

Past tenses

PAST SIMPLE		PAST CONTINUOUS	
Structure	<div><div>+</div> Subj + to inf + -ed (reg: to inf-ed – irreg: 2nd column of paradigm)</div> <div><div>-</div> Subj + Aux (DO) past simple + not + to inf</div> <div><div>?</div> Aux (DO) past simple + Subj + to inf</div>	<div><div>+</div> Subj + Aux (BE) past simple + to inf + -ing</div> <div><div>-</div> Subj + Aux (BE) past simple + not + to inf + -ing</div> <div><div>?</div> Aux (BE) past simple + Subj + to inf + -ing</div>	
Use	<div>1. Finished actions with time reference > Miss Frensill set up her company in 1998.</div> <div>2. Series of actions in the past > The lab teacher turned the appliance on, checked it and said it was ok.</div> <div>3. Finished durations > Paula worked at IT Technologies Ltd. for three years when she was in her thirties.</div>	<div>1. Action happening at a certain moment in the past > The manager was holding a meeting yesterday at 4.30.</div> <div>2. Interrupted past action > Gina was working on a program when her boss called her.</div> <div>3. Contemporaneity in the past > Mr Lucas was talking to the candidate while Mr Jonas was reading his CV.</div>	
Indicators	<div>■ yesterday, last + time expression, when, time expression + ago, how long ago</div>	<div>■ this time + time expression, while</div>	

PAST PERFECT SIMPLE		PAST PERFECT CONTINUOUS	
Structure	<div><div>+</div> Subj + Aux (<i>HAVE</i>) past simple + past participle</div> <div><div>-</div> Subj + Aux (<i>HAVE</i>) past simple + past participle</div> <div><div>?</div> Aux (<i>HAVE</i>) past simple + Subj + past participle</div>	<div><div>+</div> Subj + Aux (<i>HAVE</i>) past simple + Aux (<i>BE</i>) Past Participle + to inf + -ing</div> <div><div>-</div> + Subj + Aux (<i>HAVE</i>) past simple + not + Aux (<i>BE</i>) Past Participle + to inf + -ing</div> <div><div>?</div> Aux (<i>HAVE</i>) past simple + Subj + Aux (<i>BE</i>) Past Participle + to inf + -ing</div>	
Use	<div>1. Action finished before another finished action in the past</div> <div>> When I arrived at the office, I realised I <i>had left</i> my documents at home.</div>	<div>1. Action happened over a period up to a particular past time or until shortly before it</div> <div>> When I finally left the plant, I realised I <i>had been working</i> for 11 hours straight.</div>	
Time indicators	<div>■ <i>Just, already, never</i></div> <div>■ <i>By the time, when, as soon as, after, once, until</i></div>	<div>■ <i>All + time expression, for a long time</i></div> <div>■ <i>For, since</i></div>	
<div>!!!</div>	<div>■ For sequences of actions, use the past simple</div> <div>> When the inspection <i>started</i>, everybody <i>took out</i> their documents, <i>signed</i> a privacy form, and <i>left</i> the office.</div>		

1 Complete the second halves of the sentences using a *past simple* tense and a *past continuous* tense.

- When Ms Lamint arrived at the airport,
 - the company driver (wait) for her.
 - she (hire) a car.
- While Joe was driving to work this morning,
 - a taxi (have) an accident right in front of him.
 - his friend (fly) to Madrid on holiday.
- We left the building,
 - because the fire alarm (ring).
 - and we (cross) the street to go to the bank.



- The electrician was fixing a faulty appliance
 - and his colleague (check) the wires.
 - when his colleague (turn) the mains switch on.

2 Complete the sentences with either the *past perfect simple* or *continuous* tense.

- The factory was empty because everyone (leave).
- The technicians arrived late because they (run into) a workers' rally.
- When we moved our plants here in Canberra, we (stay) in Perth for 15 years.
- Sheila was really nervous because she (never, give) a speech in front of so many people before.
- The supervisor called Fred into his office because he (make) personal phone calls all day.
- After I (changed) the batteries of the toy car, I realised it was broken.
- They (work) without their helmet all day before they saw a notice saying that it was mandatory.
- Mark (look) for a job, without success, since moving to Toronto.

3 Choose the correct option.

- The number of homeowners installing solar panels *increased* / *were increasing* / *had increased* / *had been increasing* when the cost of electricity started to rise.
- The recruiter *examined* / *was examining* / *had examined* / *had been examining* twenty CVs before he went on his coffee break.
- When *did you notice* / *were you noticing* / *had you noticed* / *had you been noticing* the smoke coming from the plug?
- Grundig *produced* / *was producing* / *had produced* / *had been producing* high quality electric appliances for almost 60 years before it closed down.
- The technicians *checked* / *were checking* / *had checked* / *had been checking* the faulty machinery when the fire alarm *rang* / *was ringing* / *had rung* / *had been ringing*.
- Masha was a very good agent. She *sold* / *was selling* / *had sold* / *had been selling* over 100 hybrid cars before she turned 20.
- When Steve Jobs *announced* / *was announcing* / *had announced* / *had been announcing* the release of the first iPhone, everyone *was* / *was being* / *had been* / *had been being* very curious about it.
- Mum *tried* / *was trying* / *had tried* / *had been trying* to call the electrician the whole morning, but at 4 pm he still *didn't answer* / *wasn't answering* / *hadn't answered* / *hadn't been answering*.