THE COMPLETE GUIDE TO THE 12 TENSES

Grade 6–7 English • Reference guide, practice worksheet and tense-conversion tasks

Name: _____ **Class:** _____ **Date:** _____

Instructions

Complete all three activities in every tense section. Activity A asks you to use the correct verb form; Activity B asks you to identify a tense; Activity C asks you to transform a sentence. Each tense section is worth 12 marks (4 marks per activity). Total: 144 marks.

Conversion reminder: Change the verb form to match the requested tense. Adjust time expressions when necessary, and keep the sentence logical.

Quick Reference: The 12 Tenses

Tense	Use	Formula	Example
Present Simple	Habits, routines, facts, general truths and timetables	Subject + base verb (add -s/-es with he/she/it)	She walks to school every day.
Present Continuous	Actions happening now or around now; temporary situations	Subject + am/is/are + verb-ing	They are preparing for the test.
Present Perfect	Past actions connected to the present; experiences; unfinished time	Subject + has/have + past participle	I have finished my homework.
Present Perfect Continuous	Actions that began in the past and continue now, or have a present result	Subject + has/have + been + verb-ing	He has been reading for an hour.
Past Simple	Completed past actions and past habits	Subject + past form of verb	We visited the museum yesterday.
Past Continuous	Actions in progress at a particular time in the past; background actions	Subject + was/were + verb-ing	I was studying at eight o'clock.
Past Perfect	An action completed before another past action or time	Subject + had + past participle	The train had left before we arrived.
Past Perfect Continuous	Duration of an action before a point or event in the past	Subject + had + been + verb-ing	She had been waiting for an hour when the bus came.
Future Simple	Predictions, promises and decisions made at the moment	Subject + will + base verb	I will help you with your project.
Future Continuous	An action in progress at a particular future time	Subject + will be + verb-ing	At noon, we will be travelling.
Future Perfect	An action completed before a future time	Subject + will have + past participle	By Friday, they will have completed the model.
Future Perfect Continuous	Duration of an action up to a particular future time	Subject + will have been + verb-ing	By June, he will have been studying here for two years.

1. Present Simple

Use: Habits, routines, facts, general truths and timetables. **Formula:** Subject + base verb (add -s/-es with he/she/it).

A. Complete the sentences with the correct verb form. (4 marks)

1. My brother _____ (walk) to school every day.
2. Water _____ (boil) at 100°C at sea level.
3. Our lessons _____ (begin) at eight o'clock.
4. Sara usually _____ (not/watch) television before school.

B. Identify the tense. (4 marks)

1. "The Earth moves around the Sun." **Tense:** _____
2. "He does not eat meat." **Tense:** _____
3. "Do they play tennis on Fridays?" **Tense:** _____
4. "The library closes at five." **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to the Present Simple: "Mina visited her grandmother every Sunday."
2. Change to the Present Simple: "They will travel by bus to school."
3. Make negative: "Ali likes spicy food."
4. Make a question: "You speak French."

2. Present Continuous

Use: Actions happening now or around now; temporary situations. **Formula:** Subject + am/is/are + verb-ing.

A. Complete the sentences with the correct verb form. (4 marks)

1. Listen! The birds _____ (sing) outside.
2. I _____ (write) an email at the moment.
3. The children _____ (not/run) in the corridor now.
4. Why _____ she _____ (laugh)?

B. Identify the tense. (4 marks)

1. “We are waiting for the bus.” **Tense:** _____
2. “He is not sleeping.” **Tense:** _____
3. “Are you listening to me?” **Tense:** _____
4. “The weather is getting colder.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Present Continuous: “The chef cooks dinner.”
2. Change to Present Continuous: “They played outside.”
3. Make negative: “I am using the computer.”
4. Make a question: “She is reading a novel.”

3. Present Perfect

Use: Past actions connected to the present; experiences; unfinished time. **Formula:** Subject + has/have + past participle.

A. Complete the sentences with the correct verb form. (4 marks)

1. We _____ already _____ (finish) the task.
2. Hina _____ never _____ (see) snow.
3. I _____ not _____ (receive) the parcel yet.
4. _____ you ever _____ (ride) a horse?

B. Identify the tense. (4 marks)

1. “She has lost her keys.” **Tense:** _____
2. “They have lived here since 2020.” **Tense:** _____
3. “Have you completed the form?” **Tense:** _____
4. “I have not eaten lunch yet.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Present Perfect: “He cleans his room.”
2. Change to Present Perfect: “They wrote the letter.”
3. Make negative: “Mariam has visited Lahore.”
4. Make a question: “You have seen this film.”

4. Present Perfect Continuous

Use: Actions that began in the past and continue now, or have a present result. **Formula:** Subject + has/have + been + verb-ing.

A. Complete the sentences with the correct verb form. (4 marks)

1. I _____ (study) for two hours.
2. It _____ (rain) since morning.
3. They _____ not _____ (wait) for very long.
4. How long _____ he _____ (learn) English?

B. Identify the tense. (4 marks)

1. “She has been practising the piano all afternoon.” **Tense:** _____
2. “We have been working since nine.” **Tense:** _____
3. “Has it been snowing?” **Tense:** _____
4. “He has not been feeling well.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Present Perfect Continuous: “I started reading an hour ago and I am still reading.”
2. Change to Present Perfect Continuous: “They started playing at noon and are still playing.”
3. Make negative: “She has been sleeping for two hours.”
4. Make a question: “You have been waiting long.”

5. Past Simple

Use: Completed past actions and past habits. **Formula:** Subject + past form of verb.

A. Complete the sentences with the correct verb form. (4 marks)

1. Last weekend, we _____ (visit) the science museum.
2. He _____ (not/bring) his notebook yesterday.
3. The match _____ (start) at four o'clock.
4. _____ you _____ (see) the rainbow?

B. Identify the tense. (4 marks)

1. "The children built a sandcastle." **Tense:** _____
2. "I did not hear the bell." **Tense:** _____
3. "Did she call you?" **Tense:** _____
4. "The shop opened late yesterday." **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Past Simple: "I walk to the park."
2. Change to Past Simple: "She will buy a new bag."
3. Make negative: "They enjoyed the show."
4. Make a question: "Omar finished the puzzle."

6. Past Continuous

Use: Actions in progress at a particular time in the past; background actions. **Formula:** Subject + was/were + verb-ing.

A. Complete the sentences with the correct verb form. (4 marks)

1. At seven last night, I _____ (do) my homework.
2. The boys _____ (play) when it began to rain.
3. She _____ not _____ (listen) during the announcement.
4. What _____ you _____ (read) at noon?

B. Identify the tense. (4 marks)

1. “I was cooking when the phone rang.” **Tense:** _____
2. “They were not paying attention.” **Tense:** _____
3. “Was he waiting outside?” **Tense:** _____
4. “The wind was blowing strongly.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Past Continuous: “The baby sleeps at eight.”
2. Change to Past Continuous: “They watched TV at nine.”
3. Make negative: “I was talking.”
4. Make a question: “The students were writing.”

7. Past Perfect

Use: An action completed before another past action or time. **Formula:** Subject + had + past participle.

A. Complete the sentences with the correct verb form. (4 marks)

1. The train _____ already _____ (leave) when we arrived.
2. She was upset because she _____ (forget) her homework.
3. They _____ not _____ (finish) before the bell rang.
4. _____ the film _____ (begin) before you entered?

B. Identify the tense. (4 marks)

1. “The guests had eaten before we arrived.” **Tense:** _____
2. “I had never flown before that trip.” **Tense:** _____
3. “Had she locked the door?” **Tense:** _____
4. “They had not met before the event.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Past Perfect: “The bus left before I reached the stop.”
2. Change to Past Perfect: “She finished dinner before the guests came.”
3. Make negative: “He had packed his bag.”
4. Make a question: “They had seen the notice.”

8. Past Perfect Continuous

Use: Duration of an action before a point or event in the past. **Formula:** Subject + had + been + verb-ing.

A. Complete the sentences with the correct verb form. (4 marks)

1. We _____ (walk) for an hour before we found the village.
2. He was tired because he _____ (work) all day.
3. They _____ not _____ (sleep) well before the exam.
4. How long _____ she _____ (wait) before the bus arrived?

B. Identify the tense. (4 marks)

1. “I had been studying for two hours before dinner.” **Tense:** _____
2. “They had been travelling all night.” **Tense:** _____
3. “Had it been raining before the match?” **Tense:** _____
4. “She had not been feeling well.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Past Perfect Continuous: “I started waiting at six; the bus came at seven.”
2. Change to Past Perfect Continuous: “He started practising before the coach arrived.”
3. Make negative: “They had been arguing.”
4. Make a question: “She had been working all morning.”

9. Future Simple

Use: Predictions, promises and decisions made at the moment. **Formula:** Subject + will + base verb.

A. Complete the sentences with the correct verb form. (4 marks)

1. I think our team _____ (win) the match.
2. I _____ (help) you carry those books.
3. They _____ not _____ (attend) tomorrow's meeting.
4. _____ you _____ (join) us later?

B. Identify the tense. (4 marks)

1. "I will call you tonight." **Tense:** _____
2. "It will not be easy." **Tense:** _____
3. "Will they arrive on time?" **Tense:** _____
4. "Perhaps she will become a scientist." **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Future Simple: "We visit the library."
2. Change to Future Simple: "He played the final."
3. Make negative: "I will forget your advice."
4. Make a question: "They will come tomorrow."

10. Future Continuous

Use: An action in progress at a particular future time. **Formula:** Subject + will be + verb-ing.

A. Complete the sentences with the correct verb form. (4 marks)

1. At this time tomorrow, we _____ (fly) to Karachi.
2. At eight tonight, she _____ (study) for her test.
3. I _____ not _____ (use) the car this afternoon.
4. What _____ you _____ (do) at ten tomorrow?

B. Identify the tense. (4 marks)

1. “This time next week, we will be staying by the sea.” **Tense:** _____
2. “He will be working late.” **Tense:** _____
3. “Will they be waiting for us?” **Tense:** _____
4. “I will not be travelling tomorrow.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Future Continuous: “At noon, I will read.”
2. Change to Future Continuous: “They play at six tomorrow.”
3. Make negative: “She will be sleeping at nine.”
4. Make a question: “You will be using the laptop.”

11. Future Perfect

Use: An action completed before a future time. **Formula:** Subject + will have + past participle.

A. Complete the sentences with the correct verb form. (4 marks)

1. By Friday, we _____ (complete) the project.
2. By the time you arrive, Dad _____ (cook) dinner.
3. She _____ not _____ (finish) by noon.
4. _____ they _____ (reach) home by six?

B. Identify the tense. (4 marks)

1. “By next month, I will have read the whole book.” **Tense:** _____
2. “They will have left by then.” **Tense:** _____
3. “Will she have finished by Friday?” **Tense:** _____
4. “We will not have arrived by sunset.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Future Perfect: “I finish the report before Monday.”
2. Change to Future Perfect: “They build the bridge by next year.”
3. Make negative: “He will have completed the work by noon.”
4. Make a question: “You will have arrived by eight.”

12. Future Perfect Continuous

Use: Duration of an action up to a particular future time. **Formula:** Subject + will have been + verb-ing.

A. Complete the sentences with the correct verb form. (4 marks)

1. By June, she _____ (teach) here for five years.
2. By noon, I _____ (work) for four hours.
3. By next week, they _____ not _____ (stay) here for long.
4. How long _____ he _____ (train) by the time of the race?

B. Identify the tense. (4 marks)

1. “By July, we will have been living here for a year.” **Tense:** _____
2. “She will have been practising for three hours by six.” **Tense:** _____
3. “Will they have been travelling for a day by then?” **Tense:** _____
4. “I will not have been waiting long by noon.” **Tense:** _____

C. Change the sentence as instructed. (4 marks)

1. Change to Future Perfect Continuous: “In May, I will reach two years of studying French.”
2. Change to Future Perfect Continuous: “By six, he will reach three hours of running.”
3. Make negative: “They will have been working for a week by Friday.”
4. Make a question: “She will have been teaching for ten years by 2030.”