

TENSE – Shortcut Rules + Examples (Exam-Oriented)

(SSC, CHSL, CGL, GD, Bank & All Competitive Exams)

◆ 1. Present Indefinite (Simple Present)

Structure:

👉 S + V¹ / V¹(s/es)

✅ Shortcut Rules

✓ Universal truth / habit → **Simple Present**

✓ Third person singular → **s / es**

✓ Adverbs: *always, usually, often, daily*

🔊 Examples

- I **play** cricket.
 - He **plays** cricket.
 - Sun **rises** in the east.
-

◆ 2. Present Continuous

Structure:

👉 S + is/am/are + V¹ + ing

✅ Shortcut Rules

✓ Action happening **now**

✓ Temporary action

✓ Keywords: *now, at present, currently*

🔊 Examples

- She **is reading** a book.
 - They **are playing** outside.
-

◆ 3. Present Perfect

Structure:

👉 S + has/have + V³

✅ Shortcut Rules

✓ Action **just completed**

✓ Result is important, not time

✓ Keywords: *just, already, yet, ever, never*

🔊 Examples

- I **have finished** my work.
 - He **has gone** to Delhi.
-

◆ 4. Present Perfect Continuous

Structure:

👉 S + has/have + been + V¹ + ing + since/for

✅ Shortcut Rules

- ✓ Action started in past and **still continuing**
- ✓ Always use **since / for**

🔊 Examples

- She **has been studying** for 3 hours.
 - I **have been living** here since 2020.
-

◆ 5. Past Indefinite (Simple Past)

Structure:

👉 S + V²

✅ Shortcut Rules

- ✓ Definite time in past
- ✓ Keywords: *yesterday, ago, last, in 2020*

🔊 Examples

- I **met** him yesterday.
 - They **won** the match.
-

◆ 6. Past Continuous

Structure:

👉 S + was/were + V¹ + ing

✅ Shortcut Rules

- ✓ Action going on in past
- ✓ Two actions → longer action in past continuous

🔊 Examples

- I **was reading** a book.

- She **was cooking** when I arrived.
-

◆ 7. Past Perfect

Structure:

👉 S + had + V³

✅ Shortcut Rules

- ✓ Two past actions → **earlier action** in past perfect
- ✓ Keywords: *before, after, already*

🔪 Examples

- The train **had left** before I reached.
 - He **had completed** the work.
-

◆ 8. Past Perfect Continuous

Structure:

👉 S + had been + V¹ + ing + since/for

✅ Shortcut Rules

- ✓ Duration before another past action

🔪 Examples

- She **had been waiting** for 2 hours.
 - We **had been working** since morning.
-

◆ 9. Future Indefinite (Simple Future)

Structure:

👉 S + will/shall + V¹

✅ Shortcut Rules

- ✓ Decision at the moment
- ✓ Promises, predictions

🔪 Examples

- I **will help** you.
 - She **will pass** the exam.
-

◆ 10. Future Continuous

Structure:

👉 S + will be + V¹ + ing

🔪 Examples

- I will be studying at night.
-

◆ 11. Future Perfect

Structure:

👉 S + will have + V³

🔪 Examples

- She will have completed the task.
-

◆ 12. Future Perfect Continuous

Structure:

👉 S + will have been + V¹ + ing + since/for

🔪 Examples

- I will have been working for 5 hours.
-

🔥 EXAM GOLDEN SHORTCUTS

- ✓ Since → Point of time
- ✓ For → Period of time
- ✓ Yesterday / Ago → Past Indefinite
- ✓ Just / Already / Yet → Present Perfect
- ✓ When + Past Indefinite → Past Continuous