

By military.english.teacher

GRAMMAR WORKBOOK



Present, past and future
tenses and forms

STANAG 6001

By military.english.teacher

ABOUT THIS WORKBOOK



Thank you for downloading my mini-workbook!
I hope you find it useful.

The e-book is a self-study tool for students,
as well as a teaching resource for Military English teachers.

You can find more materials on my website:
www.militaryenglishcourse.com

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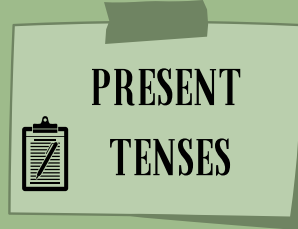
GRAMMAR WORKBOOK



PRESENT TENSES



PRESENT SIMPLE - USE and STRUCTURE



Present Simple is used:

- to talk about facts, general truths and permanent situations

Examples: He works on a military base.

Soldiers always follow Standard Operating Procedures (SOP).



- to talk about current habits, routines and duties

David works out in the gym twice a week.

Drill sergeants are responsible for training new recruits.



- to talk about fixed timetables


PT (Physical Training) starts at 7:30 AM.

We do vehicle maintenance in the afternoons.



- to give instructions (using imperative) and to give a demonstration

Keep your finger away from the trigger.

Firstly, I press the magazine release with my thumb and remove the magazine with my other hand. 



- in the news headlines

President Trump threatens to use military to end 'riots and lawlessness'.

More than 200 army personnel test positive for coronavirus at two training bases.



- to tell jokes

An old man walks into a bar...



- AFFIRMATIVE SENTENCES

VERB FORM

I work on a military base.

You work abroad.

She/He **works** part-time.

We work hard.

You work extra hours.

They work for UN.

I am a captain.

You are a lieutenant.

She/He is a sergeant.

TO BE

We are soldiers.

You are in the army.

They are on duty.

- NEGATIVE SENTENCES

don't + verb --> I don't know.

doesn't + verb --> for the third person (he, she, it)

It doesn't matter.

These aren't my duties.

- QUESTIONS

What do you do (for a living)?

What is his rank?

What unit are you in?

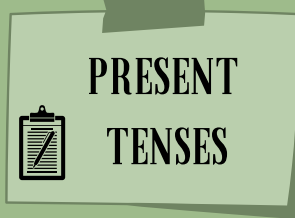


ALWAYS
USUALLY
OFTEN
SOMETIMES
RARELY
HARDLY EVER
NEVER

Frequency adverbs



PRESENT CONTINUOUS- USE and STRUCTURE



Present Continuous is used:

- to talk about **actions happening at the moment of speaking**

Example: I'm calling to postpone the meeting with lieutenant Lopez.



- to talk about **temporary situations/activities**

Colonel Davies is preparing for deployment to Bosnia.



- to talk about **trends, changes and progress**

The use of drones is becoming increasingly popular.



- to talk about **future arrangements**

I'm going on a mission to Lebanon next month.



- to talk about **annoying habits**

He is always looking at his phone during family dinners!



There is a group of verbs - STATIVE VERBS - that are NOT used in Present Continuous.

They are related to:

- possession: own, contain, consist, include
- senses: sound, smell, hear, taste, touch
- emotions: love, like, hate, prefer, want, mind
- mental state: know, believe, suppose, agree, understand,
- others: depend, cost, weigh, seem



- AFFIRMATIVE SENTENCES

VERB FORM

The verb **TO BE + VERB ending with -ING**

Example: Currently I am preparing for STANAG 6001 exam.

- QUESTIONS

Are you going on manoeuvres next week?

WATCH OUT!



There is a structure '**am/is/are being**' which refers to a way a person is behaving now and it's usually not a typical behaviour of this person.

Examples: My son is being so naughty today!

You are being so silly!

- NEGATIVE SENTENCES

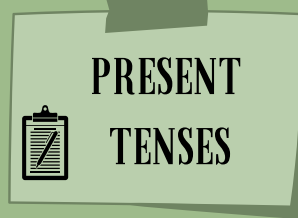
We add a negation 'not' in front of the verb TO BE, usually in a short form:

I'm not doing my best today.

You aren't paying attention. Focus!



PRESENT PERFECT- USE and STRUCTURE



Present Perfect is used:

- to talk about situations/states that started in the past and last until now

Examples: We have been married since 2017.

I have been a corporal for 2 months so far.



- to talk a present result of a past action

I've lost my car keys. (I can't find them).



- to talk about indefinite past (not specifying when something happened but if)

Have you watched 'Saving Private Ryan'?

Have you (ever) driven a tank?



- to talk about something we have done for the first time or never in our life

It's the first time I've fired a gun.

I have never been abroad.



- AFFIRMATIVE SENTENCES

VERB FORM

have + Past Participle*

has + Past Participle (3rd person)

I have been to Germany and Italy for manoeuvres (BrE) / maneuvers (AmE).

*Past Participle is the third form of the verb, e.g.: to be - was/ were - been

- QUESTIONS

Use have (n't) and has (n't) to ask questions.

Excuse me, Sir, have you seen sergeant Johnson?

Already, yet, and just are usually used in Present Perfect.

I have *already* sent the report. = sooner than expected

I haven't done that *yet*. = until now (in questions and negative sentences)

She's *just* had lunch. = a short time ago

- NEGATIVE SENTENCES

haven't + Past Participle

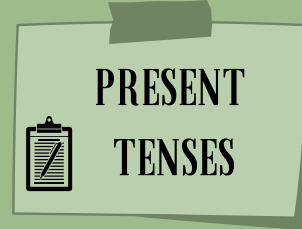
hasn't + Past Participle

He's never deployed or been posted abroad.



PRESENT PERFECT CONTINUOUS-

USE and STRUCTURE



Present Perfect Continuous is used:

- to emphasize the length of the activity (how long)

Examples: She has been writing e-mails all morning.



- to talk about actions that haven't been finished (or it doesn't matter, or we don't know for sure)

I have been painting my room. (We don't know if the person completed the action)



- to talk about actions stopping just before the present moment

Have you been running? You are sweating and are out of breath.



- to emphasize repetitiveness

I've been going on vacation to Italy for more than 10 years.



- AFFIRMATIVE SENTENCES

VERB FORM

have + been + V-ing

has + been + V-ing (3rd person)

It's been raining for 3 days in a row.

- NEGATIVE SENTENCES

haven't + been + V-ing

hasn't + been + V-ing

- QUESTIONS

Use have (n't) been and has (n't) been + V-ing to ask questions.

Have you been drinking? I can smell alcohol in your breath.

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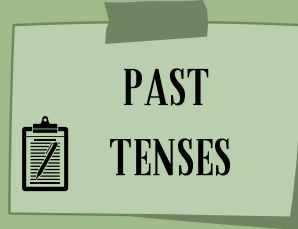
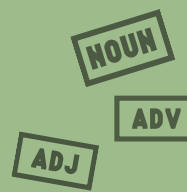
GRAMMAR WORKBOOK



PAST TENSES and FORMS



PAST SIMPLE - USE and STRUCTURE



Past Simple is used:

- to talk about facts, general truths in the PAST

Example: During the Cold War and into the 1990s, compulsory military service existed in nearly every European country.



- to talk about PAST habits, routines and duties

Back in 2002 when I was a cadet I run 10 kilometres every morning.
(also: 'I used to run' - USED TO for past habits)



- to talk about single completed actions in the PAST

He entered the NCO school when he was 20.
Colonel Watson retired in 2018.



- to talk about permanent past situations

He served in UNPROFOR from 1992 to 1994.



- to talk about a series of completed actions in the PAST

Last summer I went on vacation to Greece, then I visited a few European capitals and finally hiked in the Swiss mountains.



*AND...

- as a part of the **SECOND CONDITIONAL** to talk about **unreal / hypothetical situations in the PRESENT!**

If I were you, I would join the army. (to give some advice)

If he didn't have a family, he would accept a high-risk mission. (BUT he has a family = hypothetical statement)

- AFFIRMATIVE SENTENCES

REGULAR VERBS - VERB + ED

I **graduated** from Officer School in 1997.

I **served** in Iraq in 2010.

I **joined** the army when I was 18.

Watch out! There are 3 different ways to pronounce -ED endings in English!

- NEGATIVE SENTENCES

didn't + verb --> He didn't do it.

- QUESTIONS

Why **did** she choose a military career?

Did you take part in any combat missions?

How old **were** you when you joined the army?

***IRREGULAR VERBS** - You have to learn them by heart.

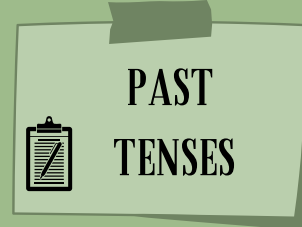
This is a list provided by Cambridge University Press:

<https://www.cambridge.es/content/download/5266/38857/Grammar--Vocabulary-First-and-First-for-Schools-irregular-verbs.pdf>

TO BE - I/he/she/it **was** and you/we/they **were**



PAST CONTINUOUS - USE and STRUCTURE



Past Continuous is used:

- to talk about background information in a story

Example: The sun was shining and I was lying on the beach with a book in my hands.



- to talk about actions in progress at a particular moment in the PAST

(being in the middle of doing something)

Yesterday at 1 PM I was briefing my subordinates on their weekly tasks.



- to talk about longer activity interrupted (Past Continuous) by a shorter one (Past Simple)

He was checking his email, when lieutenant Brown called.



- to talk about two actions in progress at the same time in the PAST

We were working hard, while they were partying.



- AFFIRMATIVE SENTENCES

was/were + VERB ending in -ing

I **was studying** in the NCO Academy when I met my husband.

- NEGATIVE SENTENCES

wasn't / weren't + VERB ending in -ing

He **wasn't paying** attention during the meeting, because he was texting his girlfriend instead.

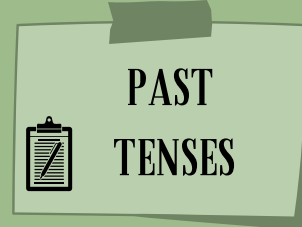
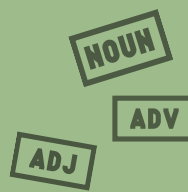
- QUESTIONS

(inversion to form questions)

What were you doing at this time yesterday? You didn't pick up the phone when I called you.



PAST PERFECT - USE and STRUCTURE



Past Perfect is used:

- **to talk about completed actions before a moment in the PAST** (before a starting point of a story)

Examples: We were caught in an ambush and when the backup arrived, our soldiers **had** already **surrendered**.



Major White arrived at work in the morning and discovered that someone **had broken** into his office during the night.



- **to talk about situations and states before the past action**

I **had lived** in Valencia before I moved to Madrid.

The meeting **had** already **started** by the time she arrived.



- **to emphasize the result of an activity in the PAST**

He was full, because I **had had** lunch.



***in the THIRD CONDITIONAL**

- **to talk about something in the past that did NOT happen**

If you **had studied** harder for the STANAG 6001 exam last year, you would have passed it with flying colours.



- AFFIRMATIVE SENTENCES

had + Past Participle

When I arrived at the party, Peter **had** already **left**.

- NEGATIVE SENTENCES

hadn't + Past Participle

If we **hadn't requested** MEDIVAC, many soldiers would have been killed.

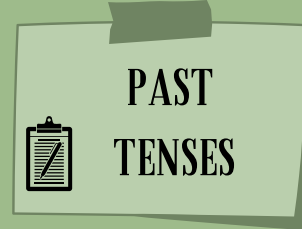
- QUESTIONS

(inversion to form questions)

Had she ever **visited** London before she moved there?



PAST PERFECT CONTINUOUS- USE and STRUCTURE



Past Perfect Continuous is used:

- to emphasize the duration or cause of an activity in the PAST

Example: Yesterday soldiers were completely worn out, because they **had been lifting** weights all morning.



- to talk about actions stopping just before a moment in the PAST

When I saw you on Friday you were out of breath.

Had you **been running**?



- to describe an action that began and was still in progress in the past before another past action started.

We **had been having** picnic for an hour when it started to rain heavily and we had to hide.



- AFFIRMATIVE SENTENCES

had + been + Verb ending in -ing

I was exhausted when I got home yesterday.

I **had been working** hard all day.

- NEGATIVE SENTENCES

hadn't + been + Verb ending in -ing

She **hadn't been studying** English for a long time before she moved to Canada.

- QUESTIONS

(inversion to form questions)

How long **had** you **been waiting** to get on the bus?



USED TO

PAST FORM



The structure '**used to + verb**' is used to talk about past habits and states, which are no longer true.

- AFFIRMATIVE SENTENCES

used to + Verb

I **used to smoke** when I was a cadet.

- NEGATIVE SENTENCES

didn't use to + Verb

He **didn't use to like** children, but it's different now when he has his own.

- QUESTIONS

Did you **use to** wear a uniform when you were at school?



Watch out! Don't confuse this structure with 'to be used to doing something'.

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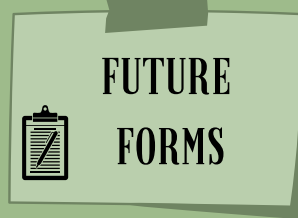
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FUTURE TENSES and FORMS



FUTURE SIMPLE: WILL



Future Simple is used:

- to make predictions about the future

Example: What will the world look like in 2050?



- to make spontaneous decisions

I'll take it!



- to make promises

I'll always love you.



- to make requests / offers / proposals

Will you marry me?



- in the first conditional (to make a future reference)

If it rains heavily tomorrow, we will put off the morning PT.

We often use will with: probably, I'm sure, I think, I don't think, I wonder

Example: Don't worry about the exam. I'm sure you'll pass.

BUT: After I hope, we generally use the present:

I hope Tom passes the driving test.

- AFFIRMATIVE SENTENCES

VERB FORM

The verb **WILL + VERB**

Example: I'll help you.

- NEGATIVE SENTENCES

WILL NOT = WON'T

- QUESTIONS

Will you please turn the music down?

WATCH OUT!



SHALL or WILL?

We use **shall** mostly in the questions (shall I ... ? / shall we ... ?) to ask if it's OK to do something or to ask for a suggestion:

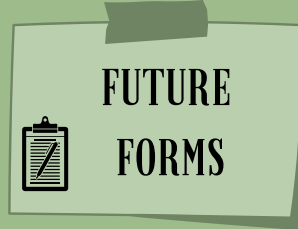
Shall I open the window? (= do you want me to open it?)

'Shall we go?' 'Just a minute. I'm not ready yet.'

Normally we use shall only with I and we.



TO BE GOING TO (DO)



'To be going to' is used:

- to talk about **plans**

Example: What are you going to do this weekend?



- to talk about **decisions or intentions**

I'm definitely not going to text him ever again!

Are you going to eat your MRE?



- to make **predictions about the future BASED ON EVIDENCE**

Look at all these clouds! It looks like it's going to rain this afternoon.



WATCH OUT!

TO BE GOING TO - we are still planning it, making a decision, but usually have't taken any action yet
I'm going to hang out with my friends this weekend.

VS

PRESENT CONTINUOUS - it's an arrangement, it's confirmed

Gabriela and Juan are getting married next summer!

I'm deploying to Iraq in the upcoming months.

- AFFIRMATIVE SENTENCES

VERB FORM

The verb **to BE + going to + VERB**

Example: I'm going to finally clean the car on Friday.

- NEGATIVE SENTENCES

to be + not + going to + do

- QUESTIONS

Is he really going to run a marathon in those shoes?

WATCH OUT!



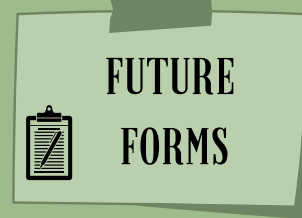
To be going to do (sth) and To be going to (a place) often look very similar, while they are two different future forms. Compare:

I'm going to go shopping after work (**plan, intention**)

I'm going to Italy next weekend = I'm flying to Italy next weekend (**arrangement**)



OTHER FUTURE TENSES AND FORMS



We can use PRESENT TENSES to talk about the FUTURE:



Present Continuous (in the future reference) is used:

- to talk about **future ARRANGEMENTS**

Example: I'm moving to Canada next month and I'm starting a new job there in November.
I'm meeting Rachel after work.



Present Simple (in the future reference) is used:

- to talk about **future events which are fixed by a timetable or schedule**

The last bus to Madrid leaves at 10 PM.

The movie starts at midnight.



***There are also some FUTURE TENSES that are less frequently used than the ones discussed, however there are some contexts in which they might be useful.**

Future Continuous is used:

- to talk about **actions in progress in the future**

Example: This time next week I'll **be lying** on the beach in Portugal.



- to ask **polite questions**

Will you be using the company car tomorrow?

(Read between the lines! This question means that the person asking would actually like to use it.)



Future Perfect is used:

- to talk about **actions that will be completed before a particular point in the future**

Example: I **will have graduated** from the Military Academy by the end of 2022.



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THANK YOU!



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