

Teaching Tenses in a Simplest Method for Non-Native Speakers

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ABSTACT: It cannot be refuted the fact that the English language has become the supreme language around the world. Since English Language is treated as global language of business, it is necessary to develop the effective communication skills of English language. Effective communication skills of English language are necessary for the people of all professions. The concept of English 'verb tenses' is very important in establishing effective communication. Therefore, if one should maintain both ways of communication better, that is, speaking and writing. One need to gain mastery over English tenses, because a command of twelve basic tenses of English plays key role in exchanging of communication one to one.

Key words: English language importance, Tenses, Types of tenses, time factors of usage tenses, usage of tenses.

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I. INTRODUCTION

English Language is a considered as Global language, because most of the people in the world speak in English Language only. In the early days world's top most language is Mandarin. It is Chinese language which was used over 730 millions of people. It is used by a group of related varieties of Chinese spoken across most of northern and southwestern in China Country. But globally English Language is recognized as second- language. English is calculated to have over 800 million second-language speakers throughout the world, including anywhere between 300 and 350 million learners/users in China alone at varying levels of study and proficiency, this number is difficult to accurately assess.

According to Professor David Crystal in his book titled "English Worldwide he mentioned that there were approximately 400 million native speakers of English. In addition, Crystal said that there were 400 million speakers of English as a second language. Furthermore, there were around 600 - 700 million English as a foreign language speakers. So, that's clearly over 1 billion people that could communicate in English to some extent. Those figures are also almost 11 years old, so we can surely say that those numbers of speakers have grown in the last decade. So, how in view of this we can estimate that there are definitely above 1.5 billion speakers of English globally.

According to statistics in 2015, out of the total 195 countries in the world, 67 nations have English as the primary language of 'official status'. In addition to this nearly 27 countries where English is spoken as a secondary 'official' language. In this connection it is said that English is also progressively becoming the influential language of Scientific, Historical research and papers worldwide. Not only for research but also language is our primary source of communication. It's the method through which we share our notions and thoughts with others. Some people even say that language is what separates us from beasts and makes us human.

There are thousands of languages in this world. Countries have their own national languages in addition to a variety of local languages spoken and understood by their people in different regions. Some languages are spoken by millions of people; others by only a few thousand for example in India approximately 880 languages are spoken but out of them officially 31 languages have received official languages status and 22 languages in India are recognized by Indian Constitution. Even though we have these many languages in India most of the Indians try to learn and speak in English Language because it is the Unique Language for all not only in India but also throughout the Globe.

English is the International Common Tongue

There are several factors that make the English language essential for communication in present scenario. Among many languages it is the most common foreign language. This means that two or more people

who come from different countries or regions for example imagine one came from Dubai and another from South Africa both of their languages are different but it is unique language is known to them is English as a common language to communicate. That's why everyone needs to learn the language in order to get in touch on an international level. Speaking English language will help us to communicate with people from different countries all over the world, not just English-speaking ones.

English Language in Education

In the field of Education also English Language became essential and playing key role. Not only in India but also in many countries, children are asked to learn and taught and encouraged learn English as a second language. Even in some countries where it is not an official language, such as the Netherlands or Sweden there also we can find many syllabi in science and engineering are written in English. Because it is the influential language in the sciences, most of the research and studies you find in any given scientific field will be written in it. At the level of university almost students in many countries they have to study all their subjects in English in order to make the material more accessible to international students as it is library language is too.

Learning Tenses in Easy Method

It is most important to master over the tenses then only it is feasible to have good command on communication skills. Tenses are important to learn speaking and writing of English Language. The word, tense, has been derived from the Latin word '*Tempus*' which means time. In forming tenses it is most important to learn verbs. Basically a verb is a word which denotes three things action, position and possession of the subject.

- Ex: 1. Anu Radha *is teaching* Science. (Action)
 2. Anu Radha *is* a teacher. (Position)
 3. Anu Radha *has* a scooter. (Possession)

Verbs are two types. They are main verbs and helping verbs.

Main Verbs

Root Verb Vo	Simple Present V1	Simple Past V2	Past Participle V3	Present Participle V4
Drink	drink / drinks	drank	drunk	drinking
Eat	eat/eats	ate	eaten	eating
Cook	cook/cooks	cooked	cooked	cooking
Go	go/goes	went	gone	going
Swim	swim/swims	swam	swum	swimming

Helping Verbs

Root Verb Vo	Simple Present V1	Simple Past V2	Past Participle V3	Present Participle V4
Be	is, am, are	was, were	been	being
Have	have / has	had	had	having
Do	do / does	did	done	doing

There are 24 helping verbs, out of 24 helping verbs twelve verbs are called Auxiliaries and remaining twelve are called Modal Auxiliaries.

Auxiliaries	Modal Auxiliaries
Be, is, am, are, was, were, have, has, had, do, does, did.	Will, would, shall, should, can, could, may might, must, ought, need, dare.

Here one thing should be observed that auxiliaries would be used as both main verbs and helping verbs.

- Ex: Ramesh is teaching English. (Is used as helping Verb)
 Ramesh is a teacher. (Is used as main Verb)

Modal Auxiliaries will function always as helping verbs they never function as main verbs. In this case it should not be used two modal auxiliaries in one sentence.

Ex: You must and should attend my sister marriage. (wrong)

Note: Either must or should anyone should be used.

Tenses

Mainly there are three tenses, past tense, present tense and the future tense. It is important to note that according to time it is said to be three tenses but according to verb forms we have only two tenses. They are Present and Past tense. The examples have been given below.

Root Verb V ₀	Simple Present V ₁	Simple Past V ₂	Past Participle V ₃	Present Participle V ₄
Drink	drink / drinks	drank	drunk	drinking
Eat	eat/eats	ate	eaten	eating
Cook	cook/cooks	cooked	cooked	cooking

If we add any subject to V₁ it becomes simple present tense.

- Ex: 1. She cooks. (She + V₁)
2. I drink. (I + V₁)

If we add any subject to V₂ it becomes simple past tense.

- Ex: 1. She cooked. (She + V₂)
2. I drank. (I + V₂)

In the above sentences without adding any time indicators we got present and past tenses. But we cannot make future like because it requires time indicator.

Ex: He will eat a mango. ('Will' is time indicator in the sentence)

However there are three tenses according to time there is no doubt at all. Each of these tenses has four forms, they are: Simple, perfect, progressive or continuous, perfect progressive or perfect continuous.

Present Tense

1. Simple Present Tense
2. Present Perfect Tense
3. Present Continuous Tense
4. Present Perfect Continuous Tense

Past Tense

1. Simple Past Tense
2. Past Perfect Tense
3. Past Continuous Tense
4. Past Perfect Continuous Tense

Future Tense

1. Simple Future Tense
2. Future Perfect Tense
3. Future Continuous Tense
4. Future Perfect Continuous Tense

For the convenience of the learners it is formed in a easy method to understand the differentiation among tenses as simple once, perfects once, continuous once, perfect continuous once.

Simple Tenses

S.No	Simple Tenses	Name of the Tense	Syntax or Structure of Sentence
1.	I go to school.	Simple Present Tense	Subject + V ₁ + Object
2.	I went to school.	Simple Past Tense	Subject + V ₂ + Object
3.	I shall go to school.	Simple Future Tense	Subject + V ₀ + Object

Perfect Tenses

S.No	Perfect Tenses	Name of the Tense	Syntax or Structure of Sentence
4.	I have gone to school.	Present Perfect Tense	Subject + have / has + V ₃ + Object
5.	I had gone to school.	Past Perfect Tense	Subject + had + V ₃ + Object
6.	I shall have gone to school.	Future Perfect Tense	Subject + will / shall + V ₃ + Object

Continuous Tenses

S.No	Continuous Tenses	Name of the Tense	Syntax or Structure of Sentence
7.	I am going to school.	Present Continuous Tense	Subject + is/am/are + V ₄ + Object
8.	I was going to school.	Past Continuous Tense	Subject + was/ were + V ₄ + Object
9.	I shall be going to school.	Future Continuous Tense	Subject + will / shall + be + V ₄ + Object

Perfect Continuous Tenses

S.No	ContinuousTenses	Name of the Tense	Syntax or Structure of Sentence
10.	I have been going to school.	Present Perfect ContinuousTense	Subject + have / has + been +V4 + Object
11.	I had been going to school.	Past Perfect ContinuousTense	Subject + had + been + V4 + Object
12.	I shall have been going to school.	Future Perfect Continuous Tense	Subject + will / shall + have + been +V4 + Object

In this way one can write or form twelve tenses in easy method. After learning, writing tenses one should know the rules of tenses and writing according to time factor.

The detailed and elaborated explanation of writing tenses**1. Simple Present Tense**

Simple present tense is used to tell about the actions which would take place now, regularly takes place present time or in short period. The time indicators are every day, every month, always, usually, often, sometimes, occasionally, rarely and never.

Ex:

1. She+ *cooks*+ food every day. (cook + s)
Sub + V1 + Object
2. Ravi + *goes*+ to college every day. (go +es)
Sub + V1 + Object

Note: While writing simple present tense if the subject is third person singular then we have to add 's' or 'es' to the verb form.

Usage of Simple Present Tense

- ❖ It is used to express habits, general truths, repeated actions or unchanging situations, emotions and wishes:
- ❖ It is used to give instructions or directions:
- ❖ It is used to express fixed arrangements, present or future.
- ❖ It is used to express future time, after some conjunctions: *after, when, before, as soon as, until*:
- ❖ It is used for making announcements at railway stations and parks.
- ❖ It is used in news paper headlines.
- ❖ It is used in Conditional Clauses.
- ❖ It is used in Proverbs.

2. Simple Past Tense

Simple past tense is used to talk about a **completed action** in the past. The simple past is the basic form of past tense in English. It is used to express the past events when they took place in the past exactly and indefinitely. It is used for all actions in the past irrespective of the point of time and it is also used as like simple present to express daily actions and routine works in the past. The time indicators of past tense are ago, before, last week, in 1947.

1. She + cooked + rice yesterday.
Sub + V2 + Object
2. I + went + to market one hour ago.
Sub + V2 + Object
3. We got Independence in 1947.
4. I used to walk daily to the school last year.

Usage of Simple Past Tense

- ❖ It is used to tell about past incidents which took place in the past.
- ❖ It is used along with a past perfect tense.
- ❖ It is used with another simple past tense.

3. Simple Future Tense

Simple future tense is used to express a thing which would take place in future in the sense later than now. It expresses the speaker's opinions, assumptions and speculations about future.

1. She + will + cook+ Biryani tomorrow.
Sub + will / shall + V0 + Object.
2. I +shall + go + to market next Sunday.

Sub + will / shall + V0 + Object.

Future time indicators are tomorrow, next week, next year etc.

The simple future is used:

- To predict a future event:

It **will rain** tomorrow.

- With I or We, to express a spontaneous decision:

I'll pay for the tickets by debit card.

- To express willingness: **I'll do** the washing-up.

He'll carry your bag for you.

- In the negative form, to express unwillingness:

The baby **won't eat** his soup.

I **won't leave** until I've seen the manager!

- With I in the interrogative form using "shall", to make an offer:

Shall I open the window?

- With we in the interrogative form using "shall", to make a suggestion:

Shall we go to the cinema tonight?

- With I in the interrogative form using "shall", to ask for advice or instructions:

What **shall I tell** the boss about this money?

- With you, to give orders:

You **will do** exactly as I say.

- With you in the interrogative form, to give an invitation:

Will you come to the dance with me?

Will you marry me?

Note: In modern English **will** is preferred to **shall**. Shall is mainly used with **I** and **we** to make an offer or suggestion. With the other persons 'shall' is only used in literary or poetic situations. If we use 'will' beside 'I' it means it is sure and it would take place in the sense. Ex. I will come to your sister marriage. Here in the given sentence 'will' is used in place of 'shall' it means it tells about confidence and assurance of the subject 'I'.

4. Present Perfect Tense

Present Perfect Tense is used the action which has just been completed and that it is in a completed condition at the present time.

Ex.1. Rekha + has + written + a letter.

Sub + have/ has + V3 + Obj.

2. They + have + finished + their home work.

Sub + have/has + V3 + Obj.

Present Perfect time indicators words like lately, recently, ever, never, always, occasionally, often, since, this week, this year etc. also indicate an incomplete period of time.

5. Past Perfect Tense

Past Perfect Tense is used to denote an action which is in a completed state at a given time in the past. It is used to denote an action which was completed earlier than another action in the past and when two actions took place in the past one after the other, the one which took place first for that Past Perfect Tense and the one which took place later for that Simple Past tense should be used.

Ex. 1. She + had + visited +Gujarat.

Sub + had + V3 + Obj.

2. They had left Gujarat before the earthquake occurred.

Past Perfect Tense + before + Simple Past

3. The earthquake occurred after they had left Gujarat.

Simple Past + after + Past Perfect Tense

Note: Past Perfect Tense time indicators are before, after, when.

6. Future Perfect Tense

Future Perfect Tense is used an action which would be completed by a certain future time. It is expressed with 'By' and 'Before'.

Ex.

1. Raju + will have + completed + his home work by 6 '0' clock in the evening.

Sub + will/shall have + V3 + Obj.

2. He will have reached Bangalore before the strike begins.

3. They will have finished the construction by the end of next year.

7. Present Continuous Tense

Present Continuous Tense is used to denote an action in progress at the time of speaking and an action that will take place in the near future.

Ex.

1. They + are + watching + match.
Sub + is/am/are + V4 + Obj.
2. Lalitha is writing a letter.
3. I am leaving for Ethiopia next week.
4. The President of India is visiting Pakistan shortly.

Note: Certain verbs are not normally used in the continuous tense:

- a) Verbs of perception: see, smell, hear, feel.
 - b) Verbs expressing feelings and emotions: love, like, hate, dislike, desire, fear, detest, wish, want, value, mind.
 - c) Verbs of mental activity: know, understand, remember, recollect, believe, expect.
 - d) Verbs of Possession: owe, own, possess and belong.
Some of these verbs are used in the continuous tense with special meaning.
1. The Principal is seeing the candidates tomorrow. (Interview)
 2. They have been hearing all about the accident. (Receiving news)
 3. Rekha is feeling for the lighter. (Trying to find by touching)

8. Past Continuous Tense

Past Continuous Tense is used to describe an action going on in the past, when two actions took place in the past at the same time; both the actions are described in the past continuous. Simultaneously when two actions took place in the past while one action was going on another action took place. Then the action which was going on for that past continuous and for another simple past is used.

Ex.

1. They + were + making + kites.
Sub + was/were + V4 + Obj.
2. While I was taking bath my mobile rang.
3. When she was cooking food somebody knocked at the door.
4. While I was writing exam my friend was asking for answers.

9. Future Continuous Tense

Future Continuous Tense is used to represent an action going on at some point in future time and also used to indicate future events that are planned.

Ex.

1. I + shall + be + playing + cricket tomorrow by this time or 6 pm.
Sub + will/shall + be + V4 + Obj.
2. They shall be staying in Madanapalle till Sunday.
3. We shall be travelling to Bangalore by this time tomorrow.

10. Present Perfect Continuous Tense

Present Perfect Continuous Tense is used to express an action which began in the past and still continuing in present and no one knows when it ends in future.

Ex.

1. Rakesh + has + been + reading + for four hours.
Sub + have/has + been + V4 + Obj.
2. It has been raining since morning.
3. We have washing car for 2 hours.
4. She has been cooking for 1 hour.

Note: Here in using Present Perfect Continuous Tense two things should be reminded that is usage of point of time and period of time. Point of time referred by 'Since' and Period of time referred by 'For'.

Ex. Since morning, since 1996, since Monday, etc. For 20 days, for one week, for 200 years, etc.

11. Past Perfect Continuous Tense

Past Perfect Continuous Tense is used to denote an action which started sometime in the past, continuous past another point of time in the past at which it is still seen continuing.

Ex.

1. He + had + been + repairing + the radio.
Sub + had + been + V4 + Obj.
2. I had been repairing my mobile for half an hour before my mother reached home.
3. We had been living in Gujarat for 10 years before the earthquake occurred.

12. Future Perfect Continuous Tense

Future Perfect Continuous Tense is used to denote a future action which is in progress over a period of time that will end in the future.

Ex.

1. They + will + have + been + living + here for five years by the end of the month.
Sub + will/shall + been + V4 + Obj.
2. By the next month I shall have been working in this campus for ten years.

Note: However both Past Perfect Continuous and Future Perfect Continuous Tenses are not in modern usage.

II. CONCLUSION

Learning Tenses is most important for Second Language learners and Non-native Speakers because learning tenses fetch them knowledge of understanding the sentences or sentence construction and trying to comprehend the meaning of sentences or paragraphs whenever they study English Language Books. Without learning or knowing proper or perfect usage of tenses no one can become good learner or speaker. It is multipurpose, learning tenses for Second Language learners as well as Non-native Speakers to overcome their phobia of English fear and terror. Once they are mastered in learning tenses along with usage of time factor they can read and understand English language and other subjects too. Simultaneously they can improve their communication skills also.

Eventually it is advisable to learn tenses to improve their listening skills, speaking skills, reading skills and writing skills. They can also develop their communicational skills and they can compete with others without fear. Tenses are not common things because they are the pillars for English Language as well as English Grammar. Because everything lays in it. Tenses are compulsory to learn LSRW skills in English language. Without Tenses English looks like a flower without fragrance. So grammar is like glamour for the English Language .

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