

tense	Affirmative/Negative/Question	Use	Signal Words
<u>Simple Present</u>	<p>A: He speaks. N: He does not speak. Q: Does he speak?</p>	<p>action in the present taking place once, never or several times</p> <p>facts</p> <p>actions taking place one after another</p> <p>action set by a timetable or schedule</p>	<p>always, every ..., never, normally, often, seldom, sometimes, usually</p> <p>if sentences type I (<i>If I talk, ...</i>)</p>
<u>Present Progressive</u>	<p>A: He is speaking. N: He is not speaking. Q: Is he speaking?</p>	<p>action taking place in the moment of speaking</p> <p>action taking place only for a limited period of time</p> <p>action arranged for the future</p>	<p>at the moment, just, just now, Listen!, Look!, now, right now</p>
<u>Simple Past</u>	<p>A: He spoke. N: He did not speak. Q: Did he speak?</p>	<p>action in the past taking place once, never or several times</p> <p>actions taking place one after another</p> <p>action taking place in the middle of another action</p>	<p>yesterday, 2 minutes ago, in 1990, the other day, last Friday</p> <p>if sentence type II (<i>If I talked, ...</i>)</p>
<u>Past Progressive</u>	<p>A: He was speaking. N: He was not speaking. Q: Was he speaking?</p>	<p>action going on at a certain time in the past</p> <p>actions taking place at the same time</p> <p>action in the past that is interrupted by another action</p>	<p>when, while, as long as</p>
<u>Present Perfect Simple</u>	<p>A: He has spoken. N: He has not spoken. Q: Has he spoken?</p>	<p>putting emphasis on the result</p> <p>action that is still going on</p> <p>action that stopped recently</p> <p>finished action that has an influence on</p>	<p>already, ever, just, never, not yet, so far, till now, up to now</p>

		<p>the present</p> <p>action that has taken place once, never or several times before the moment of speaking</p>	
<u>Present Perfect Progressive</u>	<p>A: He has been speaking. N: He has not been speaking. Q: Has he been speaking?</p>	<p>putting emphasis on the course or duration (not the result)</p> <p>action that recently stopped or is still going on</p> <p>finished action that influenced the present</p>	<p>all day, for 4 years, since 1993, how long?, the whole week</p>
<u>Past Perfect Simple</u>	<p>A: He had spoken. N: He had not spoken. Q: Had he spoken?</p>	<p>action taking place before a certain time in the past</p> <p>sometimes interchangeable with past perfect progressive</p> <p>putting emphasis only on the fact (not the duration)</p>	<p>already, just, never, not yet, once, until that day</p> <p>if sentence type III (<i>If I had talked, ...</i>)</p>
<u>Past Perfect Progressive</u>	<p>A: He had been speaking. N: He had not been speaking. Q: Had he been speaking?</p>	<p>action taking place before a certain time in the past</p> <p>sometimes interchangeable with past perfect simple</p> <p>putting emphasis on the duration or course of an action</p>	<p>for, since, the whole day, all day</p>
<u>Future I Simple</u>	<p>A: He will speak. N: He will not speak. Q: Will he speak?</p>	<p>action in the future that cannot be influenced</p> <p>spontaneous decision</p> <p>assumption with regard to the future</p>	<p>in a year, next ..., tomorrow</p> <p>If-Satz Typ I (<i>If you ask her, she will help you.</i>)</p> <p>assumption: I think, probably, perhaps</p>
<u>Future I Simple</u> (going to)	<p>A: He is going to speak. N: He is not going to speak. Q: Is he going to speak?</p>	<p>decision made for the future</p> <p>conclusion with</p>	<p>in one year, next week, tomorrow</p>

		regard to the future	
<u>Future I Progressive</u>	A: He will be speaking. N: He will not be speaking. Q: Will he be speaking?	action that is going on at a certain time in the future action that is sure to happen in the near future	in one year, next week, tomorrow
<u>Future II Simple</u>	A: He will have spoken. N: He will not have spoken. Q: Will he have spoken?	action that will be finished at a certain time in the future	by Monday, in a week
<u>Future II Progressive</u>	A: He will have been speaking. N: He will not have been speaking. Q: Will he have been speaking?	action taking place before a certain time in the future putting emphasis on the course of an action	for ..., the last couple of hours, all day long
<u>Conditional I Simple</u>	A: He would speak. N: He would not speak. Q: Would he speak?	action that might take place	if sentences type II (<i>If I were you, I would go home.</i>)
<u>Conditional I Progressive</u>	A: He would be speaking. N: He would not be speaking. Q: Would he be speaking?	action that might take place putting emphasis on the course / duration of the action	
<u>Conditional II Simple</u>	A: He would have spoken. N: He would not have spoken. Q: Would he have spoken?	action that might have taken place in the past	if sentences type III (<i>If I had seen that, I would have helped.</i>)
<u>Conditional II Progressive</u>	A: He would have been speaking. N: He would not have been speaking. Q: Would he have been speaking?	action that might have taken place in the past puts emphasis on the course / duration of the action	

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