

# TENSES



The **Tense of a Verb** shows whether you are referring to

## The Past

I wrote a letter;  
I was writing a letter

## The Present

I write a letter;  
I am writing a letter

## The Future

I will write a letter;  
I will be writing a letter

Use the **Simple Past Tense** whenever you are referring

(a) to an action that took place at a specific time in the past.



I **borrowed** three books yesterday.

(b) to a happening in the past that has no effect on the present.



He **worked** in the Istana for 30 years. [He doesn't now.]

Use the **Present Perfect Tense** for action which just happened, or extends to the present.



I **have returned** three books.



He **has worked** in the Istana for 30 years. [He still does.]

Use the **Past Perfect Tense** for action which was completed before another took place



I **had borrowed** three books. [I returned them and don't have them anymore.]



He **had worked** in the Istana before he retired two years ago.

