**How to write a text - Language: tenses**

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| **You want to write that** | **You use the** | **That´s the form** | **Example** |
| the person does something **regularly** | simple present | I go  He/she/it goes | I always go to the cafeteria for my lunch  He always goes home. |
|  | simple present  + not | I don´t go  he/she/it doesn´t go | She doesn´t like eating meat.  They don´t live there any more. |
|  | simple present ? | (question word +)do you go?  (question word) does he/she it go? | Where do you usually have lunch? |
|  | | | |
| the person is doing something right **now** | present progressive | am/are/is + infinitive +-ing | I am staying at a friend´s house |
|  | present progressive + not | am not/are not/is not + infinitive+-ing | My dog is not eating a bone right now. |
|  | present progressive ? | are you /is he + infinitive+-ing? | Are you staying at a hotel? |
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| the person did something in the **past** (which is **definitely over**) | simple past | infinitive +-ed  OR second form of irregular verbs | I met him in 2010. |
|  | simple past + not | didn´t + infinitive | He didn´t meet his friends in his last holidays. |
|  | simple past ? | (question word +) did + you + infinitive? | When did you meet him first? |
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| the person **has never/ever/not yet done** something | present perfect | I have + infinitive+-ed  OR I have + third form of irregular verbs  he/she /it has + infinitive+-ed  OR he/she/it has + third form of irregular verbs | I have never been so happy . |
|  | present perfect + not | I have not + infinitive+-ed  OR I have not+ third form of irregular verbs  he/she /it has not + infinitive+-ed  OR he/she/it has not+ third form of irregular verbs | He hasn´t done his homework yet. |
|  | present perfect ? | have you + infinitive+-ed?  OR have you + third form of irregular verbs?  has he/she/it + infinitive+-ed ?  OR has he/she/it + third form of irregular verbs? | Have you ever had such a nice experience before? |
| the **result** of something is important **(“bridge” between the past and the present**) | present perfect |  | I have sent a text to my friend and now he´s angry with me. |
|  | | | |
| something happened **before another event in the past** | past perfect | had + infinitive+-ed  OR had + third form of irregular verbs | I had hoped and wished to get a new mobile and I was so, so happy when I found it under the Christmas tree. |
|  | past perfect + not | hadn´t + infinitive +-ed  OR hadn´t + third form of irregular verbs | Although he hadn´t met his cousin before he invited her to the cinema. |
|  | past perfect ? | had + subject + infinitive+-ed  OR had + subject + third form of irregular verbs | Had he really read the book when he gave the presentation on it? |
|  | | | |
| somoene **plans** to do something **in the future** | going to-future | am/are/is going to + infinitive | I am going to fly there next weekend. |
|  | going to –future + not | am not/are not/ is not going to + infinitive | They aren´t going to come to the cinema with us. |
|  | going to-future ? | am/are/is going to + subject + infinitive? | Are you going to read this book? |
|  | | | |
| Someone **predicts** (vorhersagen) something **about the future** | will-future | will + infinitive | There will be many people at the concert. |
|  | will-future + not | will not (won´t) + infinitive | He won´t be happy to hear that. |
|  | will-future ? | will – subject – infinitive? | Will there be any nice food at the party? |
|  | | | |
| it is **possible** that something happens | conditional I | if + simple present  will/won´t + infinitive | If he gets the chance to say sorry he will do so. |
|  | | | |
| It is **very unrealistic** that something happens | conditional II | If + simple past  Would + infinitive | If someone gave me a lot of money I would be so happy. |
|  | | | |
| Someone **said** that something **happened at the same time** | simple past |  | He said that he didn´t have time to go the movies that day. |
| Someone **said that something had happened before** | past perfect |  | He told me that he had seen that movie before. |
| Someone **said something about the future** | Conditional II | Would + infinitive | The announcement said that the train would be on time. |
| Someone **said something about plans for the future** | Was/were going to + infinitive |  | He said he was going to travel to France at Easter. |