

Frequency adverbs

We usually place frequency adverbs before the main verb.

*I **sometimes** carry business cards.*

*He **usually** remembers my name.*

Frequency adverbs usually come after the verb *be*.

*I **am often** out of the office.*

*Life **is generally** more interesting if we have lots of friends.*

Present continuous

Use

We use the present continuous to talk about current activities or short-term activities.

*I'm **checking** my email at the moment.*

*She's **training** for the New York marathon.*



There are some verbs that we do not usually use in their continuous form because they describe states, not activities. Examples are *want*, *need*, *know* and *have* (in the sense of *own* or *possess*).

Form

Affirmative sentences Use the verb <i>be</i> + the -ing form of the verb.	<i>I am working.</i> <i>You/We/They are working.</i> <i>He/She/It is working.</i>
Negative sentences Use the negative form of the verb <i>be</i> .	<i>You aren't working.</i> <i>He isn't working.</i>
Questions Change the word order.	<i>Am I working?</i> <i>Are you/we/they working?</i> <i>Is he/she/it working?</i>
Short answers Use the verb <i>be</i> .	<i>Are you looking for me?</i> <i>Yes, I am. / No, I'm not.</i> <i>Is he waiting in my office?</i> <i>Yes, he is. / No, he isn't.</i>

Spelling

1 Verbs ending in <i>e</i>	Drop the <i>e</i> before -ing.	<i>write</i> → <i>writing</i>
2 Verbs ending in a single vowel + a single consonant	Double the consonant after stressed syllables. Don't double the consonant after unstressed syllables	<i>get</i> → <i>getting</i> <i>begin</i> → <i>beginning</i> <i>happen</i> → <i>happening</i>
3 <i>lie</i> and <i>die</i>	Change <i>ie</i> to <i>y</i> .	<i>lie</i> → <i>lying</i>

Present perfect

Use

We use the present perfect to speak about the past and the present together. We use it to talk about:

1 Present results – past actions with results that are important in the present:

*We've **improved** the design. (It's better now.)*

*I've **finished** the report. (You can have it now.)*

We often use the present perfect to give news:

*He's **just bought** a new house.*

*They've **updated** their website.*

2 Unfinished actions – actions or states that began in the past and are still continuing now:

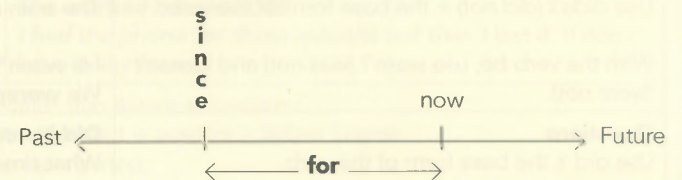
*We've **known** each another for ten years.*

*I've **had** a cold since Tuesday.*

In these sentences, we use *for* with a point in time and *since* with a period of time:

*She's **worked** here since 2008.*

*He's **lived** here for five years.*



3 Experience – finished actions that happened at an indefinite time in the past:

*I love that film. I've **seen** it three times. (three times in my life before now)*

*She's **worked** in four different countries. (it's part of her life's experience)*

***Have** you ever **been** to Paris? (at any time up to now)*

*I've **never seen** that before. (not at any time in my life)*

For information on when we use the present perfect and the past simple, see page 167.

Form

Affirmative sentences Use <i>have/has</i> + past participle. Irregular verbs sometimes have a special past participle form. For a list of irregular verbs, see page 176.	<i>I/You/We/They have finished the report.</i> <i>He/She/It has finished the report.</i> <i>I/You/We/They have been to Italy.</i> <i>He/She/It has been to Italy.</i>
Negative sentences Use <i>has/hasn't</i> + past participle.	<i>I/You/We/They haven't done this before.</i> <i>He/She/It hasn't done this before.</i>
Questions Change the word order.	<i>Have I/you/we/they ever done this before?</i> <i>Has he/she/it ever been to Helsinki?</i> <i>Where have you been?</i>
Short answers Use <i>has/have</i> or <i>hasn't/haven't</i> .	<i>Has she written to you yet?</i> <i>Yes, she has.</i> <i>Have you seen Peter?</i> <i>No, I haven't.</i>