



CHART · CLASSES 4 TO 10

English Tenses and Grammar Chart

The grammar school students use every day, on a few pages: all twelve tenses with their structures and examples, the parts of speech, active and passive voice, reported speech and the irregular verbs worth knowing by heart.

English

01 Present tenses

Tense	Structure	Example
Simple present	subject + base verb (+ s/es)	She walks to school.
Present continuous	am / is / are + verb-ing	She is walking to school.
Present perfect	has / have + past participle	She has walked to school.
Present perfect continuous	has / have been + verb-ing	She has been walking for an hour.

02 Past tenses

Tense	Structure	Example
Simple past	subject + past form	She walked to school.
Past continuous	was / were + verb-ing	She was walking to school.
Past perfect	had + past participle	She had walked to school.
Past perfect continuous	had been + verb-ing	She had been walking for an hour.

03 Future tenses

Tense	Structure	Example
Simple future	will + base verb	She will walk to school.
Future continuous	will be + verb-ing	She will be walking to school.
Future perfect	will have + past participle	She will have walked to school.
Future perfect continuous	will have been + verb-ing	She will have been walking for an hour.

04 Parts of speech

Noun – names a person, place, thing or idea: girl, Delhi, honesty

Pronoun – stands for a noun: he, she, it, they, who

Verb – an action or state: run, think, is

Adjective – describes a noun: tall, blue, three

Adverb – describes a verb, adjective or adverb: quickly, very, often

Preposition – shows position or relation: in, on, at, under, between

Conjunction – joins words or clauses: and, but, because, although

Interjection – shows feeling: oh, wow, alas

Articles – 'a' before consonant sounds, 'an' before vowel sounds, 'the' for something specific

05 Active and passive voice

Rule – the object becomes the subject; use the right form of 'be' + past participle; add 'by' + the doer if needed

Simple present – She writes a letter. → A letter is written by her.

Simple past – The cat chased the mouse. → The mouse was chased by the cat.

Present continuous – They are building a bridge. → A bridge is being built.

Present perfect – He has finished the work. → The work has been finished.

Future – We will announce the results. → The results will be announced.

Modals – You must follow the rules. → The rules must be followed.

06 Direct and reported speech

Tense steps back – is → was; are → were; has → had; will → would; can → could

Simple past – usually becomes past perfect: 'I saw it' → she said that she had seen it

Pronouns change – to match the speaker: 'I am tired,' said Ravi. → Ravi said that he was tired.

Time and place words – now → then; today → that day; tomorrow → the next day; yesterday → the day before; here → there

Questions – 'Where do you live?' → She asked where I lived. (No question mark, normal word order.)

Commands – 'Close the door.' → He told me to close the door.

07 Subject-verb agreement

Singular subject, singular verb – The boy plays. The boys play.

Each, every, everyone, either, neither – take a singular verb: Everyone is here.

Two subjects joined by 'and' – take a plural verb: Ram and Sita are friends.

Either...or, neither...nor – the verb agrees with the nearer subject: Neither the teacher nor the students were late.

08 Irregular verbs to know

Base	Past	Past participle
be	was / were	been
begin	began	begun
break	broke	broken
bring	brought	brought
buy	bought	bought
choose	chose	chosen
do	did	done
drink	drank	drunk
eat	ate	eaten
fly	flew	flown
forget	forgot	forgotten
give	gave	given
go	went	gone
know	knew	known
ride	rode	ridden
see	saw	seen
sing	sang	sung
speak	spoke	spoken
swim	swam	swum
take	took	taken
teach	taught	taught
think	thought	thought
write	wrote	written

How to use this chart

- 1 Learn the tense table by changing one sentence through all twelve tenses.
- 2 Read the irregular verbs aloud in threes: go, went, gone.
- 3 When you check writing, look at the verbs first: tense and agreement cause most mistakes.

ACHIEVERS · SINCE 1999

Want an English tutor for your child?

One-to-one tutors at home in the Chandigarh Tricity, or live online anywhere. Our office confirms the tutor and the fee before the first class.

WhatsApp **+91 86990 09555**
hometutorsindia.com



Scan to WhatsApp

Free to print and share for study. Please keep the Achievers name and number on every page. Exam patterns change, so always check the details with the official board or testing agency. © 2026 Achievers Home Tutions · <https://www.hometutorsindia.com/english-tenses-grammar-chart.html>