

Notes for TNPSC Group Exams

Group I, II/IIA, IV & VAO



TENSES

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Grammatical tense tells us or expresses the time period that the action happens in. It can be happening now (present) or has happened already (past) or will happen later (future). Tenses help us understand how to use verbs correctly to indicate when the action took place.

Every verb phrase has a specific structure according to the tense, voice, or form of the sentence. We will now discuss tenses and learn different tense structures in English language.

English has three main tenses-

1. Present
2. Past
3. Future

Each of these tenses has four aspects, namely, **simple, continuous (or progressive), perfect and perfect continuous.**

Let us understand tenses better with the help of the table below:

*** Abbreviation to look out for in the table:**

1. S -> Subject **2.** V1 -> Base form/simple form of verb **3.** V2 -> Past form of verb (-ed form or irregular verb) **4.** V3 -> Continuous form of verb / Present participle form of verb (-ing form) **5.** V4 -> Past participle form of verb (-ed, -d, -t, -en, or -n) **6.** V5 -> Third person singular (V1+ -es or -s) **7.** A -> Affirmative Sentence **8.** Q -> Question/interrogative sentence **9.** N -> Negative sentence **10.** Q.N. -> Negative questions

	PRESENT	PAST	FUTURE
SIMPLE	Structure: S + V1 or V5 (A) S + Do/does + not + V1 (N) Do/does + S + V1 (Q) Do/does + S + not + V1 (Q.N.) Purpose: <ul style="list-style-type: none"> Habit/routine <i>I brush every day.</i> Facts <i>Almost every household today has a computer.</i> Plan a future event <i>The DM visits the office tomorrow.</i> 	Structure: S + V2 (A) S + Did + not + V1 (N) Did + S + V1 (Q) Did + S + not + V1 (Q.N.) Purpose: <ul style="list-style-type: none"> An action completed in past <i>I kept the box in the shelf.</i> Past habit or repeated action <i>Cherry liked painting when she was young.</i> 	Structure: S + will/shall + V1 (A) S + will/shall + not + V1 (N) will/shall + S + V1 (Q) will/shall + S + not + V1 (Q.N.) Purpose: <ul style="list-style-type: none"> A future action ('will/shall' followed by base form of verb) <i>The kid will fall down if he runs that fast.</i>
CONTINUOUS	Structure: S + is/am/are + V3 (A) S + is/am/are + not + V3 (N) is/am/are + S + V3 (Q) is/am/are + S + not + V3 (Q.N.) Purpose: <ul style="list-style-type: none"> Ongoing action that will be continued <i>Children are playing in the park.</i> An action arranged to take place in near future. 	Structure: S + was/were + V3 (A) S + was/were + not + V3 (N) was/were + S + V3 (Q) was/were + S + not + V3 (Q.N.) Purpose: <ul style="list-style-type: none"> Ongoing past action <i>Children were playing in the park.</i> An interrupted ongoing past action (here the second verb is in past simple) 	Structure: S + will/shall + be + V3 (A) S + will/shall + not + be + V3 (N) will/shall + S + be + V3 (Q) will/shall + S + not + be + V3 (Q.N.) Purpose: <ul style="list-style-type: none"> An action that will be on-going at a particular time in the future <i>Children will be playing in the evening.</i>

	<i>I am meeting my friend tonight.</i>	<i>I was singing when she arrived.</i> • Parallel actions <i>While I was studying hard for the exams, my friends were playing.</i>	<ul style="list-style-type: none"> • An ongoing future action interrupted by another action (2nd verb is in simple present) <i>I shall be having my lunch when the match takes place.</i>
PERFECT	Structure: S + has/have + V4 (A) S + has/have + not + V4 (N) has/have + S + V4 (Q) has/have + S + not + V4 (Q.N.) Purpose: <ul style="list-style-type: none"> • An action that has just been completed <i>The train has arrived.</i> • A duration- from past to now <i>I have practised this skill for past 10 years.</i> 	Structure: S + had + V4 (A) S + had + not + V4 (N) had + S + V4 (Q) had + S + not + V4 (Q.N.) Purpose: <ul style="list-style-type: none"> • Completed action in the past <i>Ben had completed the homework.</i> • A completed past action before another action related past action (simple past) <i>We had reached the station before the train arrived.</i> 	Structure: S + will + have + V4 (A) S + will + not + have + V4 (N) will + S + have + V4 (Q) will + S + not + have + V4 (Q.N.) Purpose: <ul style="list-style-type: none"> • An action that will be finished sometime in the future using a specific time <i>Ramya will have completed the work by 11: 30 am.</i> • An action in the future that will be completed before another action in the future. <i>I will have been in Delhi for 5 years by the time I retire.</i>
PERFECT CONTINUOUS	Structure: S + has/have + been + V3 (A) S + has/have + not + been + V3 (N) Has/have + S + been + V3 (Q) Has/have + S + not + been + V3 (Q.N.) Purpose: <ul style="list-style-type: none"> • An action that started in the past and will be continued. <i>I have been sleeping all day.</i> • A duration from past to now <i>I have been practising this skill for past 10 years.</i> 	Structure: S + had + been + V3 (A) S + had + not + been + V3 (N) had + S + been + V3 (Q) had + S + not + been + V3 (Q.N.) Purpose: <ul style="list-style-type: none"> • An action that started in the past and continued in the past until something else happened in the past (past simple follows). <i>I have been sleeping when a glass broke.</i> 	Structure: S + will + have + been + V3 (A) S + will + not + have + been + V3 (N) Will + S + have + been + V3 (Q) Will + S + not + have + been + V3 (Q.N.) Purpose: <ul style="list-style-type: none"> • The duration of an on-going future action that may have started in past present or future. <i>I will have been working for 2 years next week.</i> <i>Come Monday, I will have been working for a year.</i>

Important points to be noted from the table given above:

- The verbs, **do, does, did** are followed by **base verb**.
For example- Last night Rita **did** not **sleep** properly.
- The verbs **has, have, had** are followed by **past participles** when the sentence is in **active voice**.
For example- Rakhi **has ordered** (past participle) a lamp for room from this website.

- The verbs **is**, **was** and **were** are followed by a **past participle** when the sentence is in **passive voice**.
For example- The prize **was given** (*past participle*) to the topper of the class.
- The **modal auxiliary verbs** are always followed by **base verb**.
For example- Ananya **should obey** (*base verb*) her elders.

***Note:**

Active and Passive Voice: When the person doing the action is the subject, the sentence is said to be in **active form/voice**. When the subject is what the action is directed at, then the sentence is said to be in **passive form/voice**. **For example:** Active Voice: Rita and her friends performed a skit. Here 'Rita and her friends' (subject) perform the action. Passive Voice: A skit was performed by Rita and her friends. Here 'skit' is the subject (at which the action is directed).

Modal auxiliary verbs: A verb used with another verb to express an idea such as possibility that is not expressed by the main verb. The modal verbs in English are "can," "could," "may," "might," "must," "ought," "shall," "should," "will," and "would." They do not change their form (spelling) and they have no infinitive or participle (past/present). Example: I can speak Spanish. Here 'can' expresses the ability of the person to speak (main verb) Spanish. This ability cannot be expressed by the main verb 'speak'.

Participle: A word formed from a verb (e.g. going, gone, being, been) and used as an adjective (e.g. working woman, burnt toast) or a noun (e.g. good breeding). In English participles are also used to make compound verb forms (e.g. is going, has been).