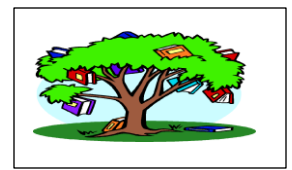


Toward Better Literacy: Reference Outlines



Verb Tense and Aspect

Major rule: *Make a time line that uses a point of reference to the main action. Keep the tense the same for all action/being at the same point or area on that line.*

There are only two tenses that affect the verb alone: past and present
All the other tenses, around 30, use auxiliary or helping verbs.

The Six Basic Tenses

	<u>Example</u>	<u>Use</u>
1. Simple present tense:	We work.	Action or being right now
2. Present perfect	We have worked.	Begun and continuing
3. Simple past	We worked.	Completed
4. Past perfect	We had worked.	Completed before
5. Future	We will work.	Promises?
6. Future perfect	We will have worked.	For sure

The difficulty in sequencing is with perfect tenses, which add an auxiliary to the past participle.

Auxiliaries

“Be” “Can” “Do” “May”	These are common auxiliaries
“Must” “Ought” “Should”	Duty or Obligation
“Shall” “Will”	Certainty
“Has” “Have” and “Had”	Seen above- forms tenses

Present Progressive

Uses the present participle (-ing)

Action

We are working

State

We are suffering

Past Progressive

Over time

We were working

Interrupted

We were working when...

Present Perfect Progressive

Began in the past, going on, and may continue

We have been studying, but have not finished.