**Tenses**

**Simple present**

*Use:* For statements characterising a person, thing, etc. as such. For expressing habitual actions and for statements that are always true.

*He loves golf.* · *I work for BMW.* · *There is no such thing as a unicorn.*

**Present continuous**

*Use:* For an action that is going on at a present moment in time or during a present period of time. (With always) Expressing annoyance at a repeated or ongoing action that bothers you.

*I'm reading a book by Bernard Shaw.* · *He's always bragging about his job.*

**Present perfect**

*Use:* For an action that has taken place during a period of time that started in the past and extends right up to the present.

*I have known him for five years.* · *I have never seen anything like that.*

**Present perfect continuous**

*Use:* For an action that has been going on during a period of time that started in the past and extends right up to the present.

*I have been waiting for two hours.* · *It has been raining the last couple of days.*

**Simple past**

*Use:* For an action, or successive actions, that took place at a moment in time or period of time that is definitely terminated in the past.

*My mother met Queen Victoria.* · *He had an accident and died a week later.*

**Past continuous**

*Use:* For an action that was going on at a past moment in time or during a past period of time.

*I was watching the telly when you called.* · *I was living in Berlin during that time.*

**Past perfect**

*Use:* For an action that had taken place during a period of time that had started before a certain time in the past and extended right up to it.

*He had been a local councillor for years before he was elected mayor.*

**Past perfect continuous**

*Use:* For an action that had been going on during a period of time that had started before a certain time in the past and extended right up to it.

*I had been waiting for him for two hours when he finally came home.*

**Future forms**

* [will]

*Use:* For general predictions whose probability the speaker need not care much about. For spontaneous decisions to do something in the future.

*I'll see you tomorrow!* · *Don't bother calling a taxi, I'll drive you.*

* [going to]

*Use:* For future actions that you can see some evidence for. For actions involving some planning, actual or imaginary.

*I'm going to kill that bastard.* · *The neighbours have bought some building materials, I think they're going to put up a shed.*

* Present continuous

*Use:* For appointments or other arrangements (usually with another person) in the future.

*I'm taking my girlfriend to the cinema tonight.* · *I'm going to the dentist tomorrow.*

* Simple present

*Use:* For future actions that are beyond the control of the speaker, e.g. official or scheduled actions.

*My flight leaves at 10 o'clock on Sunday morning.* · *The new shop opens on Monday.*