

 **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