TENSES

Present continuous tense

A. Put the verbs into the present continuous tense
1. They (talk) about the invoices.
2. He (write) a report.
3. Helen (make) photocopies.
4. She (dictate) a memo.
5. Peter (not check) the figures.
6. The secretary (file) the invoices.
7. He (interview) candidates for a job.
8. Mr. Diaz (not prepare) export documents.
10. The trainees (meet) at 12 o'clock.

B. Make the sentences interrogative & negative
1. She is going into town.
2. My assistant is explaining the details.
3. He is working in sales.
4. They are leaving the office.
5. I am copying a letter.
6. Judy is reading the sales report.
7. She is sending a telegram to Tokyo.
8. We are attending a sales meeting.
9. The manager is telexing Venezuela.
10. They are checking the letters.

C. Simple or Continuous Present tense?
1. You can't see Helen now: she (sleep)
2. She usually (study) in the evenings.
3. What you (wait) for? I (wait) for the bus.
4. He always (borrow) money from me.
5. Cuckoos (not make) nest.
6. How often you (paint) your house?
7. The fire (smoke) terribly. I can't see anything in the room.
8. What she (do) to her bicycle now?
   I (think) she (wash) it.
9. You (hear) the rain? it (rain) heavily tonight.
10. You (understand) me?
11. He often (play) chess on Sundays.
12. Judy usually (go) to work by bus, but today she (take) a taxi

<table>
<thead>
<tr>
<th>prefix</th>
<th>meaning</th>
<th>examples</th>
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<tr>
<td>anti</td>
<td>against</td>
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<td>auto</td>
<td>of or by oneself</td>
<td>autograph auto-pilot autobiography</td>
</tr>
<tr>
<td>bi</td>
<td>two, twice</td>
<td>bicycle bi-monthly biannual bilingual</td>
</tr>
<tr>
<td>ex</td>
<td>former ‘’ ;</td>
<td>ex-wife ex-student ex-president</td>
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<td>ex</td>
<td>out of</td>
<td>extract exhale excommunicate</td>
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<td>small ; :</td>
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<td>mis</td>
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<td>misunderstand mistranslate misinform</td>
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<td>one/single</td>
<td>monotonous monologue monogamous</td>
</tr>
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<td>multi</td>
<td>many ;</td>
<td>multi-national multi-purpose multi-racial</td>
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<td>too much</td>
<td>overdo overtired oversleep overeat</td>
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<td>after ‘’ ;</td>
<td>postwar postgraduate post-revolutionary</td>
</tr>
<tr>
<td>pro</td>
<td>in favour of ‘’ ;</td>
<td>pro-government pro-revolutionary</td>
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<td>pseudo</td>
<td>false</td>
<td>pseudo-scientific pseudo-intellectual</td>
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<td>re</td>
<td>again or back</td>
<td>retype reread replace rewind</td>
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<tr>
<td>semi</td>
<td>half</td>
<td>semicircular semi-final semi-detached</td>
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<tr>
<td>sub</td>
<td>under</td>
<td>subway submarine subdivision</td>
</tr>
<tr>
<td>under</td>
<td>not enough</td>
<td>underworked underused undercooked</td>
</tr>
</tbody>
</table>
Simple Present Tense

A. Put the verbs into the S. Present tense

1. He sometimes (play) golf on Sundays.
2. These books (cost) £ 10.
3. The usually (fish) in the lake
4. He often (use) a computer.
5. Judy always (catch) the 8 o'clock train.
6. The taxes (rise) every year.
7. My secretary (arrange) everything.
8. He (relax) at weekends.
9. Some rivers (freeze) in the winter.
10. Jean never (miss) the plane.

B. Make the sentences interrogative & negative

1. Helen has lunch at 2.
2. This park closes at 8 o'clock.
3. Her mother worries about her.
4. Peter tries hard.
5. She does her homework every day.
6. Mr Tufnel has coffee at 10 o'clock.
7. She buys books regularly.
8. Miss Kay operates the photocopier.
9. He always types the invoices.
10. We like our work very much.

C. Translate into English:

1. Τις Κυριακές πηγαίνουμε σινεμά.
2. Ποτέ δεν δουλεύει υπερωριακά.
3. Συνήθως δανείζεται τον υπολογιστή μου.
4. Ταχυδρομούμε επιστολές κάθε μέρα.
5. Αυτή τη στιγμή διαβάζει μια αναφορά.
6. Ησυχία! Ο διευθυντής υπαγορεύει ένα υπόμνημα
7. Υπογράφει τις επιστολές κάθε μεσημέρι.
8. Τηλεφωνά σ' ένα πελάτη αυτή τη στιγμή.
9. Πάντα χάνει το μολύβι της.
10. Μαθαίνω Γερμανικά αυτό το διάστημα.
Find the following words in the puzzle

<table>
<thead>
<tr>
<th>buckets</th>
<th>fire</th>
<th>gum</th>
<th>special</th>
</tr>
</thead>
<tbody>
<tr>
<td>clean</td>
<td>fruit</td>
<td>milk</td>
<td>sugar</td>
</tr>
<tr>
<td>cook</td>
<td>grow</td>
<td>pot</td>
<td>trees</td>
</tr>
</tbody>
</table>

D. **Multiple choice test**

1. Where does Helen .......... ?
   a. living       c. live
   b. lives        d. is living

2. She ........ in a bank.
   a. works        c. is working
   b. working      d. work

3. Are you .......... for the bus?
   a. wait         e. waits
   b. waiting      d. are waiting

4. Helen and Peter .......... to school now.
   a. go           c. going
   b. goes         d. are going

5. Does she .......... English?
   a. speaking     c. speaks
   b. is speaking  d. speak

6. What to you .......... on Sundays?
   a. doing        c. does
   b. do           d. are doing

7. She .......... 15 cigarettes a day.
   a. is smoking   c. smoking
   b. smokes       d. smoke
8. He ........... a contract at the time.
   a. sign       c. signs
   b. is signing  d. signing
9. How many letters do you ...... every day?
   a. copying     c. copy
   b. copies      d. are copying
10. She ........ for another job.
    a. looks       c. look
    b. looking     d. is looking

SIMPLE PAST TENSE

A. **Put the verbs into the S. Past Tense:**

1. She *(complete)* the dialogue yesterday.
2. They *(try)* to phone me last week.
3. He *(travel)* by plane a month ago.
4. They *(buy)* a new machine last year.
5. She *(drink)* all the beer a minute ago.
6. We *(go)* to America in 1960.
7. Helen *(win)* a prize last Christmas.
8. They *(hold)* a meeting last month.
9. She *(forget)* all about the invoices.
10. Peter *(tell)* the trainees about their work.

B. **Make the sentences interrogative:**

1. She checked the figures carefully.
2. Peter sent the telexes quickly.
3. He brought the notes to the Manager.
4. We prepared the export documents yesterday.
5. They ordered new equipment.
6. He invented the best solar panel.
7. She came back yesterday.
8. The left the office early.
9. Helen copied all the letters.
10. We sold all our products last year.

C. **Make the sentences negative:**

1. His assistant made the arrangements.
2. We received a consignment of goods last week.
3. They supplied us 5 wrong machines.
4. Mr G. spoke to the delegates yesterday.
5. He knew the security code very well.
6. George loaded the program onto the computer.
7. They tested this formula carefully.
8. She came with us to the factory yesterday.
9. He gave us a day off.
10. She dealt with an old customer.

D. **Translate into English:**

1. Χτες πήγα στο θέατρο με τους φίλους μου.
2. Αγόρασε το αυτοκίνητο του το 1980.
3. Λάβαμε τους τιμοκαταλόγους σας την περασμένη βδομάδα.
4. Κάναμε μια παραγγελία τον περασμένο μήνα.
5. Έστειλε τα έγγραφα πριν μια ώρα.
6. Πέρυσι είχαμε πολλά προβλήματα με το φωτοτυπικό.
7. Χτες έγραψα ένα πολύ εμπιστευτικό γράμμα.
8. Σταματήσαμε την παραγωγή ηλιακών θερμοσίφωνων πέρσι.
10. Επισκευάσαμε τη μηχανή προχθές.
PAST CONTINUOUS TENSES

A. Put the verbs into the p. continuous tense:
1. She (write) when I phoned her.
2. He (go) to the cinema when he met Peter.
3. While She (study) I (watch) T.V.
4. He cut himself while he (shave).
5. Helen (telex) Athens when the manager came in.
6. We (prepare) the export documents when the lights went off.
7. He fell down, while he (walk).
8. While the children (play) I (work).
9. I (talk) to a trainee when the manager entered.
10. He (go) to the sales department when he met the secretary.

B. Simple Past or Past Continuous?
1. We (despatch) the goods yesterday.
2. He (read) the sales reports when the assistant (come) in
3. While he (check) the figures I (telephone).
4. It (happen) when I (work) in my office.
5. You (read) when John (come)?
6. It (rain) when we (arrive).
7. I (sleep) when my father (come).
8. I (play) tennis when I was young.
9. She (read) an interesting book last week.
10. Where you (go) when I (see) you?

C. Translate into English:
1. Όταν έφυγα αυτός ακόμα κοιμόταν.
2. Τι έκανες όταν σε συνάντησα;
3. Το λεωφορείο τον χτύπησε καθώς διέσχιζε το δρόμο.
4. Έπαιρνε το πρωινό του όταν χτύπησε το τηλέφωνο.
5. Σε σκεφτόμουνα όταν μου τηλεφώνησες.
6. Έπεσε ενώ έπαιζε με τους φίλους του.
7. Έγραφα ένα υπόμνημα όταν κάποιος χτύπησε την πόρτα.
8. Ένω αυτός κοιμόταν η αδελφή του μελετούσε.
9. Καθώς περπατούσα έχασα την τσάντα μου.
10. Έβλεπε τηλεόραση όταν χτύπησε το κουδούνι.
Find the following words in the puzzle

<table>
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<tr>
<th>area</th>
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<td>profitable</td>
<td>tested</td>
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<td>clay</td>
<td>hard</td>
<td>large</td>
<td>rich</td>
<td>valley</td>
</tr>
</tbody>
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```
| k n o w l e d g e p |
| t m i c a r i c h r |
| e i v l s s s t v o |
| s n i a i g c w h f |
| t e a y l o o s a i |
| e s r a v l v i r t |
| d i a r e e t d a |
| k n e w r c r y i b |
| s b r o t h e r s l |
| l a r g e b d e c e |
```
A. Put the verbs into the Simple Future Tense:

1. She (inspect) the goods.
2. They (expand) their production.
3. I (confirm) your appointment.
4. You (contribute) to our pension scheme.
5. We (move) from Bristol to London.
6. She (work) as a marketing manager.
7. We (advertise) this product well.
8. I (offer) you the post of the Sales Representative.
9. She (type) the reports.
10. I (contact) Helen.

B. Make the sentences interrogative and negative

1. He will come here next week.
2. They will leave Greece next year.
3. Helen will arrive tomorrow morning.
4. We shall sign the contract.
5. He will inspect the new warehouse.
6. She will fly to Amsterdam in the evening.
7. I shall telephone the travel agency.
8. Peter will arrange a meeting.
9. We shall have lunch today.
10. I shall check the files.

C. Use the (be.. going to) form of the verbs

1. He (miss) the bus.
2. When you (return) the book?
3. It (rain) today. The sky is full of clouds.
4. The minister is standing up. He (make) a speech.
5. He (have) tea.
6. What you (do) with your car? I (sell) it.
7. I (not swim) here. The sea is very dirty.
8. He (build) a house near the sea.
9. They (leave) Greece next week.
10. The ship is full of water. It (sink).

D. Write 5 or 6 sentences saying what you are going to do next week

THE FUTURE CONTINUOUS TENSE

A. Put the verbs into the future continuous tense:

1. At this time tomorrow I (travel).
2. This time next month she (work).
3. I (wait) for you all the day.
4. In 10 years time be he (live) in Paris.
5. Helen (practise) the piano a!! day.
6. When she gets home her father (wait) for her at the door.
7. Don't visit John at 7 in the morning. He (sleep).
8. At 7 o'clock tomorrow morning I (fly) to Rome.
9. Helen (work) all the afternoon.
10. This time next week she (attend) a French lesson.

A. Nancy and her brother have a secret code.

Nancy is writing her brother a secret message. What is her message?

B. Using the same code, write a secret message to a friend.
THE PRESENT PERFECT TENSE

A. Put the verbs into the S. Present Perfect

1. He ........... just (finish) his exercises.
2. My father (be) in England many times.
3. I (read) this book once.
4. I (not see) Peter lately.
5. My brother (see) that play three times.
6. They (not visit) us recently.
7. I (never see) a crocodile.
8. Helen (lose) her umbrella.
9. She (never travel) by plane.
10. He (not meet) this girl before.

B. Put the verbs into the Present Perfect Continuous

1. She (study) French for 5 years.
3. She (teach) our class for two years.
4. How long you (wait) here?
5. It (rain) every day this month.
6. It (snow) for 5 days,
7. Mr Brown (work) in this office for 2 years.
8. Peter (stay) with us since 1980.
9. Helen (attend) this class for two years.
10. I (smoke) since 1985.

C. Simple Past or Present Perfect?

1. He (come) here an hour ago.
2. I (buy) a new car last year, but I (not sell) my old car yet,
3. You (be) to the cinema lately?
   Yes, I (go) to "Dancing with the wolves" yesterday.
4. You (be) to England?
   Yes, I (be) there last month.
5. I Can't find my bag. You (see) it?
   Yes, you (leave) it in my car yesterday.
6. I hear that Mr Glen (move) to a new house.
   Yes, he (move) last week.
7. Helen (be) here for nearly three years.
   She (arrive) on the 5th October.
8. I (play) tennis since I was ten years old.
9. Terry (not come) back yet?
   Yes, he (come) in half an hour ago.
10. Helen (go) to London 2 months ago. She (work) in London for a while and then she (go) to France.

C. Since or For?

1. I haven't read a newspaper .............. July.
2. She has lived in this city .............. many years.
3. It hasn't rained here .............. five months.
4. He has been smoking .............. 1980.
5. I have not had a holiday .............. the past 3 years.
6. She has been waiting .............., 1 hour.
7. I have been learning German .............. 6 years.
8. She has not attended a lesson............. last month.
9. He has been working here .............. ten years.
10. I have not seen my friend .............. last Christmas.

<table>
<thead>
<tr>
<th>container</th>
<th>usually made of</th>
<th>typical contents</th>
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</thead>
<tbody>
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<td>bag</td>
<td>cloth, paper, plastic</td>
<td>sweets, shopping, letters</td>
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<tr>
<td>barrel</td>
<td>wood and metal</td>
<td>wine, beer</td>
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<td>basin</td>
<td>pottery, metal</td>
<td>ingredients for making a cake</td>
</tr>
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<td>canes, rushes</td>
<td>shopping, clothes, waste paper</td>
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<td>bottle</td>
<td>glass, plastic</td>
<td>milk, lemonade, wine</td>
</tr>
<tr>
<td>bowl</td>
<td>china, glass, wood</td>
<td>fruit, soup, sugar</td>
</tr>
<tr>
<td>box</td>
<td>cardboard, wood</td>
<td>marches, tools, toys, chocolates</td>
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<td>bucket</td>
<td>metal, plastic</td>
<td>sand, water</td>
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<tr>
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<td>tin</td>
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<td>card</td>
<td>milk, yoghurt, 20 packets of cigarettes</td>
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<td>case</td>
<td>leather, wood</td>
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<td>glass</td>
<td>glass</td>
<td>milk, lemonade, wine</td>
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<td>glass, pottery</td>
<td>jam, honey, olives, instant coffee</td>
</tr>
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<td>pottery</td>
<td>milk, cream, water</td>
</tr>
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<td>mug</td>
<td>pottery</td>
<td>tea, coffee, cocoa</td>
</tr>
<tr>
<td>pack</td>
<td>card</td>
<td>cards, eight cans of coca cola</td>
</tr>
<tr>
<td>packet</td>
<td>card, paper</td>
<td>cigarettes, tea, biscuits, juice, cereal</td>
</tr>
<tr>
<td>pan</td>
<td>metal</td>
<td>food that is being cooked</td>
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<td>pot</td>
<td>metal, pottery</td>
<td>food, plant</td>
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<td>sack</td>
<td>cloth, plastic</td>
<td>coal, rubbish</td>
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<tr>
<td>tin</td>
<td>tin</td>
<td>peas, baked beans, fruit</td>
</tr>
<tr>
<td>tub</td>
<td>wood, zinc, card</td>
<td>flowers, rainwater, ice-cream</td>
</tr>
<tr>
<td>tube</td>
<td>soft metal, plastic</td>
<td>toothpaste, paint, ointment</td>
</tr>
</tbody>
</table>
THE PAST PERFECT TENSE
(SIMPLE PAST PERFECT)

A. Put the verbs into the Simple Past Perfect

1. He (finish) when I saw him.
2. She (leave) when her friend arrived.
3. He wanted to know what (happen).
4. When she arrived the lesson (begin).
5. The train (leave) when he went to the station.
6. After he (finish) his homework he went out.
7. Helen returned the book I (give) her.
8. When I went home Paul (eat).
9. He (see) the film when I saw him.
10. The meal was more expensive than I (expect)

B. Simple Past or Past Perfect

1. The cat (eat) all the fish when I arrived.
2. He had begun the lesson when I (go) in.
3. Did you thank him for what he (do)?
4. He (not know) where his sister had gone.
5. Helen studied German after she (study) Italian.
6. Had they finished when you (see) them?
7. The dance (begin) when we arrived.
8. I told them that they (make) a mistake.
9. He didn't smoke until he (finish) lunch.
10. The plane had taken off when we (reach) the airport.

C. Translate into English

1. Όταν έφτασε η Μαίρη, ο αδελφός της είχε φύγει.
2. Μου είπε ότι δεν είχε πάει εκεί πιο μπροστά.
3. Μου επέστρεψε το βιβλίο που του είχα δανείσει.
4. Όταν πήγαμε σινεμά το έργο είχε ήδη αρχίσει.
5. Όταν μπήκα στη τάξη, το μάθημα είχε ήδη αρχίσει.
6. Είπε ότι δεν είχε δει εκείνο το έργο.
7. Δεν ήξερε που είχε πάει ο πατέρας του.
8. Είχε φύγει όταν ήρθε ο Γιάννης.
9. Είπε πως είχε φάει ήδη μεσημεριανό.
10. Το λεωφορείο είχε φύγει όταν φτάσαμε στη στάση.
A. **Put the verbs into the Future Perfect Tense**

1. Helen (think) of the answer by the time we get back.
2. They (finish) the lesson by 8 o'clock.
3. By June I (live) in Greece for 5 years.
4. I (leave) before he returns.
5. By this time next year I (save) £ 100.
6. He (finish) this book by the end of next month.
7. She (complete) her studies by June.
8. They (not finish) this building by tomorrow.
9. By the end of the month 5000 tourists (visit) this museum.
10. By the time we get home our parents (leave).
GENERAL EXERCISE ON TENSES

A. Put the correct tense of the verbs in brackets:

1. He often (get) his own dinner.
2. He (get) his own dinner yesterday.
3. He (get) his own dinner every day since Sunday.
4. He (get) his dinner when I called.
5. They (live) in a village now.
6. They (live) in a village for 10 years.
7. George (sell) and (buy) second hand bikes.
8. George (sell) and (buy) second hand bikes for years.
9. George (sell) and (buy) a lot of second hand bikes this year.
10. George (sell) and (buy) more than 500 bikes last year.
11. George (sell) his old bike before he (buy) his new one.
12. George decided (sell) his old bike and (buy) a new one.
13. The old man (die) when the ambulance (arrive).
14. John (walk) in the park when be (meet) Helen.
15. They (wait) for the bus when their father (come) and (take) them home.
16. Where you (be)? I (not see) you for ages.
17. Jean (learn) French before he went to England.
18. Did you thank her for what she (do)?
19. She (finish) her course by next March.
   They (travel) to Italy next year.