

TENSES

SECTION 1: FOUNDATIONAL CONCEPTS

1.1 What is a Tense?

A **tense** is a grammatical category expressed through the form of a verb that situates an event, action, state, or process in time and describes its temporal relationship to the moment of speaking. The word 'tense' comes from Latin *tempus*, meaning time.

In English, tense is realised through: (1) changes in the base form of the verb (run → ran), (2) auxiliary verbs (is, was, has, had, will, would), and (3) the addition of suffixes (-ed, -ing, -s/es). Crucially, English has only two morphological tenses — Present and Past. 'Future' is expressed through modal auxiliaries and periphrastic constructions, not through a separate inflectional form.

1.2 Tense vs. Aspect vs. Mood — Key Distinctions

CATEGORY	WHAT IT EXPRESSES	EXAMPLES
Tense	Time of an event relative to now (present, past)	She writes. She wrote.
Aspect	Internal structure of the event — ongoing, completed, habitual, or having current relevance	She is writing. She has written. She was writing.
Mood	The speaker's attitude — real, hypothetical, command, wish	If she wrote... (subjunctive) Write! (imperative)
Voice	Whether the subject acts or is acted upon	She wrote the letter. The letter was written.

1.3 The 12 Tense–Aspect Combinations — Master Structural Table

TENSE / ASPECT	FORMULA	SIGNAL WORDS	PRIMARY USE
Simple Present	V1 / V1+s/es	always, usually, often, every, generally, rarely, never	Habits, universal truths, scheduled events, instructions
Present Continuous	is/am/are + V-ing	now, at this moment, currently, at present, right now, today	Ongoing action at/around now; annoying habits (always); planned future
Present Perfect	has/have + V3	just, already, yet, ever, never, since, for, recently, so far, till now	Past action with present relevance; experience; unfinished time
Present Perfect Continuous	has/have + been + V-ing	since, for (with ongoing actions up to now), all day, how long	Duration of action from past to now; cause of a present condition
Simple Past	V2	yesterday, ago, last, in [year], when, once, at that time	Completed action at a specific past time
Past Continuous	was/were + V-ing	while, when (background), at [time] yesterday, all morning	Ongoing past action; background; two simultaneous past actions
Past Perfect	had + V3	before, after, already, by the time, when, no sooner...than, hardly	Earlier of two past events; completed before a past reference point
Past Perfect Continuous	had + been + V-ing	for, since (up to a past point), how long (before past event)	Ongoing action up to a past moment; cause of a past condition
Simple Future	will/shall + V1	tomorrow, next, soon, in future, later, shortly	Spontaneous decisions, predictions, promises, offers
Future Continuous	will + be + V-ing	at this time tomorrow, by this evening, at [future time]	Action in progress at a specific future moment; polite enquiry

Future Perfect	will + have + V3	by tomorrow, by [future time], before [future event]	Action completed before a specific future point
Future Perfect Continuous	will + have + been + V-ing	for [duration] by [future time]	Duration of action up to a specific future moment

1.4 Verb Forms — Reference Table

FORM NAME	ALSO CALLED	EXAMPLE (run)	EXAMPLE (write)
V1 — Base / Infinitive	Simple form, dictionary form	run	write
V1 + s/es — 3rd Person Singular	Present singular	runs	writes
V-ing — Present Participle	Gerund form (when used as noun)	running	writing
V2 — Simple Past	Past form	ran	wrote
V3 — Past Participle	Perfect participle	run	written

CRITICAL NOTE

V2 and V3 are IDENTICAL for regular verbs (e.g. walked, walked) but DIFFERENT for most irregular verbs (e.g. ran / run; wrote / written; drank / drunk). Confusing V2 and V3 is one of the most common errors in grammar tests.

1.5 Common Irregular Verbs — V1 / V2 / V3 Quick Reference

V1 (Base)	V2 (Past)	V3 (Past Participle)	V1 (Base)	V2 (Past)	V3 (Past Participle)
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arise	arose	arisen	lie (recline)	lay	lain
bear	bore	born/borne	lay (place)	laid	laid
beat	beat	beaten	lead	led	led
become	became	become	leave	left	left
begin	began	begun	lose	lost	lost
bite	bit	bitten	make	made	made
blow	blew	blown	mean	meant	meant
break	broke	broken	ride	rode	ridden
bring	brought	brought	ring	rang	rung
choose	chose	chosen	rise	rose	risen
come	came	come	run	ran	run
do	did	done	see	saw	seen
drink	drank	drunk	sink	sank	sunk
drive	drove	driven	speak	spoke	spoken
fall	fell	fallen	steal	stole	stolen
fly	flew	flown	swim	swam	swum
forget	forgot	forgotten	take	took	taken
freeze	froze	frozen	teach	taught	taught
give	gave	given	tear	tore	torn
go	went	gone	throw	threw	thrown

grow	grew	grown	wake	woke	woken
hang (object)	hung	hung	wear	wore	worn
hang (execute)	hanged	hanged	win	won	won
hide	hid	hidden	write	wrote	written
know	knew	known	bite	bit	bitten

SECTION 2: SIMPLE PRESENT TENSE

2.1 Structure & Concept

SENTENCE TYPE	STRUCTURE	EXAMPLE
Positive	Subject + V1 (s/es for 3rd sing.)	She reads every morning. They read every morning.
Negative	Subject + do/does + not + V1	She does not read. They do not read.
Question	Do/Does + Subject + V1?	Does she read? Do they read?

2.2 Rules — Simple Present

RULE 1 Add -s to most verbs for 3rd person singular (he/she/it/name).

Ex. 1 She runs, He works, It moves, The dog barks.

Ex. 2 The manager approves all requests.

Ex. 3 My sister plays the violin beautifully.

RULE 2 Add **-es** to verbs ending in **-s, -ss, -sh, -ch, -x, -z, -o**.

Ex. 1 She goes. He watches. She brushes. He fixes.

Ex. 2 She crosses. He buzzes. She does.

Ex. 3 He reaches. The doctor touches the screen.

RULE 3 For verbs ending in **consonant + y**, drop **y** and add **-ies** (3rd person singular).

Ex. 1 He studies → studies. She flies → flies.

Ex. 2 The baby cries every night. He denies the allegation.

Ex. 3 She tries her best. The company relies on data.

EXCEPTION For verbs ending in **vowel + y**, simply add **-s**. Example: play → plays, obey → obeys, enjoy → enjoys. Do **NOT** change **y** to **i** in these cases.

RULE 4 Use **Simple Present** for **universal truths, scientific facts, and permanent states**.

Ex. 1 The earth revolves around the sun.

Ex. 2 Water boils at 100 degrees Celsius at sea level.

Ex. 3 Oil floats on water.

RULE 5 Use **Simple Present** for **habits, routines, and repeated actions (with adverbs of frequency)**.

Ex. 1 She always arrives early at the office.

Ex. 2 They rarely eat outside during weekdays.

Ex. 3 He usually reads for an hour before sleeping.

RULE 6 Use Simple Present for scheduled/timetable future events (transport, programmes).

Ex. 1 The flight departs at 6:30 a.m. tomorrow.

Ex. 2 The conference begins next Monday at 9 a.m.

Ex. 3 The match starts in two hours.

RULE 7 Use Simple Present in commentary and narration (sports, demonstrations, recipes).

Ex. 1 Sharma passes to Kohli, who shoots — and scores!

Ex. 2 First, you heat the oil, then you add the onions.

Ex. 3 She opens the letter, reads it, and falls silent.

RULE 8 Use Simple Present for instructions, directions, and procedural writing.

Ex. 1 Turn left at the junction and continue straight.

Ex. 2 Press the red button to reset the system.

Ex. 3 Add two cups of flour and mix well.

RULE 9 Use Simple Present in zero conditional sentences (general truths/always-true conditions).

Ex. 1 If you heat ice, it melts.

Ex. 2 When water reaches 100°C, it boils.

Ex. 3 If you mix red and blue, you get purple.

INSIGHT

Simple Present is also used after 'say' and 'tell' in news and social media reporting: 'The minister says the policy will be revised.' | 'The report says prices have risen.'

2.3 Adverbs of Frequency — Position Rules

ADVERB	FREQUENCY	CORRECT POSITION	EXAMPLE
always	100%	Before main verb; after 'be'	She always arrives on time. He is always polite.
usually / generally	~80%	Before main verb; after 'be'	They usually take the bus. She is usually calm.
often / frequently	~60%	Before main verb; after 'be'	He often forgets his keys.
sometimes / occasionally	~40%	Before main verb OR start/end	Sometimes she works late. She works late sometimes.
seldom / rarely / hardly ever	~10-15%	Before main verb; after 'be'	She rarely complains. He is seldom wrong.
never	0%	Before main verb; after 'be'	He never lies. She is never late.

SECTION 3: PRESENT CONTINUOUS TENSE

3.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + is/am/are + V-ing	She is writing. I am reading. They are working.

Negative	Subject + is/am/are + not + V-ing	She is not writing. They are not working.
Question	Is/Am/Are + Subject + V-ing?	Is she writing? Are they working?

3.2 Rules — Present Continuous

RULE 10 Use Present Continuous for actions actually happening at the moment of speaking.

- Ex. 1 She is cooking dinner right now.
- Ex. 2 The children are playing in the garden.
- Ex. 3 I am reading an extremely fascinating article.

RULE 11 Use Present Continuous for extended activities in progress around now (not necessarily at this exact second).

- Ex. 1 She is reading 'War and Peace' this week.
- Ex. 2 They are renovating their apartment this month.
- Ex. 3 He is working on a very important research project.

RULE 12 Use Present Continuous with 'always/constantly/forever' to express an annoying or irritating habit.

- Ex. 1 He is always leaving the tap running — it drives me mad.
- Ex. 2 She is constantly interrupting people mid-sentence.
- Ex. 3 They are forever making promises they never keep.

CONTRAST

Simple Present + 'always' = neutral habit: 'She always arrives early.' | Present Continuous + 'always' = IRRITATING habit: 'She is always arriving late!' The emotional colouring is the key difference.

RULE 13

Use Present Continuous for fixed/arranged future plans (especially with people and personal arrangements).

Ex. 1

We are meeting the client at 3 p.m. tomorrow.

Ex. 2

She is flying to Singapore next Friday.

Ex. 3

They are getting married in December.

**INSIGHT:
Present
Continuous
vs. Simple
Future for
Plans**

Present Continuous implies a pre-arranged plan with more certainty. 'I am meeting him tomorrow' (already arranged). Simple Future implies a decision or intention: 'I will meet him if he calls.' Use Present Continuous when the plan is already confirmed.

3.3 Stative Verbs — NEVER Used in Continuous Forms

Stative verbs describe states rather than actions. They cannot normally be used in continuous (progressive) forms. They are divided into these categories:

CATEGORY	VERBS — Never Use in -ing Form
Mental states	know, believe, understand, think (= opinion), realise, remember, forget, recognise, assume, doubt, imagine, suppose, consider (= regard)
Emotional states	love, hate, like, dislike, prefer, want, wish, need, desire, adore, detest, envy, fear, mind, miss
Possession	have (= own), own, belong, possess, contain, hold, consist (of), comprise, include

Perception (involuntary)	see, hear, smell, taste, feel (= state), notice, observe
Appearance / Being	seem, appear, look (= seem), be, exist, resemble, weigh (= have weight), measure (= have length)
Other states	cost, owe, matter, mean, deserve, depend, differ, equal, fit, lack, suffice

DUAL-USE VERBS

Some verbs have BOTH stative and active meanings. 'Have' as possession (stative): She has a car [NOT: is having]. 'Have' in an activity (active): She is having lunch. | 'Think' as opinion (stative): I think it is wrong. | 'Think' as process (active): She is thinking about the proposal. | 'See' as perception (stative): I see the error. | 'See' as meeting (active): I am seeing the doctor at noon. | 'Taste' as state (stative): The soup tastes salty. | 'Taste' as action: The chef is tasting the soup.

3.4 V-ing Spelling Rules

RULE	CONDITION	EXAMPLE
Simply add -ing	Most verbs	eat → eating, play → playing, read → reading
Drop silent -e, add -ing	Verb ends in silent -e	write → writing, make → making, come → coming, have → having
Double the final consonant + -ing	Short verb: ends in CVC (consonant-vowel-consonant), last syllable stressed	run → running, swim → swimming, sit → sitting, begin → beginning, prefer → preferring
Do NOT double the consonant	Verb ends in -w, -x, -y	flow → flowing, mix → mixing, play → playing
Keep -ie, change to -y + ing	Verb ends in -ie	lie → lying, die → dying, tie → tying
Do NOT drop -ee	Verb ends in -ee	see → seeing, agree → agreeing, flee → fleeing

SECTION 4: PRESENT PERFECT TENSE

4.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + has/have + V3	She has written. They have written.
Negative	Subject + has/have + not + V3	She has not written. They have not written.
Question	Has/Have + Subject + V3?	Has she written? Have they written?

4.2 Six Core Uses of Present Perfect

RULE 14 **USE 1 — RECENT PAST** with 'just': an action completed very recently, the results are still fresh.

- Ex. 1 She has just submitted her application.
- Ex. 2 He has just left the building.
- Ex. 3 The doctor has just called with the results.

RULE 15 **USE 2 — LIFE EXPERIENCE** with 'ever/never': whether something has happened at any point in one's life.

- Ex. 1 Have you ever climbed a mountain?
- Ex. 2 She has never tasted durian.
- Ex. 3 I have visited twelve countries so far.

RULE 16 **USE 3 — UNFINISHED TIME PERIOD:** actions within a time period that has not yet ended.

- Ex. 1** She has read three books this month. (the month is not over)
- Ex. 2** They have completed five projects this year.
- Ex. 3** I have not seen him today. (today is still ongoing)

RULE 17 **USE 4 — WITH 'already' (completion, often sooner than expected) and 'yet' (questions and negatives about expected completion).**

- Ex. 1** She has already finished the report. (earlier than expected)
- Ex. 2** Have you submitted the form yet? (expected but unconfirmed)
- Ex. 3** He has not replied yet. (still awaiting a response)

RULE 18 **USE 5 — WITH 'since' (starting point) and 'for' (duration): action that started in past and continues now.**

- Ex. 1** She has lived here since 2015.
- Ex. 2** He has been a doctor for twenty years.
- Ex. 3** They have worked together since they were students.

RULE 19 **USE 6 — NEWS & ANNOUNCEMENTS: introducing recent developments (especially in journalism).**

- Ex. 1** Scientists have discovered a new species of deep-sea fish.
- Ex. 2** The government has announced a major policy revision.
- Ex. 3** A record number of students have enrolled this year.

4.3 Critical Rules for Present Perfect

RULE 20 NEVER use Present Perfect with specific past-time adverbials: yesterday, last week/month/year, in [year], ago, at [specific past time], when, that day.

- Ex. 1 WRONG: She has met him yesterday. RIGHT: She met him yesterday.
- Ex. 2 WRONG: He has joined the company in 2018. RIGHT: He joined the company in 2018.
- Ex. 3 WRONG: They have completed it two days ago. RIGHT: They completed it two days ago.

RULE 21 In American English, Simple Past is often used where British English demands Present Perfect. Know both but use British English norms for formal grammar.

- Ex. 1 BrE: Have you eaten yet? | AmE: Did you eat yet?
- Ex. 2 BrE: She has just called. | AmE: She just called.
- Ex. 3 In formal/standardised tests, Present Perfect with 'just/already/yet' is the expected answer.

4.4 Since vs. For — Detailed Rules

'SINCE' — Starting Point	'FOR' — Duration
since 2010	for ten years
since last Monday	for a week
since she was born	for her entire life
since the earthquake	for three months
since he left	for years

COMMON ERROR

WRONG: She has been waiting since two hours. | RIGHT: She has been waiting for two hours. 'Since' is for a point in time, never a duration. WRONG: I have not seen him since a long time. | RIGHT: I have not seen him for a long time.

4.5 Present Perfect vs. Simple Past — The Core Distinction

KEY CONTRAST

Present Perfect = past action with PRESENT CONNECTION (time unspecified or ongoing). Simple Past = past action with NO PRESENT CONNECTION (time specified or the moment is completely over).

INCORRECT	CORRECT
I have seen him yesterday.	I saw him yesterday.
She has been sick last week.	She was sick last week.
Did you ever eat sushi? (with 'ever' = experience)	Have you ever eaten sushi?
I lived here for ten years. (if still living here)	I have lived here for ten years. (still here)
I have met the President. (experience; time not stated)	I met the President last year. (specific time stated)

SECTION 5: PRESENT PERFECT CONTINUOUS TENSE

5.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + has/have + been + V-ing	She has been working. They have been travelling.
Negative	Subject + has/have + not + been + V-ing	She has not been sleeping well.

Question	Has/Have + Subject + been + V-ing?	Has she been working? Have they been travelling?
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5.2 Rules — Present Perfect Continuous

RULE 22 Use to emphasise the **ONGOING DURATION** of an action that started in the past and is still continuing.

- Ex. 1 She has been practising piano for five hours.
- Ex. 2 They have been waiting since early morning.
- Ex. 3 He has been working on this research for three years.

RULE 23 Use to express the **CAUSE** of a present visible condition or result.

- Ex. 1 Her eyes are red — she has been crying.
- Ex. 2 He is exhausted — he has been running all day.
- Ex. 3 The road is wet — it has been raining.

RULE 24 Use 'How long' questions with Present Perfect Continuous to ask about duration of ongoing actions.

- Ex. 1 How long has she been learning Spanish?
- Ex. 2 How long have they been living in this house?
- Ex. 3 How long has he been waiting?

5.3 Present Perfect vs. Present Perfect Continuous — Key Distinction

PRESENT PERFECT (has/have + V3)	PRESENT PERFECT CONTINUOUS (has/have + been + V-ing)
Focuses on completion and result	Focuses on ongoing process and duration
She has written three chapters. (three are done)	She has been writing since morning. (activity ongoing)
I have read this book. (completed — finished it)	I have been reading this book. (still reading it)
He has cooked dinner. (dinner is ready)	He has been cooking all afternoon. (activity in progress)
Used with stative verbs: She has known him for years.	NOT used with stative verbs — see Rule 5 (Section 3)

SECTION 6: SIMPLE PAST TENSE

6.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + V2	She wrote. They completed. He ran.
Negative	Subject + did + not + V1	She did not write. They did not complete.
Question	Did + Subject + V1?	Did she write? Did they complete?

6.2 Rules — Simple Past

RULE 25 Use Simple Past for completed actions at a **SPECIFIC** past time (stated or clearly implied).

Ex. 1 She submitted the report last Friday.

Ex. 2 He left for London three days ago.

Ex. 3 They completed the project in 2021.

RULE 26 In negatives and questions, use 'did' + V1 (base form). NEVER use V2 after 'did'.

Ex. 1 Did she attend the meeting? (NOT: Did she attended?)

Ex. 2 He did not come to class yesterday. (NOT: did not came)

Ex. 3 Did they submit the form? (NOT: Did they submitted?)

RULE 27 Use Simple Past for a sequence of completed past actions.

Ex. 1 She entered the room, sat down, and opened her laptop.

Ex. 2 He finished breakfast, read the paper, and left for work.

Ex. 3 They discussed the plan, voted on it, and reached a decision.

RULE 28 Use Simple Past for past habits and states that no longer exist (with 'used to' or without).

Ex. 1 She walked to school every day when she was young.

Ex. 2 They visited their grandparents every summer.

Ex. 3 He used to play cricket but now prefers tennis.

RULE 29 Regular verbs add -ed for V2/V3. Follow spelling rules for -ed suffixes.

Ex. 1 work → worked, play → played, watch → watched

Ex. 2 stop → stopped (CVC rule: double consonant), plan → planned

Ex. 3 study → studied (consonant + y → ied), dance → danced (drop -e, add -ed)

6.3 -ed Spelling Rules

RULE	CONDITION	EXAMPLE
Add -ed	Verb ends in consonant (not CVC)	work → worked, finish → finished, help → helped
Add -d only	Verb ends in -e	love → loved, hope → hoped, dance → danced
Double consonant + -ed	Short CVC verb, last syllable stressed	stop → stopped, plan → planned, prefer → preferred
Change y to i + -ed	Verb ends in consonant + y	study → studied, carry → carried, worry → worried
Simply add -ed (no change)	Verb ends in vowel + y	play → played, delay → delayed, enjoy → enjoyed
No change needed	Verb already ends in -ed	weed → weeded (garden), need → needed

SECTION 7: PAST CONTINUOUS TENSE

7.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + was/were + V-ing	She was writing. They were working.
Negative	Subject + was/were + not + V-ing	She was not writing. They were not working.
Question	Was/Were + Subject + V-ing?	Was she writing? Were they working?

7.2 Rules — Past Continuous

RULE 30 Use Past Continuous for an action that was **IN PROGRESS** at a specific past time.

- Ex. 1 At 8 p.m. yesterday, she was studying.
- Ex. 2 At this time last year, he was travelling through Europe.
- Ex. 3 During the meeting, the managers were reviewing the data.

RULE 31 Use Past Continuous for a background/ongoing action interrupted by a shorter Simple Past action.

- Ex. 1 She was reading when the phone rang.
- Ex. 2 I was cooking when the electricity went out.
- Ex. 3 They were discussing the proposal when the fire alarm sounded.

RULE 32 Use Past Continuous for two simultaneous ongoing past actions, connected with 'while'.

- Ex. 1 While she was cooking, he was setting the table.
- Ex. 2 While the team was presenting, the client was taking notes.
- Ex. 3 While one group was analysing the data, the other was writing the report.

STRUCTURE NOTE

When = shorter interrupting action (Simple Past) | While = longer ongoing action (Past Continuous). Correct: 'She was reading **WHEN** the phone rang.' | '**WHILE** she was reading, the phone rang.' | **WRONG**: 'She read while the phone was ringing' (unless the reading was intentional during the ringing — but unusual).

RULE 33 Use Past Continuous for an action that was happening repeatedly and annoyingly in the past (with 'always/constantly').

- Ex. 1 He was always forgetting his keys back then.
- Ex. 2 She was constantly asking unnecessary questions during lectures.
- Ex. 3 They were forever missing deadlines that year.

INSIGHT Past Continuous can also be used for polite or tentative expressions in the past: 'I was wondering if you could help me.' | 'We were hoping you might reconsider.' These uses make the request sound less direct.

SECTION 8: PAST PERFECT TENSE

8.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + had + V3	She had written. They had completed.
Negative	Subject + had + not + V3	She had not written. They had not completed.
Question	Had + Subject + V3?	Had she written? Had they completed?

8.2 Rules — Past Perfect

RULE 34 Use Past Perfect (had + V3) for the action that happened **FIRST** when narrating two past events. The later action uses Simple Past.

- Ex. 1 By the time she arrived, he had already left.

Ex. 2 She had finished the report before the deadline passed.

Ex. 3 When I reached the station, the train had departed.

RULE 35 Use Past Perfect after 'by' + past time expression to show completion before that past point.

Ex. 1 By 2010, she had published four research papers.

Ex. 2 By the age of thirty, he had visited forty countries.

Ex. 3 By last Tuesday, they had resolved all pending complaints.

RULE 36 Use Past Perfect after 'no sooner...than' and 'hardly/scarcely...when/before' (inverted structure).

Ex. 1 No sooner had she entered than the lights went out.

Ex. 2 Hardly had he sat down when the phone rang.

Ex. 3 Scarcely had the match begun before rain interrupted play.

**INVERSION
RULE**

'No sooner/Hardly/Scarcely' at the start of a sentence **REQUIRES** inversion: auxiliary **BEFORE** the subject.
WRONG: No sooner she had entered than... | **RIGHT:** No sooner **HAD SHE** entered than... Also: 'no sooner...**THAN**' (not 'when') | 'hardly/scarcely...**WHEN**' or '**BEFORE**' (not 'than').

RULE 37 Use Past Perfect in reported speech when backshifting from Simple Past.

Ex. 1 Direct: 'I finished the task.' | Reported: He said he had finished the task.

Ex. 2 Direct: 'She left early.' | Reported: They told me she had left early.

Ex. 3 Direct: 'They won.' | Reported: The commentator said they had won.

RULE 38 Use Past Perfect after 'wish' and 'if only' to express regret about a past event.

- Ex. 1 I wish I had studied harder for the examination.
- Ex. 2 If only she had told me the truth earlier.
- Ex. 3 He wished he had accepted the offer when it was made.

RULE 39 Use Past Perfect in Type 3 conditional sentences (hypothetical past conditions).

- Ex. 1 If she had studied, she would have passed. (she didn't study — she failed)
- Ex. 2 If they had left earlier, they would not have missed the train.
- Ex. 3 Had he applied in time, he would have secured the position.

8.3 When Past Perfect is NOT Necessary

INSIGHT

When the sequence of past events is ALREADY made clear by conjunctions like 'before' or 'after,' Past Perfect is optional — Simple Past may be used for both verbs without confusion: 'She finished the report before the client arrived.' (Clear sequence — 'before' establishes order.) However, Past Perfect is mandatory when sequence would otherwise be ambiguous: 'When I reached the station, the train had left.' vs 'When I reached the station, the train left.' — these mean different things.

SECTION 9: PAST PERFECT CONTINUOUS TENSE

9.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + had + been + V-ing	She had been working. They had been waiting.

Negative	Subject + had + not + been + V-ing	She had not been sleeping.
Question	Had + Subject + been + V-ing?	Had she been working? Had they been waiting?

9.2 Rules — Past Perfect Continuous

RULE 40 Use to emphasise the **ONGOING DURATION** of an action that was continuously in progress before a specific past point.

- Ex. 1** She had been waiting for two hours when the doctor finally appeared.
- Ex. 2** They had been travelling for three days before they reached the border.
- Ex. 3** He had been working on the novel for a decade before it was published.

RULE 41 Use to express the **CAUSE** of a past condition or state.

- Ex. 1** His hands were shaking — he had been writing for hours without a break.
- Ex. 2** She was breathless — she had been running.
- Ex. 3** The proposal was incomplete — they had been working under severe time pressure.

COMPARISON Past Perfect (had + V3): focuses on **COMPLETION** before a past point. | Past Perfect Continuous (had + been + V-ing): focuses on the **ONGOING DURATION** before a past point. | 'He had read the document before the meeting.' (completed — perhaps just before) | 'He had been reading the document for an hour before the meeting.' (reading was an extended process)

SECTION 10: SIMPLE FUTURE TENSE

10.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + will/shall + V1	She will write. I shall attend.
Negative	Subject + will/shall + not + V1	She will not write. They will not attend.
Question	Will/Shall + Subject + V1?	Will she write? Shall we proceed?

10.2 Rules — Simple Future

RULE 42 Use 'will' for **SPONTANEOUS** decisions made at the moment of speaking.

Ex. 1 I will have the grilled chicken, please. (decided now)

Ex. 2 Hold on, I will open the door for you.

Ex. 3 Don't worry — I will fix the problem.

RULE 43 Use 'will' for **PREDICTIONS** based on opinion, belief, or expectation.

Ex. 1 I think it will rain this evening.

Ex. 2 She will probably get the promotion.

Ex. 3 This technology will transform the industry.

RULE 44 Use 'will' for **PROMISES, THREATS, OFFERS, and REQUESTS.**

Ex. 1 I will return the book by Monday. (promise)

Ex. 2 If you do that again, I will report you. (threat)

Ex. 3 Will you pass me the salt, please? (request)

RULE 45 Use 'shall' with I/We for formal suggestions, offers, and obligations.

Ex. 1 Shall I carry that for you?

Ex. 2 Shall we begin the presentation?

Ex. 3 We shall return. (formal/literary commitment)

RULE 46 Use 'be going to' for PLANS and INTENTIONS decided before the moment of speaking, or for predictions based on present evidence.

Ex. 1 She is going to apply for the fellowship. (planned)

Ex. 2 Look at those clouds — it is going to rain. (evidence-based prediction)

Ex. 3 They are going to renovate the office next year. (decided)

will vs. be going to

'Will' = spontaneous decision or opinion-based prediction. 'Be going to' = prior intention or evidence-based prediction. | 'I will help you.' (just decided) vs 'I am going to help you.' (already decided). | 'It will snow.' (I think so) vs 'It is going to snow.' (look at those clouds!).

10.3 CRITICAL — Tense in Time and Conditional Clauses

RULE 47 After time conjunctions (when, before, after, until, as soon as, by the time, once, whenever), use Simple Present — NOT will — even when referring to future time.

Ex. 1 When she arrives, I will tell her. (NOT: When she will arrive...)

Ex. 2 As soon as the results are announced, everyone will celebrate.

Ex. 3 I will wait until you finish the report.

RULE 48 After conditional conjunctions (if, unless, in case, provided that, as long as), use Simple Present for future conditions.

Ex. 1 If it rains, we will cancel the event. (NOT: If it will rain...)

Ex. 2 Unless she calls back, I will not proceed.

Ex. 3 Provided that everyone agrees, we will sign the contract today.

MNEMONIC

"IF and WHEN hate WILL." In subordinate clauses introduced by if/when/before/after/until/as soon as: the verb is always Simple Present, never will + V1. The MAIN clause takes 'will.' This is non-negotiable in standard grammar.

SECTION 11: FUTURE CONTINUOUS TENSE

11.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + will + be + V-ing	She will be working. They will be travelling.
Negative	Subject + will + not + be + V-ing	She will not be attending the event.
Question	Will + Subject + be + V-ing?	Will she be attending? Will they be working?

11.2 Rules — Future Continuous

RULE 49 Use Future Continuous for an action that will be **IN PROGRESS** at a specific future moment.

- Ex. 1 At this time tomorrow, she will be presenting her thesis.
Ex. 2 At noon on Friday, they will be boarding the flight.
Ex. 3 This time next week, he will be sitting his final examination.

RULE 50 Use Future Continuous for actions that are **PLANNED** or **EXPECTED** to happen naturally in the future as part of a routine.

- Ex. 1 She will be attending the annual conference as usual.
Ex. 2 The team will be working through the weekend to meet the deadline.
Ex. 3 He will be travelling to the regional office on Thursday.

RULE 51 Use Future Continuous to make **POLITE** or **INDIRECT** enquiries about someone's plans.

- Ex. 1 Will you be using the car this evening? (polite — I may need it)
Ex. 2 Will she be joining us for dinner? (indirect enquiry)
Ex. 3 Will you be attending the workshop? (less direct than 'will you attend?')

SECTION 12: FUTURE PERFECT TENSE

12.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + will + have + V3	She will have submitted. They will have completed.
Negative	Subject + will + not + have + V3	She will not have finished by then.
Question	Will + Subject + have + V3?	Will she have finished by Friday?

12.2 Rules — Future Perfect

RULE 52 Use Future Perfect for an action that will be **COMPLETED** before a specific future point in time.

- Ex. 1 By Friday, she will have submitted the report.
- Ex. 2 By the time you read this, I will have left the city.
- Ex. 3 By next year, the company will have completed its expansion.

RULE 53 Trigger phrase: 'by + future time expression' is the hallmark signal for Future Perfect.

- Ex. 1 By tomorrow, he will have decided.
- Ex. 2 By the end of this month, they will have processed all the applications.
- Ex. 3 By the time the concert begins, they will have arrived.

SECTION 13: FUTURE PERFECT CONTINUOUS TENSE

13.1 Structure

TYPE	STRUCTURE	EXAMPLE
Positive	Subject + will + have + been + V-ing	She will have been working. They will have been waiting.
Negative	Subject + will + not + have + been + V-ing	He will not have been sleeping enough.
Question	Will + Subject + have + been + V-ing?	Will she have been working here for a decade by 2030?

13.2 Rules — Future Perfect Continuous

RULE 54 Use to express the **DURATION** of an ongoing action up to a specific future point, emphasizing how long it will have been going on.

- Ex. 1** By June, she will have been teaching at this school for ten years.
- Ex. 2** By the time the project ends, they will have been working on it for eighteen months.
- Ex. 3** By next December, he will have been running the organisation for a decade.

Future Perfect vs Future Perfect Continuous

Future Perfect (will + have + V3): emphasises **COMPLETION** before a future point. | Future Perfect Continuous (will + have + been + V-ing): emphasises the **DURATION** and ongoing nature of the action up to a future point. | 'She will have written the report by Friday.' (it will be done) | 'She will have been writing the report for three weeks by Friday.' (three weeks of continuous effort)

SECTION 14: REPORTED SPEECH & TENSE BACKSHIFT

14.1 The Backshift Table

DIRECT SPEECH TENSE	REPORTED SPEECH TENSE	EXAMPLE
Simple Present	Simple Past	'I work here.' → She said she worked there.
Present Continuous	Past Continuous	'I am working.' → She said she was working.
Present Perfect	Past Perfect	'I have finished.' → She said she had finished.
Present Perfect Continuous	Past Perfect Continuous	'I have been waiting.' → She said she had been waiting.
Simple Past	Past Perfect	'I completed it.' → She said she had completed it.
Past Continuous	Past Perfect Continuous	'I was sleeping.' → She said she had been sleeping.
Simple Future (will)	would	'I will call.' → She said she would call.
Future Continuous	would + be + V-ing	'I will be leaving.' → She said she would be leaving.
Future Perfect	would + have + V3	'I will have finished.' → She said she would have finished.
can	could	'I can help.' → She said she could help.
may	might	'It may rain.' → She said it might rain.
must (obligation)	had to	'You must leave.' → She said I had to leave.
must (deduction — stays)	must (no change)	'It must be true.' → She said it must be true.

14.2 When Backshift is NOT Required

Tense backshift is NOT required when:

- The reported statement expresses a universal truth or scientific fact: She said the earth revolves around the sun.
- The reporting verb is present tense: He says/claims/maintains that she is wrong.
- The situation is still true at the time of reporting: She told me she lives in Delhi (and still does).
- The event reported is very recent and the speaker treats it as still current: He just said he is on his way.

14.3 Changes to Time and Place Expressions in Reported Speech

DIRECT SPEECH	REPORTED SPEECH
now	then / at that moment
today	that day
yesterday	the day before / the previous day
tomorrow	the next day / the following day
last week	the previous week / the week before
next year	the following year
this	that
these	those
here	there
ago	before / previously

SECTION 15: CONDITIONALS & TENSE

15.1 The Four Types of Conditional Sentences

TYPE	NAME	IF-CLAUSE TENSE	MAIN CLAUSE TENSE	MEANING / USE	EXAMPLE
Type 0	Zero Conditional	Simple Present	Simple Present	Universal truths; things always true	If you heat water to 100°C, it boils.
Type 1	First Conditional (Real)	Simple Present	will + V1	Possible future condition; real/likely	If she studies, she will pass.
Type 2	Second Conditional (Unreal Present)	Simple Past	would + V1	Hypothetical present/future; unlikely or imaginary	If she studied, she would pass. (but she doesn't)
Type 3	Third Conditional (Unreal Past)	Past Perfect	would + have + V3	Hypothetical past; cannot be changed now	If she had studied, she would have passed.
Mixed	Mixed Conditional	Past Perfect	would + V1	Unreal past condition, present result	If she had studied, she would be a doctor now.

RULE 55 **Type 0: Both clauses in Simple Present. Expresses general or universal truths.**

Ex. 1 If you mix yellow and blue, you get green.

Ex. 2 When the temperature drops below 0°C, water freezes.

Ex. 3 Plants die if they do not get water.

RULE 56 **Type 1: If + Simple Present → will + V1. Possible and likely future condition.**

- Ex. 1** If she leaves early, she will catch the train.
- Ex. 2** If the results are positive, the project will continue.
- Ex. 3** If you call him, he will answer.

RULE 57 Type 2: If + Simple Past → would + V1. Unreal, hypothetical, or unlikely present/future situation.

- Ex. 1** If I were the manager, I would change this policy. (I am not)
- Ex. 2** If she had more time, she would learn a new language.
- Ex. 3** If he applied, he would certainly get the role.

SUBJUNCTIVE NOTE

In Type 2 conditionals, use 'were' instead of 'was' for all persons in formal/standard usage: 'If I were you...' | 'If she were here...' | 'If it were possible...' Using 'was' is acceptable in informal speech but is incorrect in standardised grammar tests.

RULE 58 Type 3: If + Past Perfect → would + have + V3. Imaginary past condition that did not happen.

- Ex. 1** If she had applied in time, she would have gotten the position.
- Ex. 2** If they had invested wisely, they would have made a fortune.
- Ex. 3** If I had known, I would have come earlier.

RULE 59 Mixed Conditional: If + Past Perfect (condition) → would + V1 (present result). Unreal past cause, present consequence.

- Ex. 1** If she had studied medicine, she would be a doctor now.
- Ex. 2** If he had accepted the offer, he would be living abroad today.

Ex. 3 If they had started earlier, the project would be complete now.

INSIGHT:
unless vs. if not

'Unless' = 'if not.' They are interchangeable in most conditions. HOWEVER: 'unless' introduces a positive condition that must fail for the result to occur. 'Unless she calls' = 'if she does not call.' Do NOT use 'unless' for Type 3 conditionals or negative sentences with 'not': **WRONG:** 'Unless she had not called, I would have left.'
RIGHT: 'If she had not called, I would have left.'

SECTION 16: SPECIAL & ADVANCED TENSE USES

16.1 'Used to' vs. 'Would' for Past Habits

STRUCTURE	USE	EXAMPLE	RESTRICTION
used to + V1	Past habits AND past states that no longer exist	She used to live in Mumbai. He used to be shy.	Can refer to both actions and states
would + V1	Past habits (repeated actions) ONLY — NOT states	Every evening, he would read to his children.	CANNOT refer to past states: NOT 'He would be shy.' = WRONG
Simple Past	Both habits and states; most neutral form	She walked to school every day.	No implication about whether habit continues

16.2 Tense Consistency in Narrative Writing

RULE 60 Maintain a consistent tense throughout a narrative. Do not shift randomly between past and present.

Ex. 1 **WRONG:** She walked into the room and sits down. Then she opens her bag and took out her phone.

Ex. 2 RIGHT: She walked into the room and sat down. Then she opened her bag and took out her phone.

Ex. 3 RIGHT (present narration): She walks into the room and sits down. She opens her bag and takes out her phone.

16.3 Historic Present

HISTORIC PRESENT

Simple Present may be used to narrate past events vividly in literary, journalistic, or dramatic contexts: 'Napoleon stands on the hill and surveys the battlefield. His generals wait anxiously.' This makes past events feel immediate. It is a deliberate stylistic choice — not an error. Once chosen, maintain it consistently throughout the passage.

16.4 Tense After Wish, Would Rather, It's Time, Suppose

EXPRESSION	TENSE USED IN CLAUSE	EXAMPLE
wish + (unreal present)	Simple Past (or 'were' for all)	I wish I knew the answer. I wish she were here.
wish + (unreal past)	Past Perfect	I wish I had studied harder. She wishes she had applied.
wish + (future desire/annoyance)	would + V1	I wish you would stop making that noise.
would rather + (own preference)	V1 (infinitive without to)	I would rather stay home. She would rather not attend.
would rather + (someone else's action)	Simple Past (subjunctive)	I would rather she came tomorrow. He would rather I stayed.
it's (high) time + clause	Simple Past (subjunctive)	It's time she stopped procrastinating. It's high time he left.
suppose / supposing (hypothetical)	Simple Past or Past Perfect	Suppose she arrived now, what would you say? Suppose they had known.

16.5 Tense in Subordinate Clauses — Comprehensive Chart

SUBORDINATING CONJUNCTION / CLAUSE TYPE	TENSE RULE IN SUBORDINATE CLAUSE	EXAMPLE
Time clauses: when, while, before, after, until, as soon as, once, by the time, whenever (future reference)	Simple Present (NOT future)	When she arrives, I will tell her. As soon as it stops raining, we will leave.
Conditional: if, unless, provided that, on condition that (Type 1)	Simple Present (NOT future)	If she studies, she will pass. Unless he apologises, she won't forgive him.
Conditional: if (Type 2 — unreal present)	Simple Past / were	If I had more money, I would travel. If she were here, she would understand.
Conditional: if (Type 3 — unreal past)	Past Perfect	If she had applied, she would have been selected.
Noun clauses after think, believe, know, say (past reporting verb)	Tense shifts back by one step	She said she was tired. He believed she had left.
Purpose clauses: so that, in order that	May / might (present); might / could (past)	She studies hard so that she may pass. She studied hard so that she might pass.
Concessive: although, though, even if	Same tense as the main clause	Although it was raining, they played. Even if it rains, we will go.
Result clauses: so...that, such...that	Same tense as main clause	She worked so hard that she won the award. It was such a good film that everyone stayed.

SECTION 17: COMPREHENSIVE COMMON ERRORS TABLE

INCORRECT	CORRECT
She has submitted the form yesterday.	She submitted the form yesterday.

I have went to the market.	I have gone to the market.
He did not came to class.	He did not come to class.
She is knowing the answer.	She knows the answer.
They are here since Monday.	They have been here since Monday.
She has been waiting since two hours.	She has been waiting for two hours.
If he will come, I will tell him.	If he comes, I will tell him.
When she will arrive, call me.	When she arrives, call me.
He had left before she was arriving.	He had left before she arrived.
No sooner she entered than the lights went out.	No sooner had she entered than the lights went out.
She said she has finished the work.	She said she had finished the work.
I wish I know the answer.	I wish I knew the answer.
If I was the president, I would change this.	If I were the president, I would change this.
He use to work here.	He used to work here.
Hardly he had sat down when the phone rang.	Hardly had he sat down when the phone rang.
I am living here since ten years.	I have been living here for ten years.
She would be shy as a child. (past state)	She used to be shy as a child.
By this time tomorrow, I finish the exam.	By this time tomorrow, I will have finished the exam.
The match has started at 9 a.m. yesterday.	The match started at 9 a.m. yesterday.
I am here since morning and I am tired.	I have been here since morning and I am tired.

SECTION 18: RULES SUMMARY — Quick Revision Reference

#	RULE	EXAMPLE
1	V1 + s/es for 3rd person singular in Simple Present.	<i>She runs. He watches.</i>
2	-es for verbs ending in -s/-ss/-sh/-ch/-x/-z/-o.	<i>go → goes, fix → fixes, watch → watches.</i>
3	Consonant + y → ies (3rd person singular).	<i>study → studies, fly → flies.</i>
4	Vowel + y → simply add s.	<i>play → plays, obey → obeys.</i>
5	Simple Present: universal truths, facts, scheduled events, habits.	<i>Water boils at 100°C. The train leaves at 8.</i>
6	Stative verbs NEVER take continuous form.	<i>I know (NOT: am knowing). She has a car (NOT: is having).</i>
7	Dual-use verbs: stative in one meaning, active in another.	<i>She has a car (own). She is having lunch (eating).</i>
8	Present Continuous: is/am/are + V-ing for current or around-now action.	<i>She is preparing the report.</i>
9	PC + always/constantly = irritating habit.	<i>He is always interrupting.</i>
10	PC for confirmed future personal plans.	<i>We are meeting them at 6 p.m. tomorrow.</i>
11	Present Perfect: have/has + V3 for past with present connection.	<i>She has already submitted it.</i>
12	PP NEVER with specific past-time adverbs: yesterday, ago, last, in [year].	<i>NOT: I have met him yesterday.</i>
13	Since = starting point; For = duration.	<i>Since 2018. For three years.</i>
14	PP for life experience with ever/never.	<i>Have you ever tasted sushi?</i>

15	PP for unfinished time periods (today, this month, this year).	<i>She has read four books this month.</i>
16	PPC (have/has + been + V-ing): ongoing duration + cause of present state.	<i>She has been crying — her eyes are red.</i>
17	Simple Past: V2 for completed past action at specific time.	<i>He left yesterday. They finished two days ago.</i>
18	Simple Past negatives/questions: did + V1 (NOT V2).	<i>Did she come? She did not come.</i>
19	Simple Past for sequence of past events.	<i>She entered, sat down, and opened her laptop.</i>
20	Past Continuous: was/were + V-ing for ongoing past action interrupted by Simple Past.	<i>She was reading when the phone rang.</i>
21	PC: while + two simultaneous past Continuous actions.	<i>While she studied, he cooked.</i>
22	Past Perfect: had + V3 for the EARLIER of two past events.	<i>By the time she arrived, he had left.</i>
23	No sooner...than / Hardly...when require Past Perfect + INVERSION.	<i>No sooner HAD SHE entered THAN the lights went out.</i>
24	Past Perfect in reported speech (backshift of Simple Past).	<i>She said she had completed it.</i>
25	Past Perfect after wish/if only for past regret.	<i>I wish I had studied harder.</i>
26	Past Perfect in Type 3 conditionals.	<i>If she had studied, she would have passed.</i>
27	PPCont (had + been + V-ing): ongoing duration before a past point.	<i>She had been waiting for two hours when he arrived.</i>
28	will + V1: spontaneous decisions, predictions, promises, offers.	<i>I will help you. It will rain.</i>

29	shall + V1 with I/We for formal suggestions and offers.	<i>Shall I open the window?</i>
30	be going to: prior intention or evidence-based prediction.	<i>It is going to rain. (look at the clouds)</i>
31	Time clauses (when/before/after/until/as soon as): Simple Present for future — NOT will.	<i>When she arrives, I will call. (NOT: will arrive)</i>
32	Conditional clauses (if/unless): Simple Present for Type 1.	<i>If it rains, we will cancel.</i>
33	Type 2 conditional: if + Simple Past → would + V1.	<i>If she knew, she would tell us.</i>
34	Type 2: Use 'were' for all persons (formal/standard).	<i>If I were you. If she were here.</i>
35	Type 3 conditional: if + Past Perfect → would + have + V3.	<i>If he had tried, he would have succeeded.</i>
36	Mixed conditional: if + Past Perfect → would + V1 (present result).	<i>If she had studied, she would be a doctor now.</i>
37	used to + V1: past habits AND states.	<i>She used to live here. He used to be shy.</i>
38	would + V1 (past): repeated past ACTIONS only — NOT states.	<i>He would sing every evening. (NOT: would be shy)</i>
39	wish + Simple Past/were: unreal present wish.	<i>I wish I knew. I wish she were here.</i>
40	wish + Past Perfect: regret about the past.	<i>I wish I had accepted the offer.</i>
41	It is high time + Simple Past (subjunctive).	<i>It is high time she left.</i>
42	Would rather + Simple Past for someone else's action.	<i>I would rather she came tomorrow.</i>

43	Future Perfect: will + have + V3 — completed before future point.	<i>By Friday, she will have submitted it.</i>
44	Future Perfect Continuous: will + have + been + V-ing — duration to future point.	<i>By June, she will have been teaching here for a decade.</i>
45	Backshift rule: reporting verb past → all tenses shift one step back.	<i>said → was, has done → had done, will → would.</i>

PRACTICE QUESTIONS — 60 TOTAL

PART 1 — ALL 60 QUESTIONS

CATEGORY 1 — SPOT THE MISTAKE (Q1–Q15)

Task: Each sentence contains one or more tense errors. Identify every error, correct it, and provide the grammatical reason.

- Q1.** She has received the job offer last Thursday and has accepted it immediately.
- Q2.** By the time the committee reaches a final verdict, the defendants have been waiting for more than eighteen months.
- Q3.** He is knowing the location of the missing files, but he refuses to disclose it to anyone.
- Q4.** The professor was explaining a complex theorem when a student suddenly stands up and objects.
- Q5.** If the authorities will implement the new regulation, pollution levels will drop significantly.
- Q6.** They have been waiting since two hours for the results to be announced.
- Q7.** No sooner she had submitted the assignment than the system crashed and lost all the data.
- Q8.** After the director spoke, the team realises the severity of the crisis.
- Q9.** I am here since nine in the morning and nobody has informed me of the change in schedule.
- Q10.** He told his colleague that he has completed the audit and submitted it to the management.

- Q11.** Until the laboratory will receive the samples, no testing can commence.
- Q12.** She has been working as a consultant before she joined the permanent staff last year.
- Q13.** By this time tomorrow, they complete their five-hundred-kilometre journey across the desert.
- Q14.** Hardly he sat down when the fire alarm went off and everyone had to evacuate immediately.
- Q15.** The scientist, who has been born in a remote village, went on to win the most prestigious award in her field.

CATEGORY 2 — FILL IN THE RIGHT WORD (Q16–Q30)

Task: Select the most grammatically precise option. More than one answer may appear plausible — reason through each carefully.

- Q16.** By the time the inspector arrived at the scene, the suspect _____ without a trace.
- () is appeared
 - () as disappeared
 - () ad disappeared
 - () as disappearing
- Q17.** She _____ the same route to work every day since the new metro line opened last year.
- () ook
 - () as been taking
 - () akes
 - () as taking
- Q18.** The committee _____ the revised proposal for three weeks, and a decision is expected by Friday.
- () eviws
 - () as reviewed
 - () ad been reviewing
 - () as been reviewing

Q19. As soon as the chairman _____ the session, all members must submit their feedback.

- () ill close
- () loses
- () losed
- () s closing

Q20. He _____ abroad for six years before he returned to his hometown to start his own enterprise.

- () ived
- () ad been living
- () as been living
- () as living

Q21. The children _____ in the garden when the sudden hailstorm forced them back indoors.

- () lay
- () ad been playing
- () ere playing
- () ave played

Q22. By next March, this hospital _____ free medical camps in this district for a full decade.

- () ill conduct
- () ill have been conducting
- () as been conducting
- () ill be conducting

Q23. She _____ a major project since the beginning of this financial year and expects to complete it by December.

- () anages
- () anaged

- () as been managing
- () as managing

Q24. I _____ over the proposal for two hours when I realised I had been referring to an outdated version.

- () ave been poring
- () as poring
- () ad been poring
- () ored

Q25. Unless the company _____ its pricing strategy immediately, it risks losing its entire market share.

- () ill revise
- () evised
- () evises
- () s revising

Q26. At this time last week, the negotiators _____ the final terms of the trade agreement in Geneva.

- () inalised
- () ere finalising
- () ad finalised
- () ave been finalising

Q27. If only she _____ the warning signs earlier, the situation might not have spiralled so badly.

- () ecognised
- () as recognised
- () ad recognised
- () ould recognise

Q28. The director said he _____ the script for over two years before finally being satisfied with it.

- () as been rewriting
- () ad been rewriting
- () as rewriting
- () ewrote

Q29. Provided the funding _____, the research will be expanded to cover three additional regions.

- () s approved
- () ill be approved
- () as been approved
- () as approved

Q30. By the time the presentation begins, I _____ to every delegate individually.

- () ill speak
- () m speaking
- () ill have spoken
- () ill be speaking

CATEGORY 3 — CHOOSE THE CORRECT SENTENCE (Q31–Q45)

Task: Only one sentence in each group is grammatically correct. Identify it. In Part 2, explain why all incorrect options fail.

Q31. Which of the following sentences is grammatically correct?

- (A) The summit has concluded last Friday with a joint statement signed by all parties.
- (B) The summit concluded last Friday with a joint statement signed by all parties.
- (C) The summit was concluded last Friday with a joint statement signing by all parties.
- (D) The summit had concluded last Friday with a joint statement signed by all parties.

Q32. Which of the following sentences is grammatically correct?

- (A) She is working at this organisation since she graduated from university.
- (B) She works at this organisation since she graduated from university.

- (C) She has been working at this organisation since she graduated from university.
- (D) She was working at this organisation since she graduated from university.

Q33. Which of the following sentences is grammatically correct?

- (A) No sooner did the speaker finish than the audience erupted into applause.
- (B) No sooner the speaker finished than the audience erupted into applause.
- (C) No sooner had the speaker finished when the audience erupted into applause.
- (D) No sooner the speaker had finished than the audience erupted into applause.

Q34. Which of the following sentences is grammatically correct?

- (A) If she had known the consequences, she would not take that decision.
- (B) If she had known the consequences, she would not have taken that decision.
- (C) If she would have known the consequences, she would not have taken that decision.
- (D) If she has known the consequences, she will not take that decision.

Q35. Which of the following sentences is grammatically correct?

- (A) By next January, they are living in the new house for exactly three years.
- (B) By next January, they will live in the new house for exactly three years.
- (C) By next January, they will have been living in the new house for exactly three years.
- (D) By next January, they have lived in the new house for exactly three years.

Q36. Which of the following sentences is grammatically correct?

- (A) He said that he will complete the assignment by the end of the week.
- (B) He said that he would complete the assignment by the end of the week.
- (C) He says that he will completed the assignment by the end of the week.
- (D) He said that he has completed the assignment by the end of the week.

Q37. Which of the following sentences is grammatically correct?

- (A) She told me she has just returned from an international conference in Vienna.
- (B) She told me she had just returned from an international conference in Vienna.
- (C) She told me she just returned from an international conference in Vienna.
- (D) She told me she was just returning from an international conference in Vienna.

Q38. Which of the following sentences is grammatically correct?

- (A) The team is playing brilliantly when suddenly the captain is injured.
- (B) The team played brilliantly when suddenly the captain was injured.
- (C) The team was playing brilliantly when suddenly the captain was injured.
- (D) The team has played brilliantly when suddenly the captain was injured.

Q39. Which of the following sentences is grammatically correct?

- (A) I wish I would know the outcome before I made that commitment.
- (B) I wish I had known the outcome before I made that commitment.
- (C) I wish I knew the outcome before I made that commitment.
- (D) I wish I have known the outcome before I made that commitment.

Q40. Which of the following sentences is grammatically correct?

- (A) As soon as the management will issue the circular, employees will be notified.
- (B) As soon as the management issues the circular, employees will be notified.
- (C) As soon as the management issued the circular, employees will be notified.
- (D) As soon as the management is issuing the circular, employees will be notified.

Q41. Which of the following sentences is grammatically correct?

- (A) Hardly she had completed her speech than a heated question was raised from the floor.
- (B) Hardly had she completed her speech when a heated question was raised from the floor.
- (C) Hardly had she completed her speech than a heated question was raised from the floor.
- (D) Hardly she completed her speech when a heated question was raised from the floor.

Q42. Which of the following sentences is grammatically correct?

- (A) It is high time the administration addresses the infrastructure deficit in this region.
- (B) It is high time the administration is addressing the infrastructure deficit in this region.
- (C) It is high time the administration addressed the infrastructure deficit in this region.
- (D) It is high time the administration has addressed the infrastructure deficit in this region.

Q43. Which of the following sentences is grammatically correct?

- (A) She has been appointed as director in 2019 and transformed the organisation completely.
- (B) She was appointed as director in 2019 and transformed the organisation completely.
- (C) She is appointed as director in 2019 and transformed the organisation completely.
- (D) She had been appointed as director in 2019 and transformed the organisation completely.

Q44. Which of the following sentences is grammatically correct?

- (A) The patient's condition is improving steadily after the surgery that was performed last Monday.
- (B) The patient's condition improves steadily after the surgery that was performing last Monday.
- (C) The patient's condition improved steadily after the surgery that has been performed last Monday.
- (D) The patient's condition had improved steadily after the surgery that performed last Monday.

Q45. Which of the following sentences is grammatically correct?

- (A) If I was in her position, I will handle the crisis very differently.
- (B) If I were in her position, I will handle the crisis very differently.
- (C) If I were in her position, I would handle the crisis very differently.
- (D) If I was in her position, I would handle the crisis very differently.

CATEGORY 4 — ANALYSE, REWRITE & EXPLAIN (Q46–Q60)

Task: Deep grammatical analysis — paragraph correction, clause-level diagnosis, competing rules, rewriting for precision, and structural justification.

Q46. Correct all tense errors in the following passage and justify each correction: "The archaeologist, who has been born in a coastal town, develops a passion for ancient history early in life. She was studying at a university when she first discovers the ruins that would define her career. By the time her findings are published, she works on the site for three years. When the journal will release her paper, the academic world will be stunned."

Q47. Rewrite the following five sentences in reported speech. For each: name the tense in direct speech, the tense used in reported speech, and the backshift rule applied. (i) 'I am preparing for the annual review.' (ii) 'We have resolved the issue.' (iii) 'She will submit the report by Friday.' (iv) 'They were conducting the inspection when the alarm sounded.' (v) 'You must complete the form before midnight.'

Q48. The following sentences use 'used to' or 'would.' Identify any errors and correct them, explaining the rule violated: (i) When she was young, she would be very shy. (ii) He used to walk to school every day. (iii) They would own a farmhouse in the hills. (iv) She used to love painting but no longer has the time.

Q49. Distinguish between the following sentences. Explain the difference in meaning, the tense used in each, and when each would be appropriate: (a) She has been living in Delhi for five years. (b) She lived in Delhi for five years. (c) She had been living in Delhi for five years before she moved abroad. (d) She will have been living in Delhi for five years by December.

Q50. Analyse the conditional logic in the following sentences. Identify the conditional type, state the error (if any), and rewrite correctly: (i) If she will work harder, she will get a promotion. (ii) If he studied, he would have passed. (iii) If I was the CEO, I would restructure the board. (iv) Had they invested wisely, they would be millionaires now. (v) Unless she would apologise, he will not speak to her.

Q51. Identify and correct all tense errors in this passage (there are six): "The investigation, which began three months ago, has revealed several inconsistencies. The primary suspect, who the police has been monitoring since January, was arrested last week. He told investigators that he did not know about the scheme, but documents that was recovered earlier proved otherwise. By the time the trial begins, the prosecution will prepare its case for over four months."

- Q52.** Write a single paragraph of five sentences that uses FIVE different tenses from at least three tense groups (present, past, future). Underline each main verb or verb phrase, label its tense, and justify each choice in terms of the logical time relationship expressed.
- Q53.** Explain in detail the difference between: (a) 'When I arrived, she left.' (b) 'When I arrived, she was leaving.' (c) 'When I arrived, she had left.' (d) 'When I arrived, she had been leaving for hours.' State the tense, its implication for timing/sequence/duration, and what each sentence tells the reader about the relationship between the two events.
- Q54.** A student writes: 'By the time she realises her mistake, it is too late to do anything.' The student insists this is correct. Is the student right? If not, identify the conflict, state the grammatical rules at play, and provide the correctly rewritten sentence with full justification.
- Q55.** Rewrite the following active sentences in passive voice, maintaining the EXACT same tense. Also name the tense of the passive construction: (i) The board is reviewing the annual report. (ii) She had completed the assignment before the deadline. (iii) They will have submitted the tender by Thursday. (iv) The technicians have been testing the equipment for two weeks. (v) He was writing the programme when the power failed.
- Q56.** Explain the 'no sooner...than' and 'hardly/scarcely...when' structures: (a) State the full structural rule for each. (b) Explain why inversion is required. (c) Write two correct sentences for each structure. (d) Identify and correct the errors in: (i) 'No sooner the results were declared than the celebration began.' (ii) 'Hardly had he begun his speech when the audience had started to leave.'
- Q57.** Transform the following direct speech sentences into reported speech. Apply all required changes — tense backshift, pronoun changes, and time/place adverb changes: (i) 'I will see you here tomorrow,' she said to him. (ii) 'We have been waiting since this morning,' the passengers complained. (iii) 'She left the office two hours ago,' the receptionist informed me. (iv) 'You must submit this form today,' the officer told us. (v) 'I was working on the project when the system crashed,' he explained.

Q58. The following sentence contains a 'mixed conditional': 'If she had accepted the scholarship, she would be studying at Oxford now.' (a) Identify the tense in the if-clause and the main clause. (b) Explain why this is called a 'mixed conditional.' (c) What does the sentence tell us about the past condition and its present consequence? (d) Write two more original mixed conditional sentences with analysis.

Q59. Correct and analyse the following paragraph. Identify each error, name the tense that should have been used, and explain the rule: "She is working for the organisation since 2015. Last year, the company promotes her to a senior role, which she accepted gratefully. She told her mentor that she is deeply committed to the organisation's goals. By the end of this year, she completes a decade of service."

Q60. Construct a grammatically flawless complex-compound sentence containing SEVEN different tense forms. For each verb/verb phrase: (a) underline it, (b) name the tense, (c) justify why that tense is the correct choice given the logical sequence of events. The sentence must describe a coherent series of events across multiple time frames.

PART 2 — ALL 60 ANSWERS

Full explanations for every question. For MCQs: why the correct option is right AND why each wrong option fails.

CATEGORY 1 — SPOT THE MISTAKE: Answers (Q1–Q15)

Q1 — Ans: Corrected: She received the job offer last Thursday and accepted it immediately.

Two errors: (1) 'has received' — Present Perfect with specific past-time adverb 'last Thursday.' Rule: PP is incompatible with definite past-time expressions. Change to Simple Past 'received.' (2) 'has accepted' — same logic; 'immediately' reinforces the completed past moment. Change to Simple Past 'accepted.' The entire event is anchored to 'last Thursday,' so both verbs must be Simple Past.

Q2 — Ans: Corrected: By the time the committee reaches a final verdict, the defendants will have been waiting for more than eighteen months.

Error: 'have been waiting' — Present Perfect Continuous in a future time scenario. The sentence describes a future situation: the waiting will still be ongoing when the verdict is reached (a future event). The time clause 'by the time the committee reaches' uses Simple Present (correct). The main clause requires Future Perfect Continuous 'will have been waiting' to express the duration of waiting up to that future point.

Q3 — Ans: Corrected: He knows the location of the missing files, but he refuses to disclose it to anyone.

Error: 'is knowing' — 'know' is a stative verb expressing a mental state. Stative verbs are NEVER used in continuous forms. Rule 6. The correct form is Simple Present 'knows.' The word 'right now' or 'currently' cannot force continuous usage onto a stative verb.

Q4 — Ans: Corrected: The professor was explaining a complex theorem when a student suddenly stood up and objected.

Error: 'stands up' — Simple Present in a past-narrative context. The sentence is set in the past ('was explaining'). The interrupting action must be Simple Past: 'stood up.' Similarly, 'objects' should be 'objected.' Both interrupting actions must be Simple Past (sudden, short, completed).

Q5 — Ans: Corrected: If the authorities implement the new regulation, pollution levels will drop significantly.

Error: 'will implement' in the if-clause. Rule 48: Type 1 conditional clauses use Simple Present after 'if,' not future. 'If + Simple Present → will + V1.' The main clause 'will drop' is correct. Change 'will implement' to 'implement.'

Q6 — Ans: Corrected: They have been waiting for two hours for the results to be announced.

Error: 'since two hours' — 'since' marks a starting point (a specific time/event), not a duration. 'Two hours' is a duration. Rule: use 'for' with durations. Change 'since two hours' to 'for two hours.' The tense (Present Perfect Continuous) is correct.

Q7 — Ans: Corrected: No sooner had she submitted the assignment than the system crashed and lost all the data.

Error: 'she had submitted' — when 'no sooner' begins the sentence, INVERSION is mandatory. The auxiliary must come before the subject. Correct structure: 'No sooner + HAD + SUBJECT + V3 + THAN + Simple Past.' Change to 'No sooner HAD SHE submitted than the system crashed.'

Q8 — Ans: Corrected: After the director spoke, the team realised the severity of the crisis.

Error: 'realises' — Simple Present in a past narrative context. The action of realising occurred after the director spoke — both events are in the past. Change 'realises' to 'realised.' Tense consistency in past narrative must be maintained.

Q9 — Ans: Corrected: I have been here since nine in the morning and nobody has informed me of the change in schedule.

Error: 'am here' — Present Continuous ('am here') cannot be used with 'since' to express an action linking a past starting point to the present. The correct tense is Present Perfect 'have been here.' 'Since nine in the morning' anchors the action in the past; the speaker is still there now. The rest of the sentence is correct.

Q10 — Ans: Corrected: He told his colleague that he had completed the audit and submitted it to the management.

Error: 'has completed' — in reported speech, when the reporting verb is past ('told'), the verb in the reported clause must backshift. Present Perfect ('has completed') becomes Past Perfect ('had completed'). This is the tense-backshift rule for indirect speech.

Q11 — Ans: Corrected: Until the laboratory receives the samples, no testing can commence.

Error: 'will receive' — 'until' is a time conjunction. Rule 47: time clauses referring to future events use Simple Present, not future. Change 'will receive' to 'receives.' The main clause 'can commence' correctly uses a modal for the future result.

Q12 — Ans: Corrected: She had been working as a consultant before she joined the permanent staff last year.
Error: 'has been working' — Present Perfect Continuous suggests the action continues to the present. However, the sentence specifies 'before she joined... last year' — both events are in the past. The consulting was ongoing BEFORE she joined. Past Perfect Continuous ('had been working') correctly expresses the duration of an action that was ongoing before another past event.

Q13 — Ans: Corrected: By this time tomorrow, they will have completed their five-hundred-kilometre journey across the desert.

Error: 'complete' — Simple Present used in a future context. 'By this time tomorrow' is a future deadline before which the journey will be completed. Future Perfect 'will have completed' is required. Simple Present or Simple Future cannot express completion before a future point.

Q14 — Ans: Corrected: Hardly had he sat down when the fire alarm went off and everyone had to evacuate immediately.

Error: 'he sat down' — when 'Hardly' begins the sentence, INVERSION is mandatory. Correct structure: 'Hardly + HAD + SUBJECT + V3 + WHEN + Simple Past.' Change to 'Hardly HAD HE sat down when the fire alarm went off.' Also note: 'Hardly/Scarcely...WHEN' (not 'than'). The rest of the sentence is correct.

Q15 — Ans: Corrected: The scientist, who was born in a remote village, went on to win the most prestigious award in her field.

Error: 'has been born' — birth is a completed past event with no ongoing relevance; it requires Simple Past: 'was born.' Moreover, 'has been born' (Present Perfect) is grammatically unusual and never appropriate for birth. Additionally, 'been born' in Present Perfect would imply an ongoing state, which is impossible. Simple Past 'was born' is universally correct for describing birth.

CATEGORY 2 — FILL IN THE RIGHT WORD: Answers (Q16–Q30)

Q16 — Ans: Answer: C) had disappeared

The inspector's arrival is the past reference point. The disappearance happened BEFORE the arrival — two past events with the earlier one in Past Perfect. A) 'disappeared' (Simple Past) is possible but loses the sequence clarity. B) 'has disappeared' is Present Perfect — wrong for a past narrative. D) 'was disappearing' is Past Continuous — implies it was in progress at the time of arrival, not completed.

Q17 — Ans: Answer: B) has been taking

'Since the new metro line opened last year' establishes a past starting point; the action is still ongoing. Present Perfect Continuous is required. A) 'took' = completed past action (finished). C) 'takes' = simple habit, cannot express duration from a past starting point. D) 'was taking' = past continuous, implies the action is no longer happening.

Q18 — Ans: Answer: D) has been reviewing

'For three weeks' is the duration; 'a decision is expected by Friday' implies the reviewing is ongoing (still happening). Present Perfect Continuous correctly links the past starting point to the present ongoing activity. A) 'reviews' = simple present routine, not ongoing duration. B) 'has reviewed' = completed — contradicted by the fact that no decision has been reached yet. C) 'had been reviewing' = past perfect continuous — implies the reviewing stopped at some past point.

Q19 — Ans: Answer: B) closes

Rule 47: 'as soon as' is a time conjunction. In time clauses referring to future events, Simple Present is used, NOT future. A) 'will close' violates the time-clause rule. C) 'closed' is Simple Past — wrong time frame (the event hasn't happened yet). D) 'is closing' is Present Continuous — implies the action is already in progress, not conditional on a future moment.

Q20 — Ans: Answer: B) had been living

He lived abroad (continuously, for six years) BEFORE he returned — the earlier past action was ongoing up to the later past event. Past Perfect Continuous (had + been + V-ing) expresses ongoing duration before a

past reference point. A) 'lived' = Simple Past — loses the duration/ongoing aspect. C) 'has been living' = Present Perfect Continuous — implies still living abroad, contradicts 'returned.' D) 'was living' = Past Continuous — can imply the action was in progress at the moment of return, but does not emphasise the six-year duration clearly.

Q21 — Ans: Answer: C) were playing

'When the sudden hailstorm forced them back' is the short interrupting past event. The children's playing was the ongoing background activity. Past Continuous (were playing) is required. A) 'play' = Simple Present — wrong time frame. B) 'had been playing' = Past Perfect Continuous — implies the playing was completed before the storm; the sentence suggests it was interrupted, not already done. D) 'have played' = Present Perfect — wrong time frame.

Q22 — Ans: Answer: B) will have been conducting

'By next March' is a specific future deadline. The camps will have been conducted continuously for ten years by that point — emphasising ongoing duration up to a future point. Future Perfect Continuous is required. A) 'will conduct' = Simple Future — no completion or duration. C) 'has been conducting' = Present Perfect Continuous — cannot be used for a future reference. D) 'will be conducting' = Future Continuous — describes action in progress at a future moment, not the ten-year duration.

Q23 — Ans: Answer: C) has been managing

'Since the beginning of this financial year' is the past starting point; 'expects to complete it by December' implies the management is still ongoing. Present Perfect Continuous. A) 'manages' = Simple Present routine. B) 'managed' = past completed action. D) 'was managing' = Past Continuous — implies the action is no longer happening.

Q24 — Ans: Answer: C) had been poring

The poring over the proposal was in continuous progress BEFORE the realisation (a past moment). This requires Past Perfect Continuous. A) 'have been poring' = Present Perfect Continuous — wrong time frame (the action is already past). B) 'was poring' = Past Continuous — shows the action was ongoing but does not

emphasise the two-hour duration before the realisation. D) 'pored' = Simple Past — loses the duration and ongoing nature.

Q25 — Ans: Answer: C) revises

Rule 48: 'unless' is a conditional conjunction equivalent to 'if not.' In conditional clauses (Type 1), Simple Present is used — NOT future. A) 'will revise' violates the conditional-clause rule. B) 'revised' is Simple Past — inappropriate for a present/future condition. D) 'is revising' = Present Continuous — implies the action is already happening, removing the conditional meaning.

Q26 — Ans: Answer: B) were finalising

'At this time last week' specifies a precise past moment. An action in progress at a specific past moment uses Past Continuous. A) 'finalised' = Simple Past — completed action, not ongoing at a moment. C) 'had finalised' = Past Perfect — implies the action was completed before that time. D) 'have been finalising' = Present Perfect Continuous — wrong time frame (this is a past moment, not connected to the present).

Q27 — Ans: Answer: C) had recognised

'If only' expresses regret about the past. Rule 40: 'if only + Past Perfect' = regret about a past event that did not happen. She did not recognise the warning signs, and now regrets it. A) 'recognised' = Simple Past, used with 'wish/if only' for PRESENT unreal wishes, not past regret. B) 'has recognised' = Present Perfect — grammatically incorrect after 'if only.' D) 'would recognise' — 'would' after 'if only' expresses future wishes/annoyances, not past regret.

Q28 — Ans: Answer: B) had been rewriting

The director's rewriting was an ongoing process BEFORE the moment he was satisfied (a past event). Past Perfect Continuous. A) 'has been rewriting' = Present Perfect Continuous — implies he is still rewriting, contradicted by 'finally being satisfied.' C) 'was rewriting' = Past Continuous — does not emphasise the two-year duration. D) 'rewrote' = Simple Past — loses the continuous aspect and duration.

Q29 — Ans: Answer: A) is approved

'Provided the funding is approved' — 'provided' is a conditional conjunction. Rule 48: conditional clauses use Simple Present for Type 1 conditions (future reference). A) 'is approved' = correct. B) 'will be approved' — violates the conditional-clause rule (no 'will' in conditional clause). C) 'has been approved' = Present Perfect — implies it is already approved, removing the conditional nature. D) 'was approved' = Simple Past — wrong time frame.

Q30 — Ans: Answer: C) will have spoken

'By the time the presentation begins' is the future reference point. The speaking to delegates will be completed before that point. Future Perfect ('will have spoken') is required. A) 'will speak' = Simple Future — no completion implied. B) 'am speaking' = Present Continuous for near future — cannot express completion before a future point. D) 'will be speaking' = Future Continuous — action in progress at a future moment, not completed before it.

CATEGORY 3 — CHOOSE THE CORRECT SENTENCE: Answers (Q31–Q45)

Q31 — Ans: Correct Answer: (B)

B is correct. 'Last Friday' is a specific past-time adverb. Simple Past ('concluded') is required. A: 'has concluded' = Present Perfect with 'last Friday' — violates Rule 12 (PP incompatible with specific past-time adverbs). C: 'was concluded' is passive Past Continuous; 'signing' should be 'signed' — double error. D: 'had concluded' = Past Perfect — requires a reference past event that came after it; none is present.

Q32 — Ans: Correct Answer: (C)

C is correct. 'Since she graduated' = past starting point; still working there now. Present Perfect Continuous ('has been working') is required. A: 'is working since' — Present Continuous cannot be used with 'since.' B: 'works since' — Simple Present cannot express duration from a past point. D: 'was working since' — Past Continuous cannot be used with 'since' for an ongoing-to-present action.

Q33 — Ans: Correct Answer: (A)

A is correct. 'No sooner + Past Perfect (inverted) + THAN + Simple Past.' A: 'No sooner DID the speaker FINISH THAN the audience erupted' — correct inversion with Simple Past (did + V1) and 'than.' B: No inversion ('the speaker finished') — wrong. C: 'had finished...WHEN' — 'no sooner' requires 'than,' not 'when.' D: 'the speaker had finished' — no inversion.

Q34 — Ans: Correct Answer: (B)

B is correct. Type 3 conditional: If + Past Perfect → would + have + V3. She did not know; therefore she did not take that decision (correctly). A: 'would not take' — main clause should be 'would not have taken' (Type 3 result). C: 'would have known' — NEVER use 'would have' in the if-clause. D: 'has known...will not take' — Type 1 structure used for what should be a Type 3 (past hypothetical).

Q35 — Ans: Correct Answer: (C)

C is correct. 'By next January' = future deadline. Three-year stay will be ongoing up to that point — Future Perfect Continuous ('will have been living') emphasises duration. A: 'are living' = Present Continuous — cannot express future duration. B: 'will live' = Simple Future — does not capture duration or completion. D: 'have lived' = Present Perfect — cannot be used for a future reference point.

Q36 — Ans: Correct Answer: (B)

B is correct. Reporting verb 'said' (past) → backshift. 'will complete' → 'would complete.' A: 'will complete' — no backshift applied after past reporting verb. C: 'will completed' — grammatically malformed ('will' + past participle is invalid). D: 'has completed' — Present Perfect → should backshift to Past Perfect 'had completed.' Also implies the completion happened before the speech, which changes the meaning.

Q37 — Ans: Correct Answer: (B)

B is correct. Reporting verb 'told me' (past) → backshift. 'has just returned' (Present Perfect) → 'had just returned' (Past Perfect). A: 'has just returned' — no backshift. C: 'just returned' — Simple Past in reported

clause after past reporting verb is technically possible ONLY if the event is treated as clearly past; however, 'has just returned' in the direct form demands backshift. D: 'was just returning' — wrong backshift; Present Perfect does not become Past Continuous.

Q38 — Ans: Correct Answer: (C)

C is correct. 'Was playing' (Past Continuous) = ongoing background action; 'was injured' (Simple Past passive) = the interrupting event. A: 'is playing...is injured' — Simple Present/present-tense in a past-narrative context; wrong tense throughout. B: 'played brilliantly when suddenly the captain was injured' — 'played' (Simple Past) implies the playing was complete when the injury occurred, losing the 'in progress' meaning. D: 'has played...was injured' — Present Perfect with a past-narrative Simple Past creates an inconsistent tense mix.

Q39 — Ans: Correct Answer: (B)

B is correct. 'Wish + Past Perfect' = regret about a past event that did not happen. She did not know the outcome before making the commitment, and now regrets it. A: 'would know' — 'wish + would' expresses future wishes or present annoyances, not past regret. C: 'knew' — 'wish + Simple Past' expresses an UNREAL PRESENT wish (she doesn't know right now); the context clearly refers to a past event. D: 'have known' — ungrammatical after 'wish'; should be Past Perfect.

Q40 — Ans: Correct Answer: (B)

B is correct. 'As soon as' is a time conjunction. Rule 47: Simple Present in time clauses for future events. A: 'will issue' — violates the time-clause rule. C: 'issued' — Simple Past implies the circular was already issued in the past; the sentence is about a future event. D: 'is issuing' — Present Continuous implies the action is already in progress, removing the future conditional meaning.

Q41 — Ans: Correct Answer: (B)

B is correct. 'Hardly + Past Perfect (inverted) + WHEN + Simple Past.' B: 'Hardly HAD SHE completed...WHEN a question was raised' — correct inversion with 'had' before subject; correct conjunction 'when.' A: No inversion ('she had completed') and wrong conjunction 'than' — 'hardly' pairs with

'when/before,' not 'than.' C: 'Hardly had she completed...THAN' — inversion is correct, but 'than' is wrong with 'hardly'; must be 'when.' D: No inversion ('she completed') — wrong.

Q42 — Ans: Correct Answer: (C)

C is correct. 'It is high time + Simple Past (subjunctive)' — the Simple Past here has a subjunctive function and does NOT refer to past time; it expresses urgency about the present. A: 'addresses' — Simple Present is not the subjunctive form required after 'it's high time.' B: 'is addressing' — Present Continuous is incorrect after 'it's high time.' D: 'has addressed' — Present Perfect is incorrect; the action hasn't happened yet.

Q43 — Ans: Correct Answer: (B)

B is correct. '2019' is a specific past year. Simple Past ('was appointed') is required for a completed past action at a specific time. 'transformed' is also Simple Past — correct. A: 'has been appointed in 2019' — Present Perfect with specific past year violates Rule 12. C: 'is appointed' — Simple Present for a past event is wrong unless historic present is being deliberately used (not the case here). D: 'had been appointed in 2019' — Past Perfect implies something happened after it in the same narrative; nothing does in this sentence.

Q44 — Ans: Correct Answer: (A)

A is correct. 'The patient's condition is improving' = Present Continuous for an ongoing change around now. 'was performed last Monday' = Simple Past for a specific completed past event. A is fully consistent. B: 'was performing' — wrong; surgery is performed ON someone (passive), not actively performing. C: 'has been performed last Monday' — PP with 'last Monday' violates Rule 12. D: 'had improved' — Past Perfect suggests the improvement stopped at some point; 'performed' (active, not passive) is also wrong.

Q45 — Ans: Correct Answer: (C)

C is correct. Type 2 conditional (hypothetical present): If + Simple Past/were → would + V1. The speaker is not the CEO (unreal). C uses 'were' (formal/standard subjunctive) and 'would handle' — perfect Type 2 structure. A: 'was...will handle' — mixes Type 2 if-clause with Type 1 main clause result; inconsistent conditional type. B: 'were...will handle' — correct if-clause but 'will' instead of 'would' in main clause is wrong

for Type 2. D: 'was...would handle' — 'was' instead of 'were'; in formal/standard grammar, 'were' is required for all persons in Type 2 conditionals.

CATEGORY 4 — ANALYSE, REWRITE & EXPLAIN: Answers (Q46–Q60)

Q46 — Ans: Corrected passage — four errors identified:

Original: 'The archaeologist, who has been born in a coastal town, develops a passion for ancient history early in life. She was studying at a university when she first discovers the ruins that would define her career. By the time her findings are published, she works on the site for three years. When the journal will release her paper, the academic world will be stunned.' Error 1: 'has been born' → 'was born.' Birth is a one-time completed event; Simple Past is mandatory. 'Has been born' implies the action has relevance to the present, which is illogical for birth. Error 2: 'develops' → 'developed.' Past narrative tense. Simple Present breaks consistency. Error 3: 'discovers' → 'discovered.' Past Continuous ('was studying') establishes the past context; the interrupting action must be Simple Past. Error 4: 'she works on the site for three years' → 'she had been working on the site for three years.' 'By the time her findings are published' (a future reference point in the narrative) means the work was ongoing up to that point — Past Perfect Continuous in a narrative past context, or if treated as a future scenario: 'she will have been working...' Error 5: 'When the journal will release' → 'When the journal releases.' Time clause with future reference: Simple Present, not 'will.'

Corrected: 'The archaeologist, who was born in a coastal town, developed a passion for ancient history early in life. She was studying at a university when she first discovered the ruins that would define her career. By the time her findings were published, she had been working on the site for three years. When the journal releases her paper, the academic world will be stunned.'

Q47 — Ans: Reported speech transformations:

(i) Direct: 'I am preparing for the annual review.' (Present Continuous) → Reported: 'She said she was preparing for the annual review.' Backshift: Present Continuous → Past Continuous. (ii) Direct: 'We have resolved the issue.' (Present Perfect) → Reported: 'They said they had resolved the issue.' Backshift: Present Perfect → Past Perfect. (iii) Direct: 'She will submit the report by Friday.' (Simple Future — will) →

Reported: 'He said she would submit the report by Friday.' Backshift: will → would. (iv) Direct: 'They were conducting the inspection when the alarm sounded.' (Past Continuous + Simple Past) → Reported: 'He explained that they had been conducting the inspection when the alarm sounded.' Backshift: Past Continuous → Past Perfect Continuous. The Simple Past ('sounded') may remain as Simple Past or shift to Past Perfect depending on whether the reporter clarifies the sequence further. (v) Direct: 'You must complete the form before midnight.' (must — obligation) → Reported: 'The officer said we had to complete the form before midnight.' Backshift: must (obligation) → had to. Time adverb 'midnight' remains (or 'that midnight' if the time of reporting is different).

Q48 — Ans: Error analysis for 'used to' and 'would':

(i) 'When she was young, she would be very shy.' ERROR. 'Would' can only express past HABITUAL ACTIONS, not past states. 'Be shy' is a state, not a repeated action. Correct: 'She used to be very shy.' Rule: 'would + V1' is NOT used for past states. (ii) 'He used to walk to school every day.' CORRECT. 'Used to' correctly expresses a past habit (action) that no longer continues. (iii) 'They would own a farmhouse in the hills.' ERROR. 'Own' is a stative verb of possession — it cannot be used with 'would' for past habits. Correct: 'They used to own a farmhouse in the hills.' Rule: 'would' cannot be used with possession verbs. (iv) 'She used to love painting but no longer has the time.' CORRECT. 'Used to' + stative verb 'love' is acceptable — 'used to' can express both past habits and past states, unlike 'would.'

Q49 — Ans: Analysis of four sentences about living in Delhi:

(a) 'She has been living in Delhi for five years.' — Present Perfect Continuous. She still lives in Delhi now. The five-year period extends from past to present. The focus is on the ongoing duration. Use when: she is currently a Delhi resident. (b) 'She lived in Delhi for five years.' — Simple Past. She no longer lives in Delhi. The five years are a closed, completed chapter. Use when: she has since moved away. This sentence implies the Delhi chapter is over. (c) 'She had been living in Delhi for five years before she moved abroad.' — Past Perfect Continuous. Establishes the duration of an ongoing past action (living in Delhi) before another past event (moving abroad). The five years are anchored to a past reference point (moving abroad). Use when narrating events in the past sequence. (d) 'She will have been living in Delhi for five years by December.' — Future Perfect Continuous. By December (a future deadline), five years of continuous living will have accumulated. Emphasises duration up to a future point. Use when projecting into the future.

Q50 — Ans: Conditional analysis:

(i) 'If she will work harder, she will get a promotion.' ERROR. Type 1 conditional: if-clause requires Simple Present, not 'will.' Corrected: 'If she works harder, she will get a promotion.' (ii) 'If he studied, he would have passed.' ERROR. Mixed conditional types: 'studied' (Simple Past) is Type 2 if-clause structure; 'would have passed' is Type 3 result structure. They are incompatible. Type 2 result: 'would pass.' Type 3 structure: 'If he had studied, he would have passed.' Corrected (Type 3): 'If he had studied, he would have passed.' (iii) 'If I was the CEO, I would restructure the board.' NEAR-CORRECT but formally wrong. 'Was' should be 'were' in formal/standard usage for Type 2 conditionals. Corrected: 'If I were the CEO, I would restructure the board.' (iv) 'Had they invested wisely, they would be millionaires now.' CORRECT. This is a Mixed Conditional: Past Perfect in the if-clause (inverted — no 'if': 'Had they...' = 'If they had...'); 'would + V1' in the main clause refers to a present result. Past cause → present consequence. (v) 'Unless she would apologise, he will not speak to her.' ERROR. 'Unless' = conditional conjunction. Conditional clauses take Simple Present (Type 1), not 'would.' Corrected: 'Unless she apologises, he will not speak to her.'

Q51 — Ans: Six errors in the passage identified and corrected:

Original: 'The investigation, which began three months ago, has revealed several inconsistencies. The primary suspect, who the police has been monitoring since January, was arrested last week. He told investigators that he did not know about the scheme, but documents that was recovered earlier proved otherwise. By the time the trial begins, the prosecution will prepare its case for over four months.' Error 1: 'has been monitoring' — the police (plural) → 'have been monitoring.' Subject-verb agreement error in the perfect tense. Error 2: 'documents that was recovered' — 'documents' is plural → 'were recovered.' Subject-verb agreement in passive voice. Error 3: 'will prepare' — 'By the time the trial begins' is a future reference point. The preparation will be completed over four months before that point. Requires Future Perfect Continuous: 'will have been preparing.' Simple Future 'will prepare' does not capture the four-month duration or completion. Note: 'has revealed' (Present Perfect) is correct — no specific past time stated. 'began three months ago' modifies the investigation's start (it is a relative clause fact), not a trigger for Simple Past in the main clause. However, if a strict reading treats 'three months ago' as anchoring the entire sentence to the past, then 'revealed' would be required — this is a point of interpretive dispute; both readings are defensible. Corrected: '...the prosecution will have been preparing its case for over four months.'

Q52 — Ans: Sample paragraph with five tenses:

"Although she has studied linguistics for six years [Present Perfect — action with present relevance; she is currently qualified], she was initially reluctant to pursue it professionally [Simple Past — completed past attitude at a specific past period], because she had always imagined herself as an engineer [Past Perfect — belief that existed even earlier, before the reluctance]. Today, she is building a remarkable career as a computational linguist [Present Continuous — ongoing activity around the present moment], and by 2030, she will have published three landmark research papers in the field [Future Perfect — completed before the specified future point of 2030]." Justification of each: Present Perfect = a past action whose effects are visible now (her six-year study has made her qualified today). Simple Past = a specific completed past attitude. Past Perfect = an even earlier belief, prior to the Simple Past moment. Present Continuous = the ongoing current career development. Future Perfect = a future completion before a future deadline.

Q53 — Ans: Analysis of four 'when I arrived' sentences:

(a) 'When I arrived, she left.' — Both Simple Past. Implies a SEQUENTIAL relationship: she left immediately after/because I arrived. The two events are distinct completed actions in sequence. No overlap. (b) 'When I arrived, she was leaving.' — Simple Past + Past Continuous. She was in the process of leaving when I arrived. There is OVERLAP — my arrival caught her mid-departure. She may or may not have completed leaving after I arrived. (c) 'When I arrived, she had left.' — Simple Past + Past Perfect. She had already left BEFORE I arrived. The leaving was complete. I arrived and found her gone. These events do NOT overlap — there is a gap between her departure and my arrival. (d) 'When I arrived, she had been leaving for hours.' — Simple Past + Past Perfect Continuous. She had been in the process of leaving for an extended period before I arrived. Emphasises the extended duration of the departure process. Unusual but grammatically valid — perhaps she was packing, saying goodbyes, preparing to leave for hours.

Q54 — Ans: Analysis of 'By the time she realises her mistake, it is too late':

The student is PARTIALLY right but misses a critical detail. The sentence is grammatically valid in one context: if the speaker is narrating a habitual or general truth (zero conditional / general present): 'By the time she realises her mistake, it is always too late' — here both verbs are Simple Present and the statement is a

general truth. HOWEVER, if the sentence refers to a SPECIFIC future scenario (she will make a mistake at some specific future time), then: (1) 'by the time she realises' = time clause with future reference → Simple Present is correct (Rule 47). (2) 'it is too late' = Simple Present in the result clause would be correct ONLY in a zero conditional. For a specific future prediction, the result clause should use 'will be': 'By the time she realises her mistake, it will be too late.' Corrected (specific future): 'By the time she realises her mistake, it will be too late to do anything.'

Q55 — Ans: Passive voice with tense identification:

(i) Active: 'The board is reviewing the annual report.' → Passive: 'The annual report is being reviewed by the board.' Tense: Present Continuous Passive (is/am/are + being + V3). (ii) Active: 'She had completed the assignment before the deadline.' → Passive: 'The assignment had been completed (by her) before the deadline.' Tense: Past Perfect Passive (had + been + V3). (iii) Active: 'They will have submitted the tender by Thursday.' → Passive: 'The tender will have been submitted (by them) by Thursday.' Tense: Future Perfect Passive (will + have + been + V3). (iv) Active: 'The technicians have been testing the equipment for two weeks.' → Passive: 'The equipment has been being tested by the technicians for two weeks.' Tense: Present Perfect Continuous Passive (has/have + been + being + V3). Note: This form is grammatically correct but extremely rarely used in practice. An acceptable alternative: 'The equipment has been under testing by the technicians for two weeks.' (v) Active: 'He was writing the programme when the power failed.' → Passive: 'The programme was being written (by him) when the power failed.' Tense: Past Continuous Passive (was/were + being + V3).

Q56 — Ans: No sooner...than and Hardly/Scarcely...when — full analysis:

STRUCTURAL RULES: 'No sooner + HAD + SUBJECT + V3 + THAN + Subject + Simple Past.' The conjunction after 'no sooner' is ALWAYS 'than,' never 'when.' 'Hardly/Scarcely + HAD + SUBJECT + V3 + WHEN/BEFORE + Subject + Simple Past.' The conjunction after 'hardly/scarcely' is 'when' or 'before,' never 'than.' WHY INVERSION? These are emphatic negative adverbials. In English, when a negative or restrictive adverb begins a sentence, subject-auxiliary inversion is grammatically required (similar to 'Never have I seen...' or 'Rarely does she...'). The 'had' precedes the subject. CORRECT EXAMPLES: 'No sooner had she stepped outside than the storm began.' | 'No sooner had he read the message than he rushed out.' 'Hardly had the guests arrived when the lights failed.' | 'Scarcely had she spoken before the room fell silent.' ERROR

CORRECTIONS: (i) 'No sooner the results were declared than the celebration began.' → 'No sooner WERE THE RESULTS DECLARED than the celebration began.' Missing inversion (auxiliary 'were' before subject 'the results'). (ii) 'Hardly had he begun his speech when the audience had started to leave.' → 'Hardly had he begun his speech when the audience started to leave.' The 'when' clause should use Simple Past ('started'), not Past Perfect ('had started'). Past Perfect in the 'when' clause is incorrect; the leaving is the RESULT, not the prior event.

Q57 — Ans: Reported speech — full transformations with all changes:

(i) Direct: 'I will see you here tomorrow,' she said to him. → Reported: She told him (that) she would see him there the following day. Changes: will → would (backshift); I → she (pronoun); you → him (pronoun); here → there (place adverb); tomorrow → the following day (time adverb). (ii) Direct: 'We have been waiting since this morning,' the passengers complained. → Reported: The passengers complained that they had been waiting since that morning. Changes: have been waiting → had been waiting (Present Perfect Continuous → Past Perfect Continuous); We → they; this morning → that morning. (iii) Direct: 'She left the office two hours ago,' the receptionist informed me. → Reported: The receptionist informed me that she had left the office two hours before/previously. Changes: left → had left (Simple Past → Past Perfect); two hours ago → two hours before/previously. (iv) Direct: 'You must submit this form today,' the officer told us. → Reported: The officer told us that we had to submit that form that day. Changes: must (obligation) → had to; You → we; this form → that form; today → that day. (v) Direct: 'I was working on the project when the system crashed,' he explained. → Reported: He explained that he had been working on the project when the system crashed / had crashed. Changes: was working → had been working (Past Continuous → Past Perfect Continuous); the system crashed may remain or shift to had crashed; I → he.

Q58 — Ans: Mixed conditional analysis:

Sentence: 'If she had accepted the scholarship, she would be studying at Oxford now.' (a) If-clause tense: Past Perfect ('had accepted'). Main clause tense: would + be + V-ing (Conditional Present Continuous). (b) Why 'mixed'? A pure conditional uses the SAME type throughout both clauses. Here, the if-clause uses the Past Perfect structure of Type 3 (unreal past condition), but the main clause uses 'would + V1' structure of Type 2 (unreal present result). The two clauses belong to DIFFERENT conditional types — hence 'mixed.' (c) What the sentence means: In the past, she did not accept the scholarship (unreal past condition). The

present consequence of that past non-action is: she is not studying at Oxford now (unreal present result). The sentence connects a past regret to a present reality. (d) Two original mixed conditional sentences: 'If he had taken that position, he would be the director now.' (He did not take it in the past → he is not the director today.) 'If they had signed the agreement last year, they would be operating in international markets now.' (They did not sign → they are not in international markets today.)

Q59 — Ans: Paragraph error correction with analysis:

Original: 'She is working for the organisation since 2015. Last year, the company promotes her to a senior role, which she accepted gratefully. She told her mentor that she is deeply committed to the organisation's goals. By the end of this year, she completes a decade of service.' Error 1: 'is working...since 2015' → 'has been working...since 2015.' Rule: Present Continuous cannot be used with 'since' for an action linking past to present. Present Perfect Continuous is required. Error 2: 'promotes' → 'promoted.' 'Last year' is a specific past-time adverb. Simple Present is wrong; Simple Past is required. Error 3: 'she is deeply committed' in reported clause after past reporting verb 'told' → 'she was deeply committed.' Backshift: Present Simple → Past Simple (or may remain if it is still true and the speaker intends to highlight that). Error 4: 'she completes a decade' → 'she will have completed a decade.' 'By the end of this year' is a future deadline. The ten-year service will be completed before that point. Future Perfect is required. Corrected: 'She has been working for the organisation since 2015. Last year, the company promoted her to a senior role, which she accepted gratefully. She told her mentor that she was deeply committed to the organisation's goals. By the end of this year, she will have completed a decade of service.'

Q60 — Ans: Complex-compound sentence with seven tenses:

"By the time this report is reviewed [Simple Present — time clause, future reference, Rule 47], the analysts will have been examining the data for six weeks [Future Perfect Continuous — duration up to a future reference point], though they had already identified the key trends before the committee met last Thursday [Past Perfect — earlier of two past events; Simple Past for the later past event], and the findings are now shaping [Present Continuous — action ongoing at this moment] the policy that she has been drafting [Present Perfect Continuous — action started in the past, still ongoing] since the crisis began [Simple Past — the specific past starting point], a crisis that will ultimately be remembered as the turning point [Simple Future — prediction/general future statement] in the organisation's history." Verb-by-verb justification: (1) 'is

reviewed' — Simple Present in time clause referring to future (mandatory after 'by the time'). (2) 'will have been examining' — Future Perfect Continuous: six weeks of analysis ongoing until the future moment of review. (3) 'had already identified' — Past Perfect: identification happened before the committee meeting (later event). (4) 'met' — Simple Past: the committee meeting is a specific completed past event ('last Thursday'). (5) 'are shaping' — Present Continuous: the findings are actively influencing policy right now; temporary, current, in-progress. (6) 'has been drafting' — Present Perfect Continuous: the drafting began in the past (since the crisis) and is still ongoing. (7) 'began' — Simple Past: the crisis had a specific starting point (a completed past event). (8) 'will be remembered' — Simple Future: a prediction about the future.

