**Verb Tense Information**

Simple present (*every day, once a week, usually*)

I like my job. I don’t like my job. (I, you, we they) He likes his job. He doesn’t like his job. (he, she, it)

**Habits and routines**

She works from 10 to 7 every day.

She drives to work. She stops to get a cup of coffee on her way to work.

She doesn’t eat breakfast every morning, but she eats lunch very early.

**Facts and general truths**

She has 1 daughter.

She lives in Meriden, CT.

She is from Romania.

**States**

She feels tired after work.

She is a little sick today.

Simple past (*yesterday, last year, ago, in 1997*)

I went to the store last night. I didn’t go to the store. (I, you, he, she, it, we, they all take the same form in the past)

**Single completed action in the past**

Yesterday she worked overtime. When she got home, she didn’t have time to cook, so she ordered a pizza.

**Habitual repeated action in the past**

When she was young, she always borrowed her sister’s clothes.

**States in the past**

Yesterday, she was annoyed with one of her co-workers who didn’t show up for work.

Present Progressive (*at the moment, now, these days, today*)

I am reading now. I’m not cleaning. He is reading now. He isn’t watching a movie. (he, she, it)

You are talking on the phone. You aren’t driving. (you, we, they)

**Activity in progress at the moment**

Right now, she is having lunch at the mall.

She is drinking a soda and eating a sandwich.

Many people are sitting at tables near her. They are talking and laughing or just sitting quietly.

**A temporary situation**

This month, she is working in the shoe department, but soon she will return to the women’s clothing department.

She is filling in for a friend who is on vacation.

Past Progressive (*at 7:00, yesterday afternoon at 3:00*)

I was watching TV last night. I wasn’t working. (I, he, she, it)

You were watching TV last night. You weren’t cooking. (you,we, they)

**An action in progress at a specific time in the past**

Last night, she was bringing a box of shoes to a customer when she tripped on some shoes on the floor.

She was lying on the floor for a few minutes until someone helped her get up.

**Two actions happening simultaneously in the past**

While she was driving home from work last night, she was listening to some music and singing loudly.

Present Perfect

I have lived in France. I haven’t lived in Germany. (I, you,we, they) She has lived in Italy. She hasn’t lived in Peru. (he, she, it)

**Actions that occurred at a non-specific time in the past up to this present time *(up to now, so far, yet)***

She has met a lot of nice people and a lot of rude people at her job.

She has seen some crazy customers.

She hasn’t met anyone famous yet.

She has worked at three other stores in her life, but Macy’s is her favorite.

Present Perfect Progressive

I have been working here for 4 years. I haven’t been looking for another job. (I, you, we, they)

She has been studying English for 6 months. She hasn’t been working lately. (he, she, it)

**An action that begin in the past, is still in progress and isn’t completed yet**

Today she started working at 10. She has been working for two hours.

She has been stocking shoes and helping customers.

She has been working in the shoe department for two days.

She has been working at Macy’s since 2010.

Past Perfect

I had seen one movie 2 times before it won an Oscar. I hadn’t seen all the movies. (I, you, we, they, he, she, it all take the same form)

**An action completed in the past prior to some other past event or time**

(simple past can also be used if the order of events is completely clear in the sentence)

She had never bought high-heeled shoes until she started working at Macy’s.

She had shopped at Macy’s many times before she got a job there.

Yesterday she bought a gift for her friend, but her friend had already bought the same one.

Past Perfect Progressive

I had been watching TV for 1 hour when my phone rang. (I,you, he, she, it, we, they all take the same form)

**An action or habit taking place over a period of time in the past prior to some other past event or time**

She had been working at Target for 2 months when her friend convinced her to apply at Macy’s.

**The Verb To Be**

(location, origin, states, age, description, occupation)

Macy’s is in Meriden.

She is from Romania.

She is tired today.

She is 37 years old.

She is tall. Her hair is blonde.

Her husband is a landscaper.

Positive Negative Yes/No Question

I am happy. I am not happy. Am I happy?

You are happy. You are not happy. Are you happy?

He is happy. He is not happy. Is he happy?

She is happy. She is not happy. Is she happy?

It is happy. He is not happy. Is he happy?

We are happy. We are not happy. Are we happy?

They are happy. They are not happy Are they happy?

Contractions

I’m I’m not

You’re You aren’t

He’s He isn’t

She’s She isn’t

It’s It isn’t