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| 1. **Verb Tenses** |  | **Affirmative** | **Negative** | **Questions** | | **Short Answer** |  | **Keywords** |
| 1. **Simple Present**  * facts * habits * future * states, opinions, | **do**  **does** | I work  She works  They work | I don’t work  She doesn’t work  They don’t work | Do I  Does she  Do 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 working  She is working  They are working | I’m not working  She’s not working  They’re not working | Am I  Is she  Are 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 work  She is going to | She won’t work  She isn’t going to | Will she  Is she going to | ***base form***  work? | No, she won’t  No, 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 working  She was working  They were working | I wasn’t working  She wasn’t working  They weren’t working | Were you  Was she  Were they | **ing- form**  working? | No, she wasn’t | | while  as |
| 1. **Present Perfect**  * unspecified past actions * actions that began in the past and continues to present time | **have**  **has** | I have worked  She has worked  They have worked | I haven’t worked  She hasn’t worked  They haven’t worked | Has she  Have they | ***past participle***  worked | Yes, she has | | since, for  ever  so far  lately, recently  up until now  yet, already |