



Active and Passive Voice

Definition of Tense

- Tense is a form of a verb that shows the time of an action.
- There are three main tenses:
 - Present
 - Past
 - Future

Types of Present Tense

There are four forms of Present Tense:

1. Simple Present
2. Present Continuous
3. Present Perfect
4. Present Perfect Continuous

1. Simple Present Tense

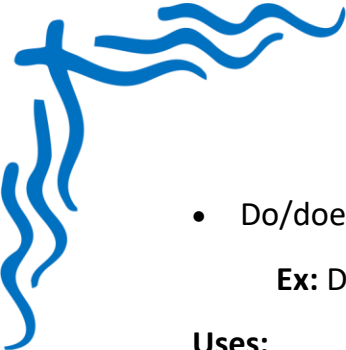
Formation:

Subject Type	Verb Form	Example
I/we/you/they/plural nouns	root verb	I eat. / They study.
he/she/it/singular nouns	root verb + s/es	He eats. / She writes.

Negative Form:

- Do/does + not + base verb
Ex: He does not study. We do not eat.

Question Form:



- Do/does + subject + base verb

Ex: Does she dance? Do they play?

Uses:

- Habitual/repeated actions: I brush my teeth daily.
- General truths/universal facts: The sun rises in the east.
- Permanent states: She lives in Delhi.
- Proverbs: A stitch in time saves nine.
- Professional activities: Doctors treat patients.

2. Present Continuous Tense

Formation:

Subject Type	Verb Form	Example
I	am + verb + ing	I am eating.
we/you/they/plurals	are + verb + ing	They are reading.
he/she/it/singulars	is + verb + ing	She is writing.

Negative Form:

- am/is/are + not + verb + ing

Ex: She is not reading.

Question Form:

- Am/Is/Are + subject + verb + ing

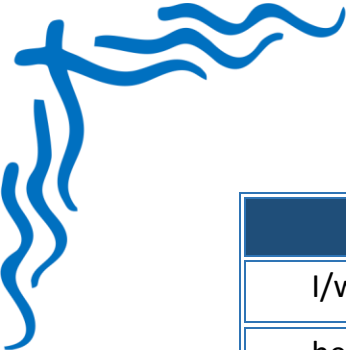
Ex: Are you playing?

Uses:

- Actions happening right now: I am typing.
- Temporary actions: She is staying with her aunt these days.

3. Present Perfect Tense

Formation:



Subject Type	Verb Form	Example
I/we/you/they/plurals	have + past participle	We have gone.
he/she/it/singular nouns	has + past participle	He has eaten.

Negative Form:

- has/have + not + past participle

Ex: They have not played.

Question Form:

- Has/Have + subject + past participle

Ex: Have you seen the movie?

Uses:

- Recently completed actions: She has just arrived.
- Actions starting in past and continuing: I have known him for years.

Time Markers:

- Just, already, yet, never, ever, since, for
 - I have already finished my work.
 - He has lived here for 10 years.

Present Perfect Continuous Tense

Formation:

Subject Type	Verb Form	Example
All subjects	has/have + been + verb + ing	She has been reading.

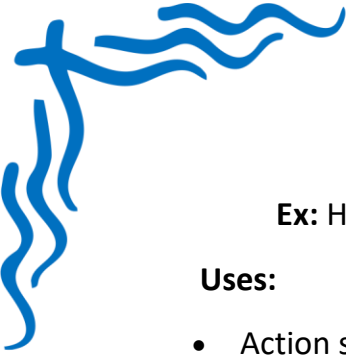
Negative Form:

- has/have + not + been + verb + ing

Ex: I have not been working.

Question Form:

- Has/Have + subject + been + verb + ing



Ex: Have you been studying?

Uses:

- Action started in the past and is still continuing:
- They have been waiting since 10 a.m.

Verbs Not Used in Present Continuous Tense

Certain verbs typically do not take continuous form:

- **Verbs of Emotion:**
 - love, hate, like, prefer, respect
- **Verbs of Thinking:**
 - know, believe, understand, guess, suppose
- **Verbs of Senses:**
 - see, hear, smell, taste
- **Possession Verbs:**
 - own, belong, possess
- **Other Common Ones:**
 - seem, appear, measure

Examples & Practice (As in Textbook)

Fill in the Blanks Example:

1. She (**find**) a job → She has found a job.
2. He (**wait**) since morning → He has been waiting.

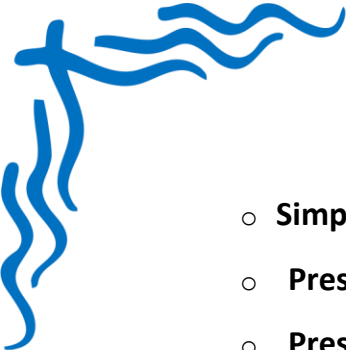
Proverbs for Matching:

A bad workman → blames his tools

An empty vessel → makes much noise

Summary: Points to Remember

- **Tense** = Time of action
- Present Tense has 4 types:



- **Simple Present** – for habits
- **Present Continuous** – for ongoing action
- **Present Perfect** – for completed actions with relevance
- **Present Perfect Continuous** – for ongoing past actions