TENSES

The Tense of a Verb shows whether you are referring to

The Past	The Present	The Future
I wrote a letter; I was writing a letter	I write a letter; I am writing a letter	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.

Yesterday — I **borrowed** three books yesterday.

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

30 years ago — 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.

→ Now — I **have returned** three books.

30 Years → Now — 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.]

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

Past Perfect
I had borrowed three books

Simple Past
I returned three books yesterday

Present Perfect
I have returned three books

Present