

TENSE	POSITIVE	NEGATIVE	QUESTION	USE	KEY WORDS
Simple Present	I play tennis on Mondays.	They don't (do not) work in New York.	Does she know him?	Permanent or long-lasting situations, Regular habits and daily routines, Facts, Feelings, Opinions and states of mind, Timetables and schedules	usually, always, often, sometimes, on Saturdays, at weekends, rarely, on occasion, never, seldom
Simple Past	She went to Paris last week.	They didn't (did not) drive to work.	Where did she get that hat?	Finished past actions, definite past	last (week, year, night), yesterday, ago, in 1987, when I was a child.
Simple Future	I'll (will) meet you at the airport tomorrow.	He won't (will not) be able to come.	Will they visit us soon?	Decisions made at the moment about the future, future predictions, future promises, offers	as soon as, when, before, after
Present Continuous	He's (is) working at the moment.	They aren't (are not) coming this evening.	What are you doing?	Things that are happening now, at the moment, Actions happening in a period <i>around</i> the present moment in time, Future plans and arrangements	at the moment, now, today, this week, this month, tomorrow, next week (for future arrangements), currently
Past Continuous	I was watching TV when you called.	He wasn't (was not) working when she arrived.	What were you doing when I called?	Interrupted past action, action happening at a specific moment in time in the past.	
Future with Going to	He's (is) going to fly to Boston next week.	They're (are) not going to invite the Browns.	Where are you going to stay?	Future intent or planned action More	next (week, month, year), tomorrow, in X's time (amount of time, i.e. two week's time), in + year, time clauses (when, as soon as, before, after) + simple present (example: I will telephone as soon as I arrive.) soon
Present Perfect	I've (have) seen Mick three times this week.	She hasn't (has not) been to New York.	How long have you worked at Smith's?	Giving or asking for news or recent events, Past actions with results in the present, Life experience, Unfinished actions (action still in progress),	for (with a period of time), since (with an exact point in time), ever, never, yet, already, this week (month, year)
Past Perfect	I'd (had) already eaten before they came.	She hadn't (had not) been to Rome before that trip.	Had you ever seen such a crazy lady before that?	To express an action that happens before another action in the past.	