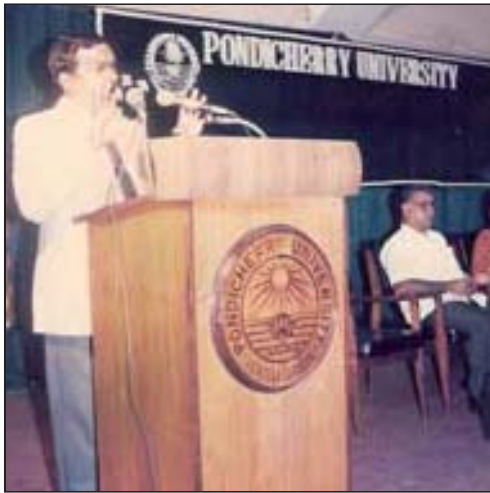


ENGLISH MANUAL



CHAPTER 15

TIME EXPRESSION





TIME EXPRESSION

Time expressions are used to indicate the time at / during which an action took place. Common time expressions include:

Present forms:

everyday, on Fridays, at the moment, now, as well as, **adverbs of frequency** such as always, usually, sometimes (for present habits and routines). Days of the weeks followed by 's' such as Mondays, Tuesdays, etc.

Examples:

He sometimes finishes work *early*.
 Manju is listening to the radio *at the moment*.
 Peter goes jogging on *Saturdays*.

Past forms :

When I was..., last week, day, year, etc., yesterday, ago (two weeks ago, three years ago, four months ago, etc.)

Examples:

Hari watched the movie last week.
 Kavi came to our house before two months.
 I learnt swimming last year.

Present Perfect Tense

The Present Perfect is used to say what has happened recently and has an effect on the present moment. We often use 'just', 'yet' and 'already' to express the relationship to the present moment.

Examples:

Have you seen Mary **yet**?
 She's **just** been to the dentist's.

The present perfect is also used to express something which has happened up to the present moment of time.

Examples:

Have you worked here **for a long time**?
 Peter's lived here **since** 1987.
 She hasn't had much fun **this** week.

Present Perfect for Unspecified Past:

When speaking about an experience that has happened at an UNSPECIFIED point in time before the present moment use the present perfect.

Examples:

I've been to his house three times.

They've lived in many places.

She's studied in London.

Note: In this use of the present perfect, we are talking about things that have happened **up to the present moment**. Whenever you speak about something that has happened up to now without giving a precise point in time, use the present perfect.

Use of 'For', 'Since' and 'How long':

Use 'for' to indicate a duration or period of time.

Examples:

He has lived here *for* seven years.

We have been here *for* six weeks.

Shirley has played tennis *for* a long time.

Use 'since' to indicate a specific point in time.

Examples

I've worked here *since* 2004.

She's gone to dancing lessons *since* April.

They've been unhappy *since* they left college.

Use 'How long' in the question form to ask about duration.

Examples:

How long have you played the piano?

How long has he worked here?

How long has she been with you?

**One man with courage
Makes a majority.**

ANDREW JACKSON

Past Simple Tense

Use the past simple to talk about activities or routines which take place at a specified time in the past. Notice that all subjects take the same conjugation of the verb. Regular verbs end in '-ed'

Examples:

visit - visited
enjoy - enjoyed

Irregular verbs have various forms and each verb needs to be learned.

Examples:

see - saw
think - thought

The past simple is used to express a finished past action which occurs at a specific moment in the past.

Examples:

She visited Delhi last month.
They didn't go to Preethi's birthday party last weekend.
Where did you go on vacation last summer?

The following time signifiers often indicate a specific a specific point in time.

last

in.. (plus a year or month)

yesterday

when (plus a phrase)

Examples:

They had lunch at home **last** week.
He left the company many years **ago**.
Susan bought a new car **in** May.
He telephoned his friend **in** Australia yesterday.
I played cricket **when** I was a teenager.

**Courage is not simply one of the virtues,
But the form of every virtue
At the testing point**

C.S.LEWIS

Present Simple

Use the present simple to talk about activities or routines which take place on regular basis.

Subject + present conjugation of verb + objects

I/You drive to work every day.

She/He drives to work every day.

You/We/They drive to work every day.

Present Simple vs. Present Continuous

Present Simple

Use the present simple to talk about activities or routines which take place on a regular basis.

Examples:

I often go jogging on Saturdays .

He usually has coffee for breakfast.

Present Continuous

Use the present continuous to speak about what is happening at the present moment in time around the present moment , or for a future scheduled event.

Examples:

We're working on your account this month.

She's watching TV at the moment.



Farther or Further?

A careful writer offers the following advice: The general preference is to restrict farther to ideas of physical distance and to use further for everything else.

Use farther to refer to physical distances and further to refer to quantity, time, or degree .

Past Simple or Present Perfect

Sometimes the past simple and the present are confused.

It is important to remember that the past simple is used to express a finished past action which occurs at a **specific** moment in the past.

The present perfect is used to express, something that happened at an **unspecified** moment in the past.

For example, the sentence 'I visited Paris in 2004' could be expressed in two ways.

Past Simple

I visited Paris in 2004.

I went to Paris a few years ago.

Note that the moment in time is specific-in 2004, a few years ago.

Present Perfect

I've been to Paris.

I've visited Paris.

In this case , the moment of my visit is not specific.

I am speaking about an experience that I have had in my life **upto this moment in time.**

This is the key to understanding the difference between past simple and the present perfect.

The past simple expresses something which happened **at a specific time in the past.**

The **present perfect** expresses something that I have experienced in my life **without giving the exact time.**



*earth or
Earth?*

When you mean dirt, it's "earth." When you mean the third planet from the sun, it's "Earth".

Future Forms (Will / Going to)

Future with 'Will'

The Future with 'will' is used in a variety of situations discussing the future.

Use the following forms with 'will'.

Notice that 'will' or 'won't' is used for ALL subjects.

'Will' is used for spontaneous decisions. Spontaneous decisions are decisions made AT the moment of speaking.

Examples:

Janaki's hungry. I'll make her a sandwich.

That's difficult! I'll help you with the problem.

Future with 'Going to'

The future with 'going to' is used to speak about future intentions or plans made before the present moment. Use the following forms with 'going to'.

We are *going to* study hard next semester.

Where are you *going to* stay in Chennai?

She isn't *going to* take a vacation this year.

Future Forms:

next week, year, etc., tomorrow, by (the end of the week, Thursday, next year, etc.)

in ____ time (in two weeks time, in four months time, etc).

Examples:

I'm going to attend a conference *next week*.

It won't rain *tomorrow*.

They're going to visit Shimla *in two weeks*.

Perfect Forms:

Since, yet, already, just, for.

Examples:

Mani has worked here **since** 1998.

Have you finished reading the paper **yet**?

He's **just** gone to the bank.

Present Continuous Tense

Use the present continuous to speak about what is happening at the present moment in time.

Present Form

Subject + to be + verb + ing + objects

Examples:

He is watching TV.

They're playing tennis at the moment.

Negative Form

Subject + are not + verb + ing + objects

Examples:

She isn't studying at the moment .

We aren't working now.

Question Form

Wh ? + do + subject + verb + ing + objects ?

Examples:

What are you doing ?

Are you cooking dinner now?

NOTE: We use time expressions like 'at the moment, currently, this week, month' with this form of the present continuous.



FEWER OR LESS?

Fewer is an adjective used to refer to people or items that can be counted. **Example:** Because fewer cars showed up for the show, we required fewer categories.

Less is used to refer to amounts that cannot be counted. **Example:** The small dogs required less space and less food than the large dogs.



ARTICLES

(ஆர்டிகல்ஸ்)

A, an, the என்பவை Articles ஆகும். Articles இரண்டு வகைப்படும்.

1. Definite Articles 2. Indefinite Articles

Indefinite articles:

ஒரு தனி நபரையோ அல்லது ஒரு தனிப் பொருளையோ குறிப்பிடுவது அல்ல. முழுமையில் உள்ள ஒரு அங்கத்தைக் குறிப்பது.

Eg: a, an

- a = indefinite article (not a specific object, one of a number of the same objects) with consonants.

I work in a factory.

- an = indefinite article (not a specific object, one of a number of the same objects) with vowels (a,e,i,o,u)

Can I have an apple ?

Definite Articles:

நன்கு அறிமுகமான பொருட்களைப் பற்றிக் குறிப்பிடுவது ஆகும்.

Eg: the

- the = definite article (a specific object that both the person speaking and the listener know)

The car parked there looks great.

The teacher is very good, isn't he?

- The first time you speak of something use "a or an", the next time you repeat that object use "the".

I live in a house. The house is quite old and has four bedrooms.

- DO NOT use an article with countries, states, countries or provinces, lakes and mountains except when the country is a collection of states such as "The United States".

He lives in Mahabalipuram near Chennai.

- Use an article with bodies of water, oceans and seas-

My country borders on the Indian Ocean and two other seas.

- DO NOT use an article when you are speaking about things in general

I like Russian tea.

She likes reading books.

- DO NOT use an article when you are speaking about meals, places and transport.
He has breakfast at home.
I go to university.
He comes to work by bus.



PRONOUN

There are four types of pronouns: Subject Pronouns, Object Pronouns, Possessive Pronouns and Demonstrative Pronouns.

Here is a list and explanation showing the different types of pronouns:

- **Subject Pronouns-I, you, he, she, it, we, you, they** (function as the subject of a sentence):

I live in Madurai.

Do **you** like playing tennis?

He doesn't want to come this evening .

She works in Trichy.

It won't be easy .

We are studying pronouns at the moment.

You went to London last year, didn't you ?

They bought a new car last month.

- **Object Pronouns- me, you, him, her, it , us , you, them** (serve as the object of a verb).

Give **me** the book .

He told **you** to come tonight.

She asked **him** to help.

They visited **her** when they came to the city.

She bought **it** at the store.

He picked **us** up at the airport.

The teacher asked **you** to finish your homework

I invited **them** to a party.

- **Possessive Pronouns- mine, yours, his, hers, its, ours, yours, theirs** (show that something belongs to someone).

That house is **mine**.

This is **yours**.

I'm sorry, that's **his**.

Those books are **hers**.
 Those students are **ours**.
 Look over there, those seats are **yours**.
Theirs will be green.

- **Demonstrative Pronouns - this, that, these, those** refer to things. 'This' and 'these' refer to something that is near. 'That' and 'those' refer to things that are farther away.

This is my house.
That is our car over there.
These are my colleagues in this room.
Those are beautiful flowers in the next field.



It is I or it is me?

'It is I' or 'it is me?' Instead of the old choice between right and wrong we are now choosing a style; it is a choice that is much closer to the reality of usage than the old one was... Clearly, both the 'it is I' and 'it's me' patterns are in reputable use and have been for a considerable time. 'It is I' tends to be used in more formal or more stuffy situations; 'it's me' predominates in real and fictional speech and in a more relaxed writing style. Him, her, us, and them may be less common after the verb 'to be' than me is, but they are far from rare and are equally good.



ACTIVE AND PASSIVE VOICE

STATEMENTS IN ACTIVE VOICE

Speaker/Writer

PRESENT TENSE FORMS

Subject	Simple	Simple Continuous	Perfect	Perfect Continuous
---------	--------	----------------------	---------	-----------------------

First person

Singular	I speak	I am speaking	I have spoken	I have been speaking
Plural	We speak	We are speaking	We have spoken	We have been speaking

Second person

Singular	You speak	You are speaking	You have spoken	You have been speaking
Plural	You speak	You are speaking	You have spoken	You have been speaking

Third person

Singular	He speaks	He is speaking	He has spoken	He has been speaking
Singular	She speaks	She is speaking	She has spoken	She has been speaking
Singular	It speaks	It is speaking	It has spoken	It has been speaking
Plural	They speak	They are speaking	They have spoken	They have been speaking

Speaker/Writer**PAST TENSE FORMS**

Subject	Simple	Simple Continuous	Perfect	Perfect Continuous
----------------	---------------	------------------------------	----------------	-------------------------------

First person

Singular	I spoke	I was speaking	I had spoken	I have been speaking
Plural	We spoke	We were speaking	We had spoken	We had been speaking

Second Person

Singular	You spoke	You were speaking	You had spoken	You had been speaking
Plural	You spoke	You were speaking	You had spoken	You had been speaking

Third person

Singular	He spoke	He was speaking	He had spoken	He had been speaking
	She spoke	She was speaking	She had spoken	She had been speaking
	It spoke	It was speaking	It had spoken	It had been speaking
Plural	They spoke	They were speaking	They had spoken	They had been speaking

Speaker/Writer**FUTURE TENSE FORMS**

Subject	Simple	Simple Continuous	Perfect	Perfect Continuous
First person				
Singular	I will/shall speak be speaking	I will/shall be speaking	I would have spoken	I would have been speaking
Plural	We will/ shall speak	We will/ shall be speaking	We would have spoken	We would have been speaking
Second person				
Singular	You will speak	You will be speaking	You would have spoken	You would have been speaking
Plural	You will speak	You will be speaking	You would have spoken	You would have been speaking
Third person				
Singular	He will speak	He will be speaking	He would have spoken	He would have been speaking
	She will speak	She will be speaking	She would have spoken	She would have been speaking
Plural	It/They will speak	It/They will be speaking	It/They would have spoken	It/They will have been speaking

QUESTIONS IN ACTIVE VOICE

Speaker/Writer	<u>PRESENT TENSE FORM</u>			
Subject	Simple	Simple Continuous	Perfect	Perfect Continuous
First person				
Singular	Do I speak?	Am I speaking?	Have I spoken?	Have I been speaking?
Plural	Do we speak?	Are we speaking?	Have we spoken?	Have we been speaking?
Second person				
Singular	Do you speak?	Are you speaking?	Have you spoken?	Have you been speaking?
Plural	Do you speak?	Are you speaking?	Have you spoken?	Have you been speaking?
Third person				
Singular	Does he speak?	Is he speaking?	Has he spoken?	Has he been speaking?
	Does she speak?	Is she speaking?	Has she spoken?	Has she been speaking?
	Does it speak?	Is it speaking?	Has it spoken?	Has it been speaking?
Plural	Do they speak?	Are they speaking?	Have they spoken?	Have they been speaking?

Speaker/Writer	<u>PAST TENSE FORM</u>			
Subject	Simple	Simple Continuous	Perfect	Perfect Continuous

First person

Singular	Did I speak?	Was I speaking?	Had I spoken?	Had I been speaking?
Plural	Did we speak?	Were we speaking?	Had we spoken?	Had we been speaking?

Second person

Singular	Did you speak?	Were you speaking?	Had you spoken?	Had you been speaking?
Plural	Did you speak?	Were you speaking?	Had you spoken?	Had you been speaking?

Third person

Singular	Did he speak?	Was he speaking?	Had he spoken?	Had he been speaking?
	Did she speak?	Was she speaking?	Had she spoken?	Had she been speaking?
	Did it speak?	Was it speaking?	Had it spoken?	Had it been speaking?
Plural	Did they speak?	Were they speaking?	Had they spoken?	Had they been speaking?

Speaker/Writer**FUTURE TENSE FORM**

Subject	Simple	Simple Continuous	Perfect	Perfect Continuous
----------------	---------------	------------------------------	----------------	-------------------------------

First person

Singular	Will/Shall I speak?	Will/Shall I be speaking?	Will/Shall I have spoken?	Will/Shall I have been speaking?
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Plural	Will/Shall we speak?	Will/Shall we be speaking?	Will/Shall we have spoken?	Will/Shall we have been speaking?
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Second person

Singular	Will you speak?	Will you be speaking?	Will you have spoken?	Will you have been speaking?
----------	-----------------	-----------------------	-----------------------	------------------------------

Plural	Will you speak?	Will you be speaking?	Will you have spoken?	Will you have been speaking?
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Third person

Singular	Will he speak?	Will he be speaking?	Will he have spoken?	Will he have been speaking?
----------	----------------	----------------------	----------------------	-----------------------------

	Will she speak?	Will she be speaking?	Will she have spoken?	Will she have been speaking?
--	-----------------	-----------------------	-----------------------	------------------------------

	Will it speak?	Will it be speaking?	Will it have spoken?	Will it have been speaking?
--	----------------	----------------------	----------------------	-----------------------------

Plural	Will they speak?	Will they be speaking?	Will they have spoken?	Will they have been speaking?
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STATEMENTS IN PASSIVE VOICE

Speaker/Writer

PRESENT TENSE FORMS

Subject

Simple

Simple
Continuous

Perfect

First person

Singular

I am watched

I am being
watched

I have been
watched

Plural

We are watched

We are being
watched

We have been
watched

Second person

Singular

You are watched

You are being
watched

You have been
watched

Plural

You are watched

You are being
watched

You have been
watched

Third person

Singular

He is watched

He is being
watched

He has been
watched

She is watched

She is being
watched

She has been
watched

It is watched

It is being
watched

It has been
watched

Plural

They are watched

They are being
watched

They have been
watched

Speaker/Writer**PAST TENSE FORMS**

Subject	Simple	Simple Continuous	Perfect
First person			
Singular	I was watched	I was being watched	I had been watched
Plural	We were watched	We were being watched	We had been watched
Second person			
Singular	You were watched	You were being watched	You had been watched
Plural	You were watched	You were being watched	You had been watched
Third person			
Singular	He was watched	He was being watched	He had been watched
	She was watched	She was being watched	She had been watched
	It was watched	It was being watched	It had been watched
Plural	They were watched	They were being watched	They had been watched

Speaker/Writer**FUTURE TENSE FORMS**

Subject	Simple	Perfect
First person		
Singular	I will/shall be watched	I will/shall have been watched
Plural	We will/shall be watched	We will/shall have been watched
Second person		
Singular	You will be watched	You will have been watched
Plural	You will be watched	You will have been watched
Third person		
Singular	He will be watched	He will have been watched
	She will be watched	She will have been watched
	It will be watched	It will have been watched
Plural	They will be watched	They will have been watched



QUESTIONS IN PASSIVE VOICE

Speaker/Writer

PRESENT TENSE FORMS

Subject

Simple

Simple
Continuous

Perfect

First person

Singular

Am I
watched?

Am I being
watched?

Have I been
watched?

Plural

Are we watched?

Are we being
watched?

Have we been
watched?

Second person

Singular

Are you watched?

Are you being
watched?

Have you been
watched?

Plural

Are you
watched?

Are you being
watched?

Have you been
watched?

Third person

Singular

Is he watched?

Is he being
watched?

Has he been
watched?

Is she watched?

Is she being
watched?

Has she been
watched?

Is it watched?

Is it being
watched?

Has it been
watched?

Plural

Are they
watched?

Are they being
watched?

Have they been
watched?

Speaker/Writer**PAST TENSE FORMS****Subject****Simple****Simple
Continuous****Perfect****First person**

Singular

Was I watched?

Was I being
watched?Had I been
watched?

Plural

Were we watched?

Were we being
watched?Had we been
watched?**Second person**

Singular

Were you
watched?Were you being
watched?Had you been
watched?

Plural

Were you
watched?Were you being
watched?Had you been
watched?**Third person**

Singular

Was he watched?

Was he being
watched?Had he been
watched?

Was she watched?

Was she being
watched?Had she been
watched?

Was it watched?

Was it being
watched?Had it been
watched?

Plural

Were they
watched?Were they being
watched?Had they been
watched?

Speaker/Writer**FUTURE TENSE FORMS****Subject****Simple****Perfect****First person**

Singular

Will/shall I be watched?

Will/shall I have been
watched?

Plural

Will/shall we be
watched?Will/shall we have been
watched?**Second person**

Singular

Will you be watched?

Will you have been watched?

Plural

Will you be watched?

Will you have been watched?

Third person

Singular

Will he be watched?

Will he have been watched?

Will she be watched?

Will she have been watched?

Will it be watched?

Will it have been watched?

Plural

Will they be watched?

Will they have been watched?