

## Tenses

Verbs have tenses that show when things happen. There are three main tenses: present, past and future.

**Note:** Each main tense can be divided into the following sub tenses: simple, continuous, perfect and perfect continuous.

### Simple tenses

We use the simple tenses to talk about things that are true, or things that we usually do.

- To make the past tense, add 'ed' to the verb.
- To make the future tense, add 'will' or 'shall' before the verb.

Past tense	Present tense	Future
I walk <b>ed</b>	I walk	I <b>will/shall</b> walk
you walk <b>ed</b>	you walk	you <b>will</b> walk
he/she/it walk <b>ed</b>	he/she/it walks	he/she/it <b>will</b> walk
we walk <b>ed</b>	we walk	we <b>will/shall</b> walk
you walk <b>ed</b>	you walk	you <b>will</b> walk
they walk <b>ed</b>	they walk	they <b>will</b> walk

8. Change the following sentence so that it refers to the past.  
They walk back home.
9. Change the following sentence so that it refers to the present.  
We went to the shops a lot.
10. Change the following sentence so that it refers to the future.  
She talks to her mother.
11. Complete the sentence with the correct form of the verb 'play'.  
Yesterday I \_\_\_\_\_ very well.

Irregular verbs have their own past-tense forms, but they also use 'will' to refer to the future.

TO BE		
Past tense	Present tense	Future tense
I was	I am	I will be
you were	you are	you will be
he/she/it was	he/she/it is	he/she/it will be
we were	we are	we will be
you were	you are	you will be
they were	they are	they will be

12. Change the following sentence so that it refers to the past.  
I am so happy!
13. Change the following sentence so that it refers to the present.  
They were there.
14. Change the following sentence so that it refers to the future.  
She is a doctor.

TO HAVE		
Past tense	Present tense	Future tense
I had	I have	I will have
you had	you have	you will have
he/she/it had	he/she/it has	he/she/it will have
we had	we have	we will have
you had	you have	you will have
they had	they have	they will have

15. Change the following sentence so that it refers to the future.  
We had a great game.
16. Change the following sentence so that it refers to the past.  
We have a big dog.
17. Change the following sentence so that it refers to the present.  
She had a big suitcase.

Here are some other examples of irregular verbs.

Verb	Past-tense verb
sing	sang
do	did
eat	ate
run	ran
break	broke
come	came
make	made
take	took
wear	wore
build	built
speak	spoke
think	thought
buy	bought
send	sent

18. Rewrite the following sentences in the past tense.
- They (do) their homework.
  - I (run) home from school.
  - We (give) our grandmother a gift.

## Continuous tenses

We use continuous tenses to talk about actions that continue for a period of time. They were taking place in the past, or are taking place now, or will still be taking place in the future. We form the continuous tense by using the auxiliary verb with the present participle. **Example:**

auxiliary present participle



She **was eating** an apple.

Past continuous	Present continuous	Future continuous
I was walking.	I am walking.	I will be walking.
He was sleeping.	He is sleeping.	He will be sleeping.
We were running.	We are running.	We will be running.

19. Rewrite these sentences in the continuous tense.

- Thandi and Emily shop today.
- I study when the lights went out.
- They write examinations in November.

## Perfect tenses

We use the perfect tense to talk about an action that is already completed. We form the perfect tense by using the auxiliary verb with the past participle. **Example:**

auxiliary past participle



I **have eaten** an apple.

When the past participle is based on an irregular verb, sometimes it is the same as the past-tense form, but sometimes it is different. **Examples:**

Past-tense verb	Past participle
sang	sung
did	done
ate	eaten
ran	run
broke	broken
came	come
made	made
took	taken
wore	worn
built	built
spoke	spoken
thought	thought
bought	bought
sent	sent

---

## Active and passive voice

Most sentences are written in the active voice, where the subject affects the object. The subject is the 'doer' or agent. **Example:**

subject    verb    object  
|            |            |  
Thandi **helps** Emily.

In the passive voice, the subject is affected by the object. The object is the 'doer' or agent. **Example:**

subject    verb    object  
|            |            |  
Emily **is helped** by Thandi.

**To change active to passive:**

- move the object to the subject position in the sentence
- add a preposition – usually 'by'
- change the tense of the verb. The table below gives some examples.

	Active voice	Passive voice
<b>Simple tense</b>	The boy <b>herds</b> the cows.	The cows <b>are herded</b> by the boy.
<b>Progressive tense</b>	The boy <b>is herding</b> the cows.	The cows <b>are being herded</b> by the boy.
<b>Perfect tense</b>	The boy <b>has herded</b> the cows.	The cows <b>have been herded</b> by the boy.

You use the passive voice if you don't need to show a person doing the action – for example, if you want to write in a scientific style. You can also use it to hide someone's responsibility for an action. **Examples:**

- Temperatures in the 30s were recorded. (by scientists)
- The window was smashed. (by me)

1. Change the following sentences into the passive voice.
  - a) The teacher called the children.
  - b) The policeman saved the baby.
  - c) Owami was interviewing the president.
  - d) Mohale has cooked the meal.
  - e) He will write a letter to the press.
2. Rewrite the following sentences in the passive voice and remove all signs of who did the action.
  - a) James broke the glass.
  - b) The secretary stole some money.
  - c) Bong'i lost the document.
  - d) Nomsa burnt the toast.
  - e) The official signed the documents.
3. Make these passive sentences active.
  - a) Cars are repaired by mechanics.
  - b) The robbers were chased by the dogs.
  - c) The cake was baked by Gogo.
  - d) The bicycle was repaired by my uncle.
  - e) The animals are fed by the farmer.

# Direct and indirect speech

**Direct speech** is exactly what someone has said. The person's words are put in inverted commas. You introduce the words by saying who said them. **Example:**

Emily said, "I like fashionable clothes."

**Indirect speech** is when you report what someone has said without using inverted commas. It is also called reported speech. **Example:**

Emily said that she liked fashionable clothes.

- **To change direct to indirect speech:**
  - drop the inverted commas
  - add 'that'
  - use the past tense – you are reporting what the person said in the past
  - change the pronouns
  - change the time words as in the table below.

Direct speech	Indirect speech
this	that
today	that day
tomorrow	the next day / the following day
yesterday	the day before / the previous day

Here are some more examples of sentences in direct and indirect speech.

direct speech  
┌──────────────────┐  
│ "Yesterday I saw a cool T-shirt," said Emily. │

indirect speech  
┌──────────────────────────────────┐  
│ Emily said that she had seen a cool T-shirt the previous day. │

direct speech  
┌──────────────────────────────────┐  
│ Thandi said, "There is a reason that '80s clothes are out of fashion!" │

indirect speech  
┌──────────────────────────────────────────────────────────┐  
│ Thandi exclaimed that there was a reason that '80s clothes were out of fashion. │

