Tense	Affirmative/ Negative/Question	Use	Signal Words
Simple present	A: He speaks N: He does not speak Q: Does he speak?	An action in the present taking place once, never, or several times; facts; actions taking place one after another; an action set by a timetable or a schedule	Almost, every, normally, never, often, seldom, sometimes (usually if sentences include "I" eg. If I speak).
Present progressive	A: She is speaking N: She is not speaking Q: Is she speaking?	The action taking place at this precise moment; the action taking place only for a limited amount of time; the action arranged for the future.	At the moment, just, just now, now, right now, Listen!, Look!
Simple past	A: He spoke N: She did not speak Q: Did he speak?	An action in the past taking place once, never, or several times; actions taking place one after another; an action taking place in the middle of another action.	Yesterday, two minutes ago, in 1879, the other day, last Friday (in "I" sentences: if I talked)
Past progressive	A: They were speaking N: They were not speaking Q: Were they speaking.	An action going on at a certain time in the past; actions taking place at the same time; actions in the past that are interrupted by other actions.	when; while; as long as.

Tense	Affirmative/ Negative/Question	Use	Signal Words
Present perfect simple	A: She has spoken N: She has not spoken Q: Has she spoken?	an emphasis on the result; an action that is still going on; an action that stopped recently; a finished action that has an influence on the present; an action that has taken place once, never, or several times before the moment of speaking.	already, just, ever, never, not yet, so far, till now, up to now.
Present perfect progressive	A: He has been speaking N: He has not been speaking Q: Has he been speaking?	putting an emphasis on the duration, not the result; an action that recently stopped or is still going on; a finished action that influenced the present.	All day, for four years, since 1993, the whole week, how long?
Past perfect simple	A: She had spoken N: She had not spoken Q: Had she spoken?	An action taking place before a certain time in the past; sometimes interchangeable with past perfect progressive; putting emphasis on the fact, not the duration or the result.	Already, just, once, never, not yet, until that day (eg. in "I" sentences - if I had spoken).

Tense	Affirmative/ Negative/Question	Use	Signal Words
Past perfect progressive	A: He had been speaking; N: He had not been speaking; Q: Had he been speaking?	An action taking place before a certain time in the past; sometimes interchangeable with past perfect simple; putting emphasis on the duration or course of an action.	For, since, the whole day, all day.

Affirmative/ Negative/ Question	Use	Signal Words
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Future I Simple	A: He will speak. N: He will not speak. Q: Will he speak?	•	action in the future that cannot be influenc ed sponta neous decision assump tion with regard to the future	in a year, next, tomorrow If-Satz Typ I (If you ask her, she will help you.) assumption: I think, probably, perhaps
Future II Simple (going to)	A: He is going to speak. N: He is not going to speak. Q: Is he going to speak?	•	decisio n made for the future conclusi on with regard to the future	in one year, next week, tomorrow

Future I Progressive	A: He will be speaking. N: He will not be speaking. Q: Will he be speaking?	•	action that is going on at a certain time in the future action that is sure to happen in the near future	in one year, next week, tomorrow
Future II Simple	A: He will have spoken. N: He will not have spoken. Q: Will he have spoken?	•	action that will be finishe d at a certain time in the future	by Monday, in a week

Future II Progressive	A: He will have been speaking. N: He will not have been speaking. Q: Will he have been speaking?	•	action taking place before a certain time in the future putting emphas is on the course of an action	for, the last couple of hours, all day long
Conditional I Simple	A: He would speak. N: He would not speak. Q: Would he speak?		action that might take place	if sentences type II (If I were you, I would go home.)
Conditional I Progressive	A: He would be speaking. N: He would not be speaking. Q: Would he be speaking?	•	action that might take place putting emphas is on the course / duratio n of the action	if sentences type II (If I were you, I would go home.)

Conditional II Simple	A: He would have spoken. N: He would not have spoken. Q: Would he have spoken?	•	action that might have taken place in the past	if sentences type III (If I had seen that, I would have helped.)
Conditional II Progressive	A: He would have been speaking. N: He would not have been speaking. Q: Would he have been speaking?	•	action that might have taken place in the past puts emphas is on the course / duratio n of the action	