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| 1. **Verb Tenses**
 |  | **Affirmative** | **Negative** |  **Questions** | **Short Answer** |  | **Keywords** |
| 1. **Simple Present**
* facts
* habits
* future
* states, opinions,
 | **do** **does**  | I workShe works They work | I don’t work She doesn’t work They don’t work  | Do I Does sheDo they | ***base form***work? | Yes, she does | every day, every night, every year, every time, etc. once a week, on Fridays, always, often, usually, sometimes, rarely, seldom, never |
| 1. **Present Progressive**
* actions in progress now
* temporary actions
 | **am**  **is**  **are** | I am workingShe is working They are working  | I’m not working She’s not workingThey’re not working | Am IIs sheAre they | **ing- form**working? | Yes, she is | now, at this moment, today, this week, this year, temporarily, shhh, listen, look |
| 1. **Simple Past**
* actions at a specific time in the past
 | **did** | She worked | She didn’t work | Did she | ***base form***work? | No, she didn’t | yesterday, two days ago, last week |
| 1. **Future**
	* 1. predictions
 | **will****be going to** | She will workShe is going to  | She won’t workShe isn’t going to  | Will she Is she going to | ***base form***work? | No, she won’tNo, she isn’t | next year, soon, tomorrow |
| 1. **Past Progressive**
* actions in progress at a specific time in the past or at the time of another action
 | **Was****Were** | I was workingShe was workingThey were working | I wasn’t workingShe wasn’t workingThey weren’t working | Were youWas sheWere they | **ing- form**working? | No, she wasn’t | whileas |
| 1. **Present Perfect**
* unspecified past actions
* actions that began in the past and continues to present time
 | **have** **has** | I have workedShe has workedThey have worked | I haven’t workedShe hasn’t workedThey haven’t worked | Has sheHave they | ***past participle***worked | Yes, she has | since, foreverso farlately, recentlyup until nowyet, already |