

**TOP**

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**Tenses**

**Rules**

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**Rule: 1** - A **tense** shows the **time of an action or event** -----

**Example:** She **plays** the piano.

**Rule: 2** - The **present simple tense** is used for **daily habits** and routines ----- **Example:** I **wake up** at 6 a.m.

**Rule: 3** - The **present simple** is also used for **universal truths** ----- **Example:** The sun **rises** in the east.

**Rule: 4** - The **present continuous tense** is used for actions happening now ----- **Example:** She **is reading** a book.

**Rule: 5** - **Present continuous** is also used for **temporary actions** ----- **Example:** He **is working** in London this month.

**Rule: 6** - Use **present continuous** for **future plans** -----

**Example:** We **are meeting** them tomorrow.

**Rule: 7 - Present perfect tense** connects **past actions to the present** ----- **Example:** I **have seen** that movie.

**Rule: 8 - Present perfect** is used for **life experiences** -----

**Example:** She **has visited** Paris twice.

**Rule: 9 - Present perfect continuous** is used for **actions started in the past and continuing now** ----- **Example:** I **have been studying** for three hours.

**Rule: 10 - Use present perfect continuous** to **show how long something has been happening** ----- **Example:** He **has been working** here since 2018.

**Rule: 11 - Past simple tense** is used for **finished actions in the past** ----- **Example:** We **watched** a movie yesterday.

**Rule: 12 - Use past simple** for a **specific point in the past** -----

- **Example:** She **visited** New York in 2010.



**Rule: 13 - Past continuous** is used for **actions happening at a specific time in the past** ----- **Example:** I **was cooking** at 7 p.m.

**Rule: 14 - Use past continuous** for interrupted actions -----

**Example:** I **was sleeping** when the phone rang.

**Rule: 15 - Past perfect tense** is used for **actions completed before another past action** ----- **Example:** She **had left** before I arrived.

**Rule: 16 - Use past perfect** to show the **earlier of two past actions** ----- **Example:** They **had eaten** before the show started.

**Rule: 17 - Past perfect continuous** shows an **ongoing action before another past event** ----- **Example:** We **had been walking** for hours before we stopped.

**Rule: 18** - Use **past perfect continuous** for the **cause of something in the past** ----- **Example:** She was tired because she **had been working** all night.

**Rule: 19** - **Future simple tense** is used for **predictions** -----  
**Example:** It **will rain** tomorrow.

**Rule: 20** - Use **future simple** for **instant decisions** -----  
**Example:** I **will call** you later.

**Rule: 21** - **Future simple** is also **used for promises** -----  
**Example:** I **will help** you.

**Rule: 22** - **Future continuous** is used for **actions happening at a specific time in the future** ----- **Example:** This time next week, I **will be travelling**.

**Rule: 23** - Use **future continuous** for **polite questions about plans** ----- **Example:** Will you **be joining** us for dinner?

**Rule: 24** - **Future perfect** is used for **actions completed before a certain future time** ----- **Example:** By 2026, I will have graduated.

**Rule: 25** - **Future perfect continuous** shows an **ongoing action up to a specific future moment** ----- **Example:** By December, I **will have been working** here for five years.

**Rule: 26** - Use **"going to"** for **planned future actions** ----- **Example:** We **are going to visit** our grandparents.



**Rule: 27** - Use "**going to**" for predictions based on evidence ---

---- **Example:** Look at those clouds! It **is going to rain**.

**Rule: 28** - **Present simple** can be used for **fixed future schedules** ----- **Example:** The train **leaves** at 8 a.m.

**Rule: 29** - Use "**shall**" for **formal offers and suggestions** (British English) ----- **Example:** **Shall** we dance?

**Rule: 30** - Use "**will**" for **willingness and voluntary actions** --  
----- **Example:** She **will lend** you her book.

**Rule: 31** - **Continuous tenses** use "**be**" + **verb-ing form** -----

**Example:** They **are playing** football.

**Rule: 32** - **Perfect tenses** use "**have/has/had**" + **past participle** ----- **Example:** She **has finished** her homework.

**Rule: 33 - Perfect continuous tenses** use "have/has/had been" + verb-ing ----- **Example:** He **has been reading** all day.

**Rule: 34 -** Never use **present perfect** with **specific past time expressions** ----- **Example:**

**Incorrect:** I have seen him yesterday.

**Correct:** I **saw** him yesterday.

**Rule: 35 -** Use **simple past** instead of **present perfect for completed past time events** ----- **Example:** She went to the store this morning.

**Rule: 36 -** Use **continuous tenses** to describe **background actions** ----- **Example:** The kids **were playing** while I cooked.



**Rule: 37** - Use **simple tenses** for main events in a sequence ----- **Example:** I **woke up**, **brushed** my teeth, and **left**.

**Rule: 38** - Avoid **overusing continuous tenses** when not necessary ----- **Example:** Say "I **understand**" not "I am understanding."

**Rule: 39** - "**For**" is used to show duration; "**since**" is used for the starting point ----- **Example:** I have lived here **for** 5 years / **since** 2010.

**Rule: 40** - **Time clauses** with "**when**" in the **future use present tense** ----- **Example:** I will call you when I **arrive**.

**Rule: 41** - Use **past simple** with "**when**" for **completed past events** ----- **Example:** I was happy when I **won** the prize.

**Rule: 42** - **Future** in the **past** is shown with "**would**" -----

**Example:** He said he **would help** me.

**Rule: 43** - **Past habits** can be expressed with "**used to**" -----

-- **Example:** I **used to** play football.

**Rule: 44** - "**Would**" can also **express past habits in**

**storytelling** ----- **Example:** Every summer, we **would** go to the lake.

**Rule: 45** - **Avoid double future forms** in a **sentence** -----

**Example: Incorrect:** I will be going to meet her. **Correct:** I **will meet** her.

**Rule: 46** - In **conditional sentences**, use **correct tense sequence** ----- **Example:** If it **rains**, we **will stay** inside.

**Rule: 47** - Use "**be about to**" for immediate future actions - ----- **Example:** I **am about to** leave.

**Rule: 48** - Use "**be to**" for formal future arrangements ----- **Example:** The president **is to** visit tomorrow.

**Rule: 49** - Use **past continuous** for **polite enquiries about the past** ----- **Example:** I **was wondering** if you could help me.

**Rule: 50** - Use **simple tense** for headlines to make them more direct ----- **Example:** "Scientists **discover** new planet."