



Name: Class: Date:

Worksheet 8: C/B p. 31_A

UNIT 3: On ...duty

Grammar (Past Tenses)

Study the notes and then do the tasks that follow them.

Past Tenses

Past Simple			
Use	Example	Time expressions	
1 actions that took place at a definite time in the past	<i>We walked through the park yesterday afternoon.</i>	• then	• a year ago
2 past actions that took place one after the other	<i>Tom woke up, brushed his teeth and got dressed.</i>	• when	• in May/2014
3 past states and past habits	<i>Beth lived in Athens for two years. She often had dinner with us in those days.</i>	• yesterday	• this morning
		• last week/month	
Past Continuous			
Use	Example	Time expressions	
1 past actions that were in progress for some time	<i>I was cleaning the kitchen all morning.</i>	• when	
2 past actions that were in progress at a particular time	<i>At 8:30, the kids were walking to school.</i>	• while	
3 actions that were in progress when something happened	<i>Kevin was watching TV when we got there.</i>	• as	
4 two actions that were in progress at the same time	<i>Dad was cutting the grass while Mum was watering the flowers.</i>		
5 to describe the background to a story	<i>The sun was shining and birds were singing.</i>		

Past Habits and Past States

We can use the Past Simple and **used to** when we are talking about past habits and past states. We can also use **would** to talk about past habits, but not for past states. (This means we don't usually use **would** with stative verbs. It is also unusual to use **would** in negative sentences and questions.)

Past Habits	Past States
<i>She jogged in the park every day when she was younger.</i>	<i>James hated soup when he was a little boy.</i>
<i>She used to jog in the park every day when she was younger.</i>	<i>James used to hate soup when he was a little boy.</i>
<i>She would jog in the park every day when she was younger.</i>	NOT: <i>James would hate soup ...</i>

Note how we form the negative and question forms of **used to**:

Did Dad use to play professional football? Karen **didn't use to** like classical music.

Using Time Expressions

during – for – while

She chatted online during the game.

She chatted online for a few minutes.

She chatted online for a few minutes during the game.

She chatted online while watching the game.

ago – before

Matthew got his driving licence two years ago.

Matthew had driving lessons before he took his driving test.

Before he bought a car, Matthew learnt how to drive.

then – afterwards

Alison left school, then she started looking for a job.

Alison left school. Afterwards, she started looking for a job.

until – as soon as

We played in the garden until it got dark.

As soon as it got dark, we stopped playing and went inside.

by – until

Jackie was at school by 9:00. (She arrived at or before 9:00.)

She had lessons there until 3:00. (Her last lesson finished at 3:00.)

when

Notice the differences in meaning:

When I said hello, he laughed.

When I said hello, he was laughing.

When/While/As I was saying hello, he laughed.

When/While/As I was saying hello, he was laughing.

time + ago – it + be + time + since

We can use **since** or **ago** to say how long ago something happened.

The train arrived an hour ago.

It is an hour since the train arrived.

It has been an hour since the train arrived.

Past Perfect Simple

Use	Example	Time expressions	
1 actions that took place in the past before other past actions	<i>By the time we got to the station, the train had left.</i>	<ul style="list-style-type: none"> • after • before • since • for • when • until 	<ul style="list-style-type: none"> • as soon as • already • by • by then • by the time
2 actions that took place before a certain time in the past	<i>By 7 o'clock, Fred had finished making dinner.</i>		

Past Perfect Continuous

Use	Example	Time expressions	
1 past actions that were in progress when another action took place	<i>They hadn't been driving long when the argument started.</i>	<ul style="list-style-type: none"> • all day/week • since • for 	
2 actions that had been in progress for some time and then had visible results in the past	<i>Adam was angry because he had been waiting for an hour.</i>	<ul style="list-style-type: none"> • before • when 	

COMMON IRREGULAR VERBS

BARE FORM	PAST SIMPLE	PARTICIPLE	BARE FORM	PAST SIMPLE	PARTICIPLE
• awake	• awoke	• awoken	• hold	• held	• held
• be	• was, were	• been	• keep	• kept	• kept
• beat	• beat	• beaten	• know	• knew	• known
• become	• became	• become	• lay	• laid	• laid
• begin	• began	• begun	• lead	• led	• led
• bend	• bent	• bent	• leave	• left	• left
• bet	• bet	• bet	• lend	• lent	• lent
• bid	• bid	• bid	• let	• let	• let
• bite	• bit	• bitten	• lie	• lay	• lain
• blow	• blew	• blown	• lose	• lost	• lost
• break	• broke	• broken	• make	• made	• made
• bring	• brought	• brought	• mean	• meant	• meant
• broadcast	• broadcast	• broadcast	• meet	• met	• met
• build	• built	• built	• pay	• paid	• paid
• buy	• bought	• bought	• put	• put	• put
• catch	• caught	• caught	• read	• read	• read
• choose	• chose	• chosen	• ride	• rode	• ridden
• come	• came	• come	• ring	• rang	• rung
• cost	• cost	• cost	• rise	• rose	• risen
• cut	• cut	• cut	• run	• ran	• run
• dig	• dug	• dug	• say	• said	• said
• do	• did	• done	• see	• saw	• seen
• draw	• drew	• drawn	• sell	• sold	• sold
• drive	• drove	• driven	• send	• sent	• sent
• drink	• drank	• drunk	• sing	• sang	• sung
• eat	• ate	• eaten	• sit	• sat	• sat
• fall	• fell	• fallen	• sleep	• slept	• slept
• feel	• felt	• felt	• speak	• spoke	• spoken
• fight	• fought	• fought	• spend	• spent	• spent
• find	• found	• found	• stand	• stood	• stood
• fly	• flew	• flown	• swim	• swam	• swum
• forget	• forgot	• forgotten	• take	• took	• taken
• forgive	• forgave	• forgiven	• teach	• taught	• taught
• get	• got	• got (gotten)	• tear	• tore	• torn
• give	• gave	• given	• tell	• told	• told
• go	• went	• gone	• think	• thought	• thought
• grow	• grew	• grown	• throw	• threw	• thrown
• hang	• hung	• hung	• understand	• understood	• understood
• have	• had	• had	• wake	• woke	• woken
• hear	• heard	• heard	• win	• won	• won
• hit	• hit	• hit	• write	• wrote	• written

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Practice

Task 1

Put the verb given into the **Past Simple** or the **Past Continuous**.

1. It _____ (rain) heavily and a strong wind _____ (blow).
2. Tom and Ellen _____ (get) married exactly a year ago.
3. Yesterday at 6:00 my friends and I _____ (play) music in my basement.
4. _____ Steve _____ (study) hard when he _____ (be) in college?
5. Sara _____ (take) the scissors and _____ (cut) the ribbon on her present.
6. Dennis _____ (make) dinner when the doorbell _____ (ring).
7. The kids _____ (not be) in bed when I _____ (get) home from work last night.
8. Ted _____ (borrow) a couple of books from the library yesterday.

Task 2

Complete each sentence with a word from the list.

since, while, soon, during, then, by, ago, last

1. I was so tired that I fell asleep _____ the movie.
2. John felt better as _____ as he had something to eat.
3. My brother was playing the drums _____ I was trying to talk on the phone.
4. James finished university, and _____ set up his own business.
5. It's been three years _____ Martha graduated.
6. They got their exam results _____ Monday.
7. Dinner was ready _____ 7:00.

Task 3

Choose.

1. By the end of the last lecture, the students **were sitting/had been sitting** in that room for more than four hours.
2. When I arrived, Peter had already **eaten/been eating** half the food on his plate.
3. Tracey bought a new coat after she **had been giving/had given** her old one away to a charity shop.
4. Erin had **run/been running** around in the garden, so she was hot and tired.
5. I **hadn't seen/wasn't seeing** Ian until he waved at me.
6. By the time we **had been getting/got** home, the snow had stopped falling.



What is wrong with each of the sentences below?

- a. Did you used to drive to work every day?
- b. When Carl was a teenager, he would live in Spain.

Task 4

Put the verb given into the **Past Simple** or the **Past Perfect Simple**.

1. Simon _____ (not/be) in trouble before, so the police _____ (let) him go with a warning.
2. It _____ (be) two years ago when the earthquake _____ (hit) the town.
3. When I _____ (go) into the kitchen, there _____ (be) no pizza left. The kids _____ (eat) it all.
4. It's a long time since we last _____ (see) each other.
5. They _____ (not/can) come for dinner because they _____ (already/make) other plans.
6. Gina _____ (carry) on sleeping in the car as I _____ (try) to change the flat tyre.
7. We _____ (not/realise) how late it _____ (be) until Emma's mum _____ (come) round to pick her up.
8. By the time the teacher _____ (get) to the classroom, all of the students _____ (arrive).

Task 5

Choose **a**, **b** or **c**.

1. Abbie _____ for the same company for twenty years when she retired.
a. had been working b. has worked c. would work
2. Jennifer _____ really good at tennis when she was younger.
a. was being b. would be c. used to be
3. Mary was certain that her brother _____ her phone on purpose the day before.
a. used to break b. was breaking c. had broken
4. I spoke to her _____ a few minutes.
a. since b. during c. for
5. Kathy had returned home _____ 11:00 and was in bed when her mum came to check on her.
a. until b. by c. during
6. As soon as Gary _____ into the room, he knew his colleagues had been talking about him.
a. was walking b. had been walking c. walked
7. They _____ for half an hour before the bus came.
a. have waited b. had been waiting c. used to wait
8. Chloe didn't speak _____ the teacher asked her a question.
a. already b. during c. until

Task 6

Tick (✓) the correct sentences. Rewrite the words in colour to correct the other ones.

1. The teacher was annoyed because the boys **had been chatting** during the lesson.

2. The train **has already left** when we got to the station.

3. Ted got up, went downstairs and **would start** making breakfast.

4. Before he went to bed, Mark **had been turning** off all of the lights.

5. It is five years **when** Joyce got her degree.

6. Paul sold the car and his house. **By then**, he moved to the U.S.

Task 7

Complete the second sentence so that it has a similar meaning to the first sentence, using the word given.

1. They had lunch together every day when they worked in the same building. **used**
They _____ every day when they worked in the same building.
2. That was the first time that Beth saw the sea. **never**
Beth _____ before.
3. My parents set up their own business a decade ago. **since**
It _____ my parents set up their own business.
4. She was still packing when we arrived. **finish**
She didn't _____ after we had arrived.
5. Luke thought films like that were very frightening when he was younger. **to**
When Luke was younger, he _____ by films like that.
6. Time ran out before I could answer all of the questions. **still**
I was _____ time ran out.
7. The twins only started to enjoy playing basketball after they joined that team. **use**
Before the twins joined that team, they _____ playing basketball.
8. After an hour's search, I found my history book. **looking**
I _____ for my history book for an hour before I found it.