
Past Simple	I washed the car.	The car was washed.
Past Continious	I was washing the car.	The car was being washed.
Past Perfect	I had washed the car.	The car had been washed.
Future	I will wash the car.	The car will be washed.
	I´m going to wash the car.	The car is going to be washed.
Modal verbs	I should wash the car.	The car should be washed.
	I ought to wash the car.	The car ought to be washed.
	I might wash the car.	The car might be washed.

## COMPARISON FORMS (Steigerungsformen)

### a) einsilbige Adjektive

big - bigger - the biggest

### b) zweisilbige Adjektive

.) die auf -y enden:

happy - happier - happiest  
--> immer mit -er/-est steigern

.) die auf -ow/-le/-er enden: werden meistens mit -er/-est gesteigert  
( alle anderen mit more u. most )

narrow - narrower - narrowest  
gentle - gentler - gentlest  
clever - cleverer - cleverest

.) quiet - quieter - quietest

### c) mehrsilbige Adjektive werden mit more bzw. most gesteigert

beautiful - more beautiful - most beautiful

### d) Ausnahmen

good - better - best  
bad - worse - worst  
much - more - most ( bei unzählbaren Dingen )  
many - more - most ( bei zählbaren Dingen )  
  
little - less - least ( not much )  
few - fewer - fewest ( not many )

( bei positiven Sätzen verwendet man eher " a lot of " - bei Fragen und verneinten Sätzen " much " bzw. " many " )

## COMPARES (Vergleiche)

.) as.....as ( as tall as ) Adjektiv wird nicht gesteigert!  
genau so groß wie

.) .....than ( taller than )  
größer als

## RELATIVE CLAUSES (Relativsätze)

### A) Use

They identify which person or thing we are talking about or they give extra information.

### B) who, which, that

Who and which go after the noun and at the beginning of the relative clause. Who refers to people and which to things. We can also use that instead of who or which. With people, who is more usual.

They can be

#### a) the subject of the relative clause:

Mrs Brown is the woman who/that lives next door.  
I threw away that old tin-opener which/that didn't work.

#### b) the object of the relative clause

We can leave out the pronoun when it is the object:

The men (who/that) you met yesterday is my friend Tom.  
Are these the cakes (which/that) Helen baked?

### C) whom, whose, what

In formal English, whom is sometimes used when the object is a person.  
sehr formell, nicht in normalen Sätzen

The person who/whom the police were questioning has now been released.

A relative clause can also begin, with whose. It is mainly used with people, but it can also be used with things.

Someone whose bike had been stolen was reporting to the police.  
Which is the European country whose economy is growing so fast?

You can only use what when you can replace it by " the thing(s) that "!!

The shop didn't have what I wanted.  
What we saw gave us a shock.

## EXPRESSION TAKE (Ausdrucksarten)

- .) I like playing football.
- .) I enjoy swimming.
- .) I love watching TV.
  
- .) I don't like reading books.
- .) I dis like learning.
- .) I hate beeing in school.
  
- .) I prefer reading to watching TV. ( Ich lese lieber als ich Fernsehe )

## INDIRECT SPEECH / REPORTED SPEECH

- .) **When the main verb of the sentence is present, present perfect or future (tense) there is no change of tense in the reported statement:**

He says: "I'm going out". =direct speech  
He says that he is going out.

He will say: "I'm going out".  
He will say that he is going out.

He has said: "I'm going out".  
He has said that he is going out.

- .) **When the main verb of the sentence is in the past tense, the tense in the reported statement is changed:**

He said: "I'm not going".  
He said that he wasn't going.

She said: "My name is Stella".  
She said her name was Stella.

<u>SPEAKER'S WORDS</u>	<u>REPORTED STATEMENT</u>
present simple	past simple
present continuous	past continuous

- .) **Tense changes when the main verb is past tense:**

<u>SPEAKER'S WORDS</u>	<u>REPORTED STATEMENT</u>
will	would
shall	should
is going to	was going to
present simple	past simple
present continuous	past continuous
past continuous	past perfect continuous
present perfect	past perfect
past simple	past perfect
must	had to
can	could
tomorrow	the next day / the following day
yesterday	the day before
here	there
this/ that	the
this morning	that morning
today	that day
tonight	that night
next / on Tuesday	the following Tuesday
last Tuesday	the previous Tuesday (vorhergehend)
the day after tomorrow	in two days time
ago	before / previously

## LINKING WORDS

<b>Contrast and comparison</b>	while whereas in contrast (to) however but (al)though	während wogegen in Gegenüberstellung zu jedoch, aber (Satzanfang) aber (Satzmitte) obwohl
<b>Reference</b>	both neither all none	beide keiner von beiden alle keiner
<b>Beginning</b>	first(ly) to begin with as a start in the first place	zuerst um zu beginnen als ein Anfang an der ersten Stelle
<b>Addition</b>	second(ly) moreover  in addition besides furthermore  not only that what is more	zweitens überdies, ausserdem (Satzmitte) ausserdem ausserdem des weiteren, ausserdem (Satzanfang) nicht nur das was ist mehr
<b>Example</b>	for instance for example such as	zum Beispiel zum Beispiel wie
<b>Paraphrase</b>	in other words that is to say to put it another way	in anderen Worten beziehungsweise
<b>Concession and contradiction</b>	although nevertheless still yet in spite of however on the contrary	obwohl trotzdem, dennoch trotzdem noch trotz jedoch, aber andererseits

<b>Consequence</b>	as a result consequently so because of so that as a consequence	als Ergebnis folglich so weil so dass als Konsequenz
<b>Dominance</b>	above all most important of all best/worst of all last but not least	vor allem das wichtigste von allen am besten/schlechtesten v. a. nicht zu letzt/vergessen
<b>Conclusion</b>	on the whole in conclusion to sum ab in all in short	abschliessend abschliessend zusammenfassend in allem in kurzem
<b>Other</b>	according to the author if, whether in order to since, as (because) in case of despite the fact thus hence the text says the text is about the article deals with the first paragraph explains why the author refers to a report to carry out a study to publish the author gives some information about -,,- gives some reasons why -,,- lists all reasons why -,,- mentions the cause of illustrate	laut gemäß des Autors wenn, ob um zu weil (Satzanfang) für den Fall dass trotz der Tatsache folglich, somit also der Text sagt der Text ist über der Artikel handelt von der 1. Absatz erklärt warum d. Autor verweist auf e. Ber. eine Studie durchführen veröffentlichen führt einig Gründe an warum.. nennt alle Gründe warum.. erwähnt den Grund warum.. verdeutlicht