

Tenses

1. Present simple:

The use of the present simple:

- The simple present is used to talk about things that usually happen. We often use time expressions like, always, never, sometimes, usually, everyday/week, once/twice a day.

For example: The manager usually **finds** the best way to achieve organizational goals.

- It is to talk about generalities or scientific facts.

For example: Water **freezes** at 0 degrees.

- It is used for events scheduled in the near future.

For example: The Company's ship **sails** at eight o'clock.

To **conjugate the present simple** we use the infinitive for the subjects "I", "you", "we" and "they" and for the third persons "he", "she" and "it", we add a "-s" to the end of the verb.

(To work)

Affirmative	Negative	Interrogative
I work	I do not work	Do I work?
You work	You do not work	Do you work?
He works	He does not work	Does he work?
She works	She does not work	Does she work?
It works	It does not work	Does it work?
We work	We do not work	Do we work?
They work	They do not work	Do they work?

- For a few verbs, the third-person singular ends with **-es** instead of **-s**. Typically, these are verbs whose root form ends in **o**, **ch**, **sh**, **ss**, or **x**.

For example: I do, He does/ I watch, He watch**es**/ I push, He push**es**/ I dresses, He dress**es**/ I fix, He fix**es**.

- With verbs ending in a consonants + y, we change the "y" and add "es".

For example: I study/ He studi**es**.

- But verbs ending in a vowel + y follow the usual rule.

- For example: I say/ He says.

The use of present simple:

2. The past simple:

- The simple past is used for an action completed in the past at a definite time.
For example: The employee sent an email yesterday.
- The simple past is used for an action which occupied a period of time now finished.

For example: In the past, management thought focused on division of labour.

- Regular and irregular verbs have the same form for all persons.

We add “ed” to the regular verb’s infinitive: work, worked.

- An irregular verb is one that does not form its simple past tense by adding "-ed" or "-d" to the base form: to go→went/ to do→did/ to be→was, were/ to have→had. So you have to learn them by heart.
- The most common time expressions used for the past simple are: yesterday, a week (month, year) ago, last (month, year, weekend, Monday) night, the day before yesterday, two days (months, years) ago.

Affirmative	Negative	Interrogative
I worked	I did not work	Did I work?
You worked	You did not work	Did you work?
He worked	He did not work	Did he work?
She Worked	She did not work	Did she work?
It Worked	It did not work	Did it work?
We Worked	We did not work	Did we work?
They Worked	They did not work	Did they work?

There are some spelling changes when “ed” is added to regular verbs.

Verb ending in	Add	Example
-e	only add – d	live - lived date - dated
Consonant +y	Change y to i and add –ed	carry - carried cry - cried
1 vowel + 1 consonant	Double consonant and add -ed	stop - stopped

3. Future simple:

The use of future simple:

- The simple future is used to talk about an action or condition that will begin and end in the future.
- It can be used to make a prediction about the future, to describe something that will happen. This is based on information that we know or something that we expect to happen.
- We often use time expressions like: tomorrow, next (week/month/year/season), later, soon.

For example: The new management plan will improve the company's productivity by next year.

Affirmative	Negative	Interrogative
I will work	I will not	Will I work?
You will work	You will not work	Will you work?
He will work	He will not work	Will he work?
She will work	She will not work	Will she work?
It will work	It will not work	Will it work?
We will work	We will not work	Will we work?
They will work	They will not work	Will they work?