

Tense-up

PRESENT SIMPLE

Regular activities

- I get up at 7.00 every morning
- I always stay at my parents house for Christmas

Facts / States

- I work for ABC Limited
- I am the Accounts Manager
- I live in Italy.

Tastes and opinions

- I like my job
- I think you are very good at your job

PRESENT CONTINUOUS

Appointments and Arrangements

- At 10.00 I am meeting Harry for a Business Lunch
- Tomorrow, I am taking my children to the zoo

Around the time of speaking and a temporary state

- I am working on a special project at the moment.
- This week, I am studying at college.

PRESENT PERFECT

Events "until now / so far" –started in the past and continues in the present

- I have worked here for 10 years.
- I have been to the States 5 times.

Interested in the present result of a past action

- She has gone home (she isn't here now)
- I've bought a new car (I have got a new car now)

Recent past "just, already and yet"

- I have just finished that special project.
- I have already called him.

PAST SIMPLE

Completed past actions – usually with time scales that are finished

- I started working here 5 years ago
- I finished the special project 5 minutes ago.