



Tenses Quick Sheet

Mastering verb tenses is key to success in IELTS, PTE, CELPIP, and TOEFL. This quick sheet summarizes the essentials of Present, Past, and Future tenses with simple examples and exam-style sentences.

Tense	Use	Example
Present Simple	Facts, habits, routines	<i>Students study every day.</i>
Present Continuous	Actions happening now	<i>She is preparing for PTE.</i>
Present Perfect	Past action with present link	<i>They have finished the test.</i>
Past Simple	Completed action in the past	<i>He took IELTS last year.</i>
Past Continuous	Ongoing past action	<i>I was reading when the phone rang.</i>
Past Perfect	Action before another past action	<i>She had left before the class began.</i>
Future Simple	Decisions, predictions	<i>I will join the CELPIP course.</i>
Future Continuous	Ongoing future action	<i>This time tomorrow, I will be taking the exam.</i>
Future Perfect	Action completed before a future time	<i>By next month, they will have completed training.</i>