1. **Present Tense**
   a. ___ facts ___: Richmond is the capital of Virginia.
   b. _regular habits_ ___: I brush my teeth every morning.
   c. ___ schedules ___: The plane leaves at 5:00.

2. **Present Continuous/Progressive** “to be” + verb + ing
   a. actions happening right now: I am talking. You are listening.
   b. to show future: I am driving to the store in 15 minutes.
   c. ___ schedules ___: The train is arriving at 2:00.

3. **Questions** – Notice the pattern.

   | Past      | Present        | Future
   |-----------|----------------|--------
   | Did you get to see the show? | Do you understand the problem? | ________________________
   | Did he like the clothes he got? | Does he eat peanut butter? | ________________________
   | Did she work all day? | Does she drive fast? | ________________________
   | Did they arrive on time? | Do they remember me? | ________________________

4. **Past Progressive** “was/were” + verb + ing
   a. a long action happening at a point in time: At 5:00 I was eating dinner.
   b. a long action stopped by a shorter action: We were watching TV when the phone rang.
   c. two long actions happening at the same time: They were driving and listening to the radio.

5. **Future** “will” or “be going to” + verb
   a. “will” shows strong intent or willingness to help
     He said he will meet you there. I will open the window since it’s hot.
   b. “be going to” is for plans
     I am going to fly to New York next week. They are going to move to a new apartment.

6. **Time Clauses** – Time Words (when, after, before, while, whenever)
   **Past** – After I came home last night, I took a bath.
   **Present** – Whenever I come home at night, I take a bath.
   **Future** - After I come home tomorrow night, I am going to/will take a bath.
7. **Present Perfect**  
has/have + past participle

a. something that happened in the past but the time is uncertain or unimportant  
   I have eaten at that restaurant before.

b. something that repeatedly happened in the past and will happen again  
   He has flown to Morocco on business three times this year so far.

c. something that happened in the past and still continues to the present  
   I have worked here for two years. I have been a swimmer for 15 years.

**Key words for present perfect:** since, for, recently, yet, up to now, so far, ever

Example Sentence: ___________________________________________________

8. **Gerunds & Infinitives**

A. **Gerunds** – verb + ing  
are followed after certain verbs or verbs + preposition  
usually follow– (go, enjoy, finish, stop, quit, mind, postpone, put off, keep on, consider,  
think about, discuss, talk about, look forward to, dream about, be interested in, plan on)  
I go jogging every morning. They talk about ending the game. I look forward to seeing you.

B. **Infinitives** – to + verb

1. show purpose – I go to the dentist to get my teeth cleaned.

2. with “too” & “enough” - ___ I am old enough to vote. ___

C. **Either gerund or infinitive**

Common verbs followed by either a gerund or infinitive: (begin, start, continue, like, love,  
hate, can’t stand, stop)

Example sentences: I love to eat strawberries. I love eating strawberries.

9. **Passive**  
“to be” + past participle

The object moves into the subject position and becomes more of the focus.  
The ball is thrown by the boy.  
The concert was well attended (by people). (The “by” phrase can be omitted.)  
The Scarlett Letter was written by Nathaniel Hawthorne.

Example sentence: ___________________________________________________

**EXERCISES FOR PRACTICE**

1. Write five complete sentences with “I” using a particular verb form.

2. Conjugate verbs with complete sentences in affirmative and negative.

3. Write short paragraphs on certain topics and include two to three sentences which  
   use the studied verb form. Underline those sentences.

4. Do exercises from grammar books or handouts.

**Reference Materials on Grammar:**
Betty Azar’s Grammar Series; Form and Function; Power English 1