

INTERNATIONAL INDIAN SCHOOL BURAI DAH

Worksheet for the Academic Year (2026-27)

CLASS: XI

SUBJECT: ENGLISH

DATE: 10.05.2026

TOPIC : TENSES

Tense indicates the time of action or a state of being in the past, present or future. The continuation or the completion of the work is also indicated by the tense.

Tenses can be divided into the following types.

1. PRESENT TENSE
2. PAST TENSE
3. FUTURE TENSE

Present Tense

The present tense is used to refer to an action or state of being at the time of speaking.

Simple Present Tense / Present Indefinite Tense

The **simple present tense** is used:

- to show a habitual action
Example: He reads the newspaper daily
- to express a universal truth
Example: All the planets of the solar system revolve round the sun.
- to express an action that takes place at present or at the time of speaking
Example: Rita plays near the swings.
- to show a future event that is already planned
Example: The Commonwealth Games begin next month.
- to indicate professional activities, rituals, likes and dislikes
Examples: Bengalis celebrate Durga Puja with great fervour.
He enjoys paneer tikka.
- to write headlines for newspaper reports
Example: Tsunami devastates Japan.
- in proverbs which state some permanent truth
Example: A stitch in time saves nine.
- to express natural processes/qualities or activities related to any profession
Examples: Green vegetables are rich in fibre.

Acrobats show various tricks to entertain spectators.

Structure of the sentence in Simple Present tense-

Affirmative	Subject + Verb First Form + s/es + Object (Singular) Subject + Verb First Form + Object (Plural)
Negative	Subject + do/does + not + Verb First Form + Object.
Interrogative	Do/does + Subject + Verb First Form + object + ?

Present Continuous Tense

The **present continuous tense** is used:

- to indicate an action which is still going on at the time of speaking
Example: The boy is playing here.
- to express an action which is taking place but is not going on at the time of speaking
Example: I am attending yoga classes these days.
- to show an action which is expected to take place
Example: The director is visiting our school tomorrow.

- to refer to a definite plan in future

Example: She is buying a car next week.

Structure of the sentence in Present Continuous tense-

Affirmative	Subject + is/am/are + Verb First Form + ing + object
Negative	Subject + is/am/are + not + Verb First Form + ing + Object.
Interrogative	Is/am/are + Subject + Verb First Form + ing + Object + ?

Present Perfect Tense

The [present perfect tense](#) is used:

- to express an action completed in the past but linked with the present

Example: The traffic police have declared a heavy penalty for those who violate traffic rules.

- to express an action that began in the past and is continuing in the present

Example: She has lived in this house for ten years.

- to express an action that has just been completed

Example: She has just finished her project.

- to express past events for which the exact time is not given

Example: We have fulfilled our responsibility.

- to refer to news

Example: The President has pardoned some convicted criminals.

Structure of the sentence in Present perfect tense-

Affirmative	Subject + has + Verb Third Form + Object (Singular) Subject + have + Verb Third Form + Object (Plural)
Negative	Subject + has/have + not + Verb Third Form + Object.
Interrogative	Has/Have + Subject + Verb Third Form + object + ?

Present Perfect Continuous Tense

The [present perfect continuous tense](#) is used:

- to emphasise the continuity of an action that began in the past and is still going on at the time of speaking

Examples: She has been driving this car for years.

They have been living in this apartment for a long time.

- to express an action that finished a short while ago

Example: They have been playing cricket since morning.

Structure of the sentence in Present continuous tense is as follows-

Affirmative	Subject + has been + Verb First Form + ing + Object (Singular) Subject + have been + Verb First Form + ing + Object (Plural)
Negative	Subject +has/have + not been + Verb First Form + ing + Object + for/since + period/time.
Interrogative	Has/have + subject + been + Verb First Form + ing + Object + for/since + period/time + ?

Past Tense

The past tense expresses an action that has already taken place or refers to a state of being that existed before the time of speaking.

Simple Past Tense / Past Indefinite Tense

The **simple past tense** is used:

- to express a past habit
Example: I went to bed early when I was in school.
- to express an action that was completed before the time of speaking
Example: The dancers performed well.
- to express an action that took place over a period of time in the past
Example: I worked in a school from 2000 to 2002.
- to narrate a story
Example: There lived a mighty king in a huge palace.

Structure of the sentence in Simple past tense-

Affirmative	Subject + Verb Second Form + Object
Negative	Subject + did + not + Verb First Form + Object.
Interrogative	Did + Subject + Verb First Form + object + ?

Past Continuous Tense

The **past continuous tense** is used:

- to express an action going on at sometime in the past
Example: She was knitting all evening on Sunday.
- to express an action that was a habit in the past
Example: The chef was always preparing delicious food for his clients before the restaurant closed down.
- to indicate an action which had started at some time but had not ended at the time when some other action took place
Example: The lady was coughing when I entered the room.

Structure of the sentence in Past continuous tense-

Affirmative	Subject + was + Verb First Form + ing + Object (Singular) Subject + were + Verb First Form + ing + Object (Plural)
Negative	Subject + was/were + not + Verb First Form + ing + Object.
Interrogative	Was/were + Subject + Verb First Form + ing + Object + ?

Past Perfect Tense

The **past perfect tense** is used:

- to describe an action that was completed before another action took place
Example: The girls had slept before grandma returned from the market.
- as the past form of the present perfect, especially in indirect speech
Example: Rita said, "I have prepared pudding." (direct speech)
Rita said that she had prepared pudding. (indirect speech)
- to report a completed action in the past
Example: Ajay told me that he had won a prize.

Structure of the sentence in past perfect tense-

Affirmative	Subject + had + Verb Third Form + Object
Negative	Subject + had + not + Verb Third Form + Object.
Interrogative	Had + Subject + Verb Third Form + object + ?

Past Perfect Continuous Tense

The [past perfect continuous tense](#) is used:

- to show an action that had been going on before another past action
- Example: The girl had been trying to make the model of a volcano before the teacher helped her
- to show an action that was recently completed

Example: Tendulkar had been playing for two hours before he was run out.

Structure of the sentence in Past perfect continuous tense-

Affirmative	Subject + had been + Verb First Form + ing + Object
Negative	Subject + had + not been + Verb First Form + ing + Object + for/since + period/time.
Interrogative	Had + subject + been + Verb First Form + ing + Object + for/since + period/time + ?

Future Tense

The future tense refers to a state of being or an action that is expected at a certain time in the future.

Simple Future Tense

Will and shall is used with verbs in the [simple future tense](#):

- to express an action which will take place in future

Example: People will support the fight against corruption.

- to express planned or intended action in future

Example: I will pick up my friend in the afternoon.

- to refer to a general statement about the future

Example: The sensex will crumble down as the oil prices are rising.

We use going to for suggesting an intention or decision that was made earlier to do something in the near future.

Examples: The teacher is going to distribute chocolates on the occasion of Children's Day.

Sohan is going to shift to Agra next week.

We also use going to form to predict a future action when there is clear indication that it will happen.

Example: The baby is going to catch a cold because it is not wearing a cap.

Will is used:

- when we decide to do something at the time of speaking

Examples: I will have a glass of orange juice.

She will lie down for some time as she is tired

- to express something that will definitely happen, something that cannot be changed, something over which we do not have any control

Examples: The scheme will be launched next month.

The buses will not ply tomorrow due to strike.

- to express the views of the speaker

Examples: I will consult a specialist for my eye problem.

I will not go for a walk as it is very humid.

- to offer to do something

Examples: I will make a cup of coffee for the guests.

I will pay your telephone bill.

- to request somebody to do something

Example: Will you bring my bag, please?

- to promise to do something

Example: I will bring a golf set for you.

These days, shall is mainly used to ask questions, to give suggestions or to make offers. Examples: Shall I lay the table for dinner? (Offer)

Shall we take the children to the circus this Sunday? (Suggestion)

Shall we leave now? (Question)

Structure of the sentence in Simple Future tense-

Affirmative	Subject + will/shall + Verb First Form + Object
Negative	Subject + will/shall + not + Verb First Form + Object.
Interrogative	Will/Shall + Subject + Verb First Form + object + ?

Future Continuous Tense

The **future continuous tense** is used:

- to indicate an action that will be going on in future
Example: She will be joining a coaching centre for tuitions.
- to refer to a pre-scheduled future plan
Example: The manager will be meeting the new clients on Monday.
- to refer to a longer on going future action interrupted by another shorter future action
Example: Sohan will be studying when you reach home.

Structure of the sentence in future continuous tense-

Affirmative	Subject + will be/shall be + ing + Verb First Form + Object
Negative	Subject + will/shall + not be + Verb First Form + ing + Object.
Interrogative	Will/Shall + Subject + Verb First Form + ing + Object + ?

Future Perfect Tense

The **future perfect tense** is used:

- to indicate an action which will be completed before a certain time in future.
Examples: I shall have left before you return from office.
They will have finished serving food by the time you reach the restaurant.

Structure of the sentence in Future perfect tense-

Affirmative	Subject + will have/shall have + Verb Third Form + Object
Negative	Subject + will/shall +not + have + Verb Third Form + Object.
Interrogative	Will/Shall + Subject + have been + Verb First Form + object +?

Future Perfect Continuous Tense

The **future perfect continuous tense** is used:

- to refer to a long action before a particular time in future
Example: The choir will have been singing for an hour before the play starts.
- to refer to an action that will begin at a particular time in future and will continue beyond that time
Example: Sneha will have been sleeping for two hours, by the time the maid reaches the house.

- Structure of the sentence in future perfect continuous tense-

Affirmative	Subject + will have been + Verb First Form + ing + Object
Negative	Subject +will/shall + not + have been + Verb First Form + ing + Object + for/since + period/time.
Interrogative	Will/Shall + subject + have been + Verb First Form + ing + Object + for/since + period/time + ?

- **Practice Questions for Present Tense**

- **Fill in the blank with correct verb form-**

- 1. He _____ (watch) the news daily.
- 2. Aditi _____ (join) Maths coaching class.
- 3. I love _____ (watch) stars on a clear night.
- 4. Children should _____ (respect) elders.
- 5. We _____ (wait) for the train for over an hour.
- 6. I enjoy _____ (go) for a morning walk.
- 7. The teacher _____ (distribute) the question papers.
- 8. _____ (Bake) cakes takes time.
- 9. I _____ (read) the novel which my father bought last night.
- 10. She _____ (swim) because of a skin allergy.

- **Practice Questions for Past Tense-**

- 11. I _____ (listen) to music when the bell rang.
- 12. Rahul _____ (eat) some vegetables and curry for dinner.
- 13. I _____ (take) the newspaper.
- 14. They _____ (read) story books in the library.
- 15. He _____ (keeping) well for a year.
- 16. You probably _____ (fall) ill due to food poisoning.
- 17. The words _____ (speak) in a hurry.
- 18. Were they _____ (plan) to go out yesterday?
- 19. Radhika _____ (meet) all the people before she contested the election.
- 20. I _____ (leave) for the station at 8 o'clock last night.

- **Practice Questions for Future Tense-**

- 21. He _____ (visit) you soon.
- 22. They _____ (sleep) for one hour by 8 o'clock.
- 23. I _____ (bring) a calligraphy kit for you.
- 24. She _____ (write) the letter by evening.
- 25. Raman _____ (talk) to his friend over the call for thirty minutes by 6 o'clock.
- 26. Manu _____ (reach) here in a short while from now.
- 27. The fisherman _____ (row) the boat cautiously as the river seems to be rising.
- 28. The baby _____ (go) to sleep by evening.
- 29. He _____ (cycle) for about an hour by the time the sun sets.
- 30. He _____ (prepare) his speech by Tuesday.

- **Answers**

1. He watches the news daily.
2. Aditi has joined Maths coaching class.
3. I love watching stars on a clear night.
4. Children should respect elders.
5. We have been waiting for the train for over an hour.
6. I enjoy going for a morning walk.
7. The teacher has distributed the question papers.
8. Baking cakes takes time.
9. I have read the novel which my father bought last night.
10. She has not been swimming because of a skin allergy.
11. I was listening to music when the bell rang.
12. Rahul ate some vegetables and curry for dinner.
13. I had taken the newspaper.
14. They were reading story books in the library.
15. He had not been keeping well for a year.
16. You probably fell ill due to food poisoning.
17. The words were spoken in a hurry.
18. Were they planning to go out yesterday?
19. Radhika had been meeting all the people before she contested the election.
20. I left for the station at 8 o'clock last night.
21. He will be visiting you soon.
22. They will have been sleeping for one hour by 8 o'clock.
23. I will bring a calligraphy kit for you.
24. She will have written the letter by evening.
25. Raman will have been talking to his friend over the call for thirty minutes by 6 o'clock.
26. Manu will be reaching here in a short while from now.

27. The fisherman will row the boat cautiously as the river seems to be rising.
28. The baby will have gone to sleep by evening.
29. He will have been cycling for about an hour by the time the sun sets.
30. He will have prepared his speech by Tuesday.

- Use the correct form of the words given in brackets to complete the paragraph given below.
- Sachin Tendulkar _____ (love) sea food, especially fish which his mother _____ (cook). His favourite drink _____ (be) water. He _____ (enjoy) playing cricket and listening to music especially songs of Dire Straits, Sting, Kishore Kumar and Lata Mangeshkar among others. In his spare time he _____ (attend) to his family and uses his personal stereo. His favourite cricket grounds _____ (be) Sydney Cricket Ground and Wankhede Stadium. He _____ (admire) other cricketers like Wasim Akram, Sunil Gavaskar, Shane Warne, Brain Lara, Jonty Rhodes and Sanath Jayasuriya.
- **Answer:** Sachin Tendulkar loves sea food, especially fish which his mother cooks. His favourite drink is water. He enjoys playing cricket and listening to music especially songs of Dire Straits, Sting, Kishore Kumar and Lata Mangeshkar among others. In his spare time he attends to his family and uses his personal stereo. His favourite cricket grounds are Sydney Cricket Ground and Wankhede Stadium. He admires other cricketers like Wasim Akram, Sunil Gavaskar, Shane Warne, Brain Lara, Jonty Rhodes and Sanath Jayasuriya.