



INDIAN SCHOOL AL WADIAL KABIR  
DEPARTMENT OF ENGLISH (2026-27)  
CLASS – X  
WORKSHEET – TENSES

Tenses denote the time of action. They show when the work is done. They are:

- (1) Present Tense
- (2) Past Tense
- (3) Future Tense

They are further divided into:

- (1) **Simple Present-** It is used to denote scientific facts, universal truths and work done on daily basis.

**ASSERTIVE RULE --- sub + V1 + s/es + object**

**Example** – She writes a letter.

**NEGATIVE RULE --- sub + does not + v1 + s/es + object**

**Example** – She does not write a letter.

**INTERROGATIVE RULE --- Does + sub + v1 + s/es + object**

**Example** – Does she write a letter?

**INTERROGATIVE NEGATIVE ASSERTIVE --- Does + sub + not + v1 + s/es + object**

**Example** – Does she not write a letter?

- (2) **Present Continuous** – It is used to express an action taking place at the time of speaking.

**ASSERTIVE RULE --- sub + is/am/are + v1 + ing + object**

**Example** – she is writing a letter.

**NEGATIVE RULE --- sub + is/am/are + not + v1 + ing + object**

**Example** – She is not writing a letter.

**INTERROGATIVE RULE --- is/am/are + sub + v1 + ing + object**

**Example** – Is she writing a letter?

**INTERROGATIVE NEGATIVE RULE --- is/am/are + sub + not + v1 + ing + object**

**Example** – Is she not writing a letter?

(3) **Present Perfect**– It is used to show an action that started in the past and has just finished.

**ASSERTIVE RULE --- sub + has/have + v3 + object**

**Example-** She has written a letter.

**NEGATIVE RULE --- sub + has/have + not + v3 + object**

**Example** – She has not written a letter.

**INTERROGATIVE RULE --- has/have + sub + v3 + object**

**Example-** Has she written a letter?

**INTERROGATIVE NEGATIVE RULE ---has/have + sub + not + v3 + object**

**Example**– Has she not written a letter?

(4) **Present Perfect Continuous**– This tense shows the action which started in the past and is still continuing.

**ASSERTIVE RULE --- sub + has/have + been + v1 + ing + object**

**Example** – She has been writing a letter.

**NEGATIVE RULE --- sub + has/have + not been + v1 + ing + object**

**Example**– She has not been writing a letter.

**INTERROGATIVE RULE ---has/have + sub + been + v1 + ing + object**

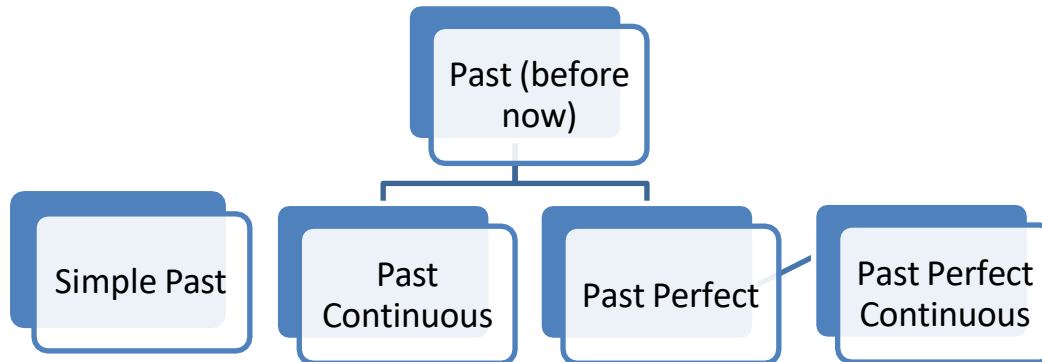
**Example** – Has she been writing a letter?

**INTERROGATIVE NEGATIVE RULE --- has/have + she + not + been + v1 + ing + object**

**Example** – Has she not been writing a letter?

## Past Tense

Tense symbolizes the ever moving, non-stop wheel of time which is forever busy gathering moments of future and throwing them into the dustbin of past



### Simple Past

Used to indicate an action completed in the past. It often occurs with adverb of time. Sometimes it is used without an adverb of time.

Used for past habits.

Eg. I played football when I was a child.

Rule: **Subject + V2**

Eg She wrote a letter

1. Assertive Sentences –  
**Subject + V2 + Object + (.)**  
She wrote a letter.
2. Negative Sentences-  
**Subject + didn't + V1 + Object + (.)**  
She didn't write a letter.
3. Interrogative Sentences-  
**Did + Subject + V1 + Object + (?)**  
Did she write a letter?

#### 4. Interrogative Negative Sentences-

**Did + Subject + not + V1 + Object + (?)**

Did she not write a letter?

### Past Continuous Tense

Used to denote an action going on at some time in the past.

e.g. I was driving a car.

Rule: was/were + ing

#### 1. Assertive Sentences –

**Subject + was/were + V1+ ing + Object + (.)**

She was writing a letter.

#### 2. Negative Sentences-

**Subject + was/were + not + ing + Object + (.)**

She was not writing a letter.

#### 3. Interrogative Sentences-

**Was/were + Subject + ing+ Object + (?)**

Was she writing a letter?

#### 4. Interrogative Negative Sentences-

**Was/were + Subject + not + ing+ Object + (?)**

Was she not writing a letter?

### Past Perfect Tense

Used to describe an action completed before a certain moment in the past, usually a long time ago. If two actions happened in the past, past perfect is used to show the action that took place earlier.

e.g. The patient had died before the doctor came.

#### 1. Assertive Sentences –

**Subject + had + V3 + Object + (.)**

She had written a letter.

#### 2. Negative Sentences-

**Subject + had + not + Object + (.)**

She had not written a letter.

3. Interrogative Sentences-

**Had + Subject + V3 + Object + (?)**

Had she written a letter?

4. Interrogative Negative Sentences-

**Had + Subject + not + V3 + Object + (?)**

Had she not written a letter?

### **Past Perfect Continuous Tense**

Used to denote an action that began before a certain point in the past and continued up to some time in past.

e.g. I had been learning English in this school for 20 days.

1. Assertive Sentences –

**Subject + had been + V1 + ing + Object + (.)**

She had been writing a letter.

2. Negative Sentences-

**Subject + had + not been + V1+ ing + Object + (.)**

She had not been writing a letter.

3. Interrogative Sentences-

**Had + Subject+ been+ V1 + ing + Object + (?)**

Had she been writing a letter?

4. Interrogative Negative Sentences-

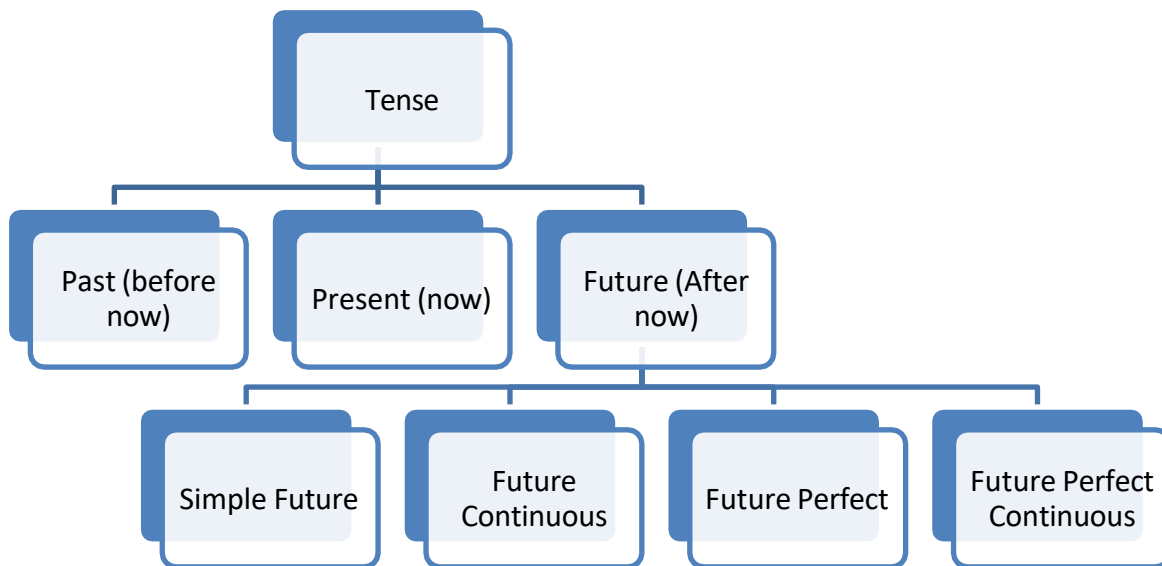
**Had + Subject +not + been + V1 + ing + Object + (?)**

Had she not been writing a letter?

## FUTURE TENSE

Time and tide wait for no man. So, a period of time following the moment of speaking or writing is called as future tense.

For e.g- She will write a letter.



### Simple Future

This tense tells us about an action which has not occurred yet and will occur after saying or in future

Rule – **Will/Shall + Verb (1st form)**

In Future Tense helping verb 'Shall' is used with 'I' and 'We'. Helping verb 'Will' is used with all others. When you are to make a commitment or warn someone or emphasize something, use of 'will/shall' is reversed. 'Will' is used with 'I' & 'We' and 'shall' is used with others.

In general speaking there is hardly any difference between 'shall & will' and normally 'Will' is used with all.

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

**Subject + Will/Shall + Verb (Ist form) + Object + (.)**

She will write a letter.

2. Negative Sentences-

**Subject + Will/Shall + Not + Verb (Ist form) + Object + (.)**

She will not write a letter.

3. Interrogative Sentences-

**Will/Shall + Subject + Verb (Ist form) + Object + (?)**

Will she write a letter?

4. Interrogative Negative Sentences-

**Will/Shall + Subject + Not + Verb (Ist form) + Object + (?)**

Will she not write a letter?

### **Future Continuous Tense**

It is used to express an ongoing or continued action in future.

e.g. He will be distributing sweets in temple tomorrow at 12 o'clock.

In the example, the action will start in future (tomorrow) and action is thought to be continued till sometime in future.

We use the future continuous to talk about something that will be in progress at or around a time in the future.

Rule: **Will/Shall + Be + Verb (Ist form) + Ing**

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

**Subject + Will/Shall + Be + Verb (Ist form) + Ing + Object + (.)**

She will be writing a letter.

2. Negative Sentences-

**Subject + Will/Shall + Not + Be + Verb (Ist form) + Ing + Object + (.)**

She will not be writing a letter.

3. Interrogative Sentences-

**Will/Shall + Subject + Be + Verb (Ist form) + Ing + Object + (?)**

Will she be writing a letter?

4. Interrogative Negative Sentences-

**Will/Shall + Subject + Not + Be + Verb (1st form) + Ing + Object + (?)**

Will she not be writing a letter?

### **Future Perfect Tense**

It is used to express an action which will happen/occur in future and will be completed by a certain time in future.

We use the future perfect to say that something will be finished by a particular time in the future.

e.g. They will have shifted the house by Sunday morning.

Rule: **Will/Shall + Have + Verb (3rd form)**

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

**Subject + Will/Shall + Have + Verb (3rd form) + Object + (.)**

She will have written a letter.

2. Negative Sentences-

**Subject + Will/Shall + Not + Have + Verb (3rd form) + Object + (.)**

She will not have written a letter.

3. Interrogative Sentences-

**Will/Shall + Subject + Have + Verb (3rd form) + Object + (?)**

Will she have written a letter?

4. Interrogative Negative Sentences-

**Will/Shall + Subject + Not + Have + Verb (3rd form) + Object + (?)**

Will she not have written a letter?

## **Future Perfect Continuous Tense**

It is used to talk about actions that will commence at a fix time in future and will continue for some time in future.

If there is no time reference, then it is not a Future perfect continuous tense.

Without continued time reference, such sentences are Future Continuous Tense.

Continued time reference only differentiates between Future Continuous Tense and Future Perfect Continuous Tense.

The future perfect progressive emphasizes the duration of an activity that will be in progress before another time or event in the future.

e.g. This time tomorrow, I will be enjoying the cricket match in the stadium.

It is also used to talk about planned actions or actions expected to happen.

e.g. They will be staying for a week's

The future perfect progressive emphasizes the duration of an activity that will be in progress before another time or event in the future.

Rule: **Will/Shall + Have been + Verb (Ist form) + Ing**

Now, let us use this rule in various forms of sentences;

1. Positive / Affirmative Sentences –

**Subject + Will/Shall + Have been + Verb (Ist form) + Ing + Object + (.)**

She will have been writing a letter.

2. Negative Sentences-

**Subject + Will/Shall + Not + Have been + Verb (Ist form) + Ing + Object+ (.)**

She will not have been writing a letter.

3. Interrogative Sentences-

**Will/Shall + Subject + Have been + Verb (Ist form) + Ing + Object + (?)**

Will she have been writing a letter?

4. Interrogative Negative Sentences-

**Will/Shall + Subject + Not + Have been + Verb (Ist form) + Ing + Object + (?)**

Will she not have been writing a letter?

**IMPORTANT PRACTICE QUESTIONS**

1. Select the correct option to fill the blank about Dipti’s nature.

She always \_\_\_\_\_ every person.

- A. trust
- B. trusts
- C. trusting
- D. have trusted

Ans. Trusts This is because "she" is a singular subject, and the verb "trust" needs to be in the third person singular form, which is "trusts."

2. Fill in the blank to complete a line from a professor’s introductory address to her class. (Use the correct tense of the word given in the bracket)

We \_\_\_\_\_ (complete) the course by next year.

Ans. will have completed

This uses the future perfect tense, which is appropriate for describing an action that will be finished at a specific time in the future.

3. Select the option that identifies the error and supplies the correction for the opening line of a report.

Facebook, with more than 1 billion users is celebrated its 10th birthday this year.

| Error         | Correction  |
|---------------|-------------|
| A. With       | for         |
| B. is         | are         |
| C. than       | then        |
| D. celebrated | celebrating |

Ans. Error: celebrated Correction: celebrating

The corrected sentence is:

Facebook, with more than 1 billion users, is celebrating its 10th birthday this year.

Explanation: "Celebrated" is incorrect because the sentence uses "is," indicating the present continuous tense. The correct verb form "celebrating" aligns with the present continuous tense structure.

4. Fill in the blank with the correct option to complete the opening line of a formal letter:

Dear Mr. Patel,

We are pleased to inform you that your proposal for the upcoming project by the board of directors\_\_\_\_\_.

- A. had endorsed
- B. will have been endorsed
- C. has been endorsed
- D. have endorsed

Ans. C. has been endorsed

Explanation: For collective nouns (e.g., "board of directors"), use singular verbs unless the context emphasizes individual members.

Example:

- The team is practicing hard for the match.
- The committee has decided on the budget.
- A group of students

5. Read the given sentence from a marketing report. Identify the error and supply the correction in the given format.

The company continues to strives tirelessly to meet customer demands.

| ERROR | CORRECTION |
|-------|------------|
|       |            |

Ans.

| ERROR   | CORRECTION |
|---------|------------|
| strives | strive     |

Explanation: Infinitive Rule: After "to," use the base form of the verb (e.g., "to go," "to learn," "to strive")

6. Complete the given school announcement by selecting the correct option to fill in the blank.

Good news, everyone!

Our school's robotics team has successfully \_\_\_\_\_ a place in the semi-finals.

- A. securing
- B. secured
- C. will secure
- D. had secured

Ans. secured

7. Identify the error and supply correction for the given sentence from a commercial company's current marketing strategy.

The company aimed at increasing authority in areas frequently visited by the clients.

Use the given format for your response.

| ERROR | CORRECTION |
|-------|------------|
|       |            |

Ans. aimed-aims [it's a current projection document]

8. Complete the given narrative, by filling the blank with the correct option.

The experience of nursing an injured bird left me \_\_\_\_\_ grateful for knowing the importance of being kind and compassionate to all creatures.

- A. feeling
- B. having felt

C. felt

D. feels

Ans. A. feeling

Explanation: The verb "left" in this context requires a participle to describe the resulting state of the subject. "Feeling" is the correct choice as it aligns with the continuous sense of the emotion experienced after the action.

9. Fill the blank by choosing the correct option to complete the live feed on a school news channel.

Congratulations Change Makers!

The regional competition awards have been announced and our school music club \_\_\_\_\_ the first prize.

A. had been won

B. will win

C. was winning

D. has won

Ans. D. has won

10. Fill in the blank by choosing the correct option to complete an online update.

The climate control comment by an activist \_\_\_\_\_ on social media yesterday.

A. blow up

B. blew up

C. is blown

D. will be blown

Ans. B. blew up

11. Complete the given narrative, by filling in the blank with the correct option:

As I was standing on the dock, looking out at the lake for the last time, a feeling of emptiness \_\_\_\_\_ over me like darkness.

A. will wash

B. had washed

C. will have washed

D. washed

Ans. D. washed

Explanation:

1. Past simple ("washed"): Describes a straightforward action in the past. "A feeling of emptiness washed over me" is natural since it aligns with the narrative's flow.

2. Past perfect ("had washed"): Would imply that the feeling of emptiness occurred before the speaker was standing on the dock. However, the context suggests the feeling occurred while the speaker was standing there, not before.

12. Fill in the blank by using the correct form of the word in the bracket, for the given portion of a letter:

Subject: Request for Approval

Dear Sir

This is to respectfully submit that I \_\_\_\_\_ (seek) approval for organising a tree plantation drive to be undertaken by the club.

Ans. seek

13. Identify the error in the given sentence, from a school magazine report and supply the correction.

In order to balancing the sentiments of the Eagles and the Hawks, the Student Council suggested a rematch between the teams.

Use the given format for your response.

| ERROR | CORRECTION |
|-------|------------|
|       |            |

Ans.

| ERROR     | CORRECTION |
|-----------|------------|
| balancing | balance    |

14. Identify the error on a shop's hoarding and supply the correction, for the following sales offer:

Gautam & Daughters Pvt. Ltd. Bindapur, Jharkhand  
Massive discount for all senior citizen vaccinated with the precautionary dose.

Use the given format for your response.

| ERROR | CORRECTION |
|-------|------------|
|       |            |

Ans.

| ERROR | CORRECTION |
|-------|------------|
| all   | each       |

Explanation: if "all" is used, "citizens" should be used in place of "citizen".

15. I am taking driving lessons now. Hopefully, I \_\_\_\_\_ my driving test by November.

- A. will take
- B. would pass
- C. will have taken
- D. will be taking

Ans. (C) will have taken

Explanation: "Will have taken" is the future perfect tense, which is used to describe an action that will be completed by a specific time in the future (in this case, by November).

"Would pass" is incorrect because "would" is conditional and doesn't match the hopeful certainty implied in the sentence.

1. Second Conditional (Hypothetical situations in the present or future): "If I had a car, I would drive to work." (This is hypothetical because I don't have a car.)

2. Third Conditional (Hypothetical situations in the past): "If I had studied harder, I would have passed the exam." (This is hypothetical because I didn't study hard.)

3. Polite or Uncertain Statements: "Would" is used to express politeness or uncertainty.

Example: "I would like a cup of coffee, please." (Polite request)

"Would you help me with this?" (Polite question)

16. The dog \_\_\_\_\_ under the chair before the children arrived.

A. has been hiding

B. was hid

C. have hid

D. had hidden

Ans. (D) had hidden

17. Fill in the blank by using the correct form of the word in the bracket, for the given portion of a letter:

Dear Sir

In response to your query, the document that \_\_\_\_\_ (explain) our country's sustainability initiatives has been attached for your consideration.

Ans. explains