

APPENDIX 1

REVIEW OF VERB TENSES

1. The **PRESENT TENSE** is used to express daily habits, usual activities or general statements of fact.
 - a) I eat breakfast every morning at 10:00 o'clock.
 - b) He usually drinks coffee at the office.
 - c) The Earth is round.
2. The **PRESENT PROGRESSIVE TENSE** expresses an activity that is in progress.
 - a) She is taking a shower now.
 - b) We are answering the lessons now.
3. The **PAST TENSE** is used to talk about activities or situations that began and ended in the past.
 - a) They drove to Delaware yesterday.
 - b) The train arrived on time.
4. The **PAST PROGRESSIVE** expresses a past action that was happening when another action occurred.
 - a) I was eating lunch when he arrived.
 - b) She was walking in the park when she saw the accident.
5. The **FUTURE TENSE** is used to express an action which has not yet occurred.
 - a) **WILL plus the simple form of the verb:**
 - He will visit Tucson next week.
 - They will travel to Florida next summer.
 - b) **GOING TO plus the simple form of the verb:**
 - She is going to go to the movies tonight.



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6. The **FUTURE CONTINUOUS TENSE** is used to express future time when the sentence concerns a definite plan, a definite intention, or a definite future activity.

a) At this time next month, she will be living in New Hampshire.

7. The **PRESENT PERFECT TENSE** expresses activities that happened at some unspecified time in the past. When used with **SINCE** or **FOR** it expresses situations that began in the past and continue into the present.

- a) He has already eaten breakfast.
- b) We have visited Knotts Berry Farm many times.
- c) He has lived there since 1969.
- d) They have studied there for five months.

8. The **PRESENT PERFECT PROGRESSIVE** is used to express the duration of an activity that is in progress.

- a) Rachel has been talking to Alice for about two hours.
- b) George and Rachel have been dating since 1994.

9. The **PAST PERFECT TENSE** expresses an activity that was completed before a particular time in the past.

- a) I had eaten dinner when Bob came.
- b) We had already gone to bed when you called.

10. The **FUTURE PERFECT TENSE** is used to express a future action that will be completed before some future time.

- a) By the end of this book, they will have learned many new things.
- b) She will have left by the time you arrive.



APPENDIX 2

VERB PHRASES

1. ASK OUT... ask someone to go out on a date.
-David will ask Diane out tomorrow.
2. CALL BACK... to return a phone call.
-She called him back after receiving his message.
3. CALL OFF... cancel.
-She decided to call off the wedding.
4. CROSS OUT... draw a line through.
-He crossed out the incorrect information.
5. DO OVER... to do again, repeat.
-Alexander did his homework over because it was all wrong.
6. FIGURE OUT... find the solution to a problem.
-He couldn't figure out the problem.
7. FILL IN... complete a sentence by writing in a blank.
-Tom filled his name in the empty boxes.
8. FILL OUT... write information on a form.
-Terry filled out the job application.
9. GET ALONG... to have a good relationship.
-They get along beautifully.
10. GET OVER... to recover from a bad experience.
-It took her several weeks to get over the flu.



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11. GIVE BACK... return something.

-She gave back his ring.

12. KEEP ON... continue.

-They will keep on studying their verbs.

13. KEEP OUT... omit, prohibit an entrance.

-The security guard kept him out of the building.

14. MAKE UP... invent.

-She made up that terrible story.

15. PUT OFF... postpone

-I put off doing that report.

16. PUT OUT... extinguish (stop) a fire, a cigarette.

-The fireman put out the fire with ease.

17. SHUT OFF... stop a machine or light, turn off.

-They shut off the air conditioner because it was too cold.

18. TURN DOWN... Decrease the volume.

-We are always calling to tell them to turn down their stereo.

19. TURN UP... Increase the volume.

-The neighbors are always turning up their stereo.

20. WATCH OUT (for)... be careful

-He told me to watch out for the dogs.

