The **tenses** of a verb express time. They show and convey whether an action, process, or event takes place in the present, past, or future.

The **perfect tenses**, which indicate completed action, are **present perfect, past perfect, and future perfect**. They are formed by adding the helping verbs *have* (or *has*), *had*, and *will have* to the past participle.

**Directions for Practice 1:** Revise the following sentences, changing each verb from the present tense to the tense indicated.

**EXAMPLE:** *I know* the right answer.
**PAST TENSE:** *I knew* the right answer.

**Use the following chart to guide you through the different tenses of verbs.**

<table>
<thead>
<tr>
<th>Tense</th>
<th>Regular</th>
<th>Irregular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td>He talks</td>
<td>He goes</td>
</tr>
<tr>
<td>Past</td>
<td>He talked</td>
<td>He went</td>
</tr>
<tr>
<td>Future</td>
<td>He will talk</td>
<td>He will go</td>
</tr>
<tr>
<td>Present Perfect</td>
<td>He has talked</td>
<td>He has gone</td>
</tr>
</tbody>
</table>

1. Allison loses the sales to competitors.

**PAST:** __________________________________________________________________________

2. Malcolm talks to his friends at the community college.

**PRESENT PERFECT:** __________________________________________________________________

3. The microscope enlarges the cell.

**PRESENT PERFECT:** __________________________________________________________________

4. Reports follow a standard format.

**FUTURE:** __________________________________________________________________________
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5. Meg Ryan receives excellent evaluations.

**FUTURE PERFECT:** Meg Ryan will have received excellent evaluations.

6. Juanita writes a computer program.

**PAST:** Juanita wrote a computer program.

7. Juanita writes a computer program.

**PRESENT PERFECT:** Juanita has written a computer program.

8. The movie stars Brad Pitt.

**FUTURE:** The movie will star Brad Pitt.

9. Many celebrities donate money to AIDS research.

**PRESENT PERFECT:** Many celebrities have donated money to AIDS research.

10. My nephew travels to Michigan’s Upper Peninsula on business.

**PAST PERFECT:** My nephew had traveled to Michigan’s Upper Peninsula.

Part II: Review the following techniques to combine sentences and use different types of sentences.
5 Techniques for Varying Sentences:

1. **Avoid stringing simple sentences together with coordinating conjunctions** (and, but, or, so, etc.) Instead, use an **infinitive phrase** (to + a verb--to make, to go.)
   
   SIMPLE: I set my alarm for 7 A.M., **so** I could eat breakfast before school.  
   VARIED: **To eat breakfast before school,** I set my alarm for 7 A.M.

2. **Begin some sentences with a prepositional phrase.** A preposition shows relationships between things (during, over, toward, before, with, inside, over, above). Many prepositions suggest time, direction, or location (at, in, on, by, to).
   
   During the concert **the fire alarm rang.**  
   Inside the theater the crowd waited expectantly.

3. **Begin some sentences with a present or past participle** (a verb with an -ing or past tense ending--cooking, broken)
   
   Barking and jumping, the dogs greeted their master.  
   Still laughing, two girls left the movie.  
   Tired and exhausted, the mountain climbers fell asleep quickly.

4. **Begin some sentences with a dependent clause introduced by a subordinating conjunction** (Although, Because, While, If, After, When, Until).
   
   Because I ate shellfish, I developed hives.

5. **Begin some sentences with a conjunctive adverb or transitional word** (Therefore, Thus, Consequently, Ultimately, Accordingly, However, In fact, Nevertheless)
   
   Consequently, we decided to have steak for dinner.

**Practice 1:** Choose any **EIGHT** of the following pairs of simple sentences to combine into one sentence using the technique suggested in brackets.

**EXAMPLE:**  

a. The dog barked and howled.  
   b. The dog warned a stranger away.  
   [Use present participle (-ing verb).]
COMBINED: Barking and howling, the dog warned a stranger away.

1. a. Professor Clark has a Civil War battlefield model.
   b. He has it in his office.
   [Use prepositional phrase.]

2. a. Toby went to Disneyland for the first time.
   b. He was very excited.
   [Use past participle (verb with an -ed ending).]

3. a. Teresa received a full scholarship.
   b. She does not need to worry about paying her tuition.
   [Use subordinating conjunction.]

4. a. Lance answered the phone.
   b. He was in his car.
   [Use a prepositional phrase.]

5. a. The truck choked and sputtered.
   b. The truck pulled into the garage.
   [Use present participle (verb with an -ing ending).]
6. a. Rich programmed his DVR.
   b. He knew he would miss his favorite show.
      [Use subordinating conjunction.]

7. a. The postal carrier placed a package outside my door.
   b. The package had a foreign stamp on it.
      [Use prepositional phrase.]

8. a. The instructor asked the students to take their seats.
   b. She was annoyed.
      [Use present participle (verb with an -ing ending) or a subordinating
       conjunction.]

9. a. Shayla stood outside the student union.
   b. She waited for her boyfriend.
      [Use present participle (verb with an -ing ending) or a subordinating
       conjunction.]

10. a. Bo walked to the bookstore.
    b. He was going to buy some new highlighters.
       [Use infinitive (to) phrase.]