

Tense	Affirmative/Negative/Question	Use	Signal Words
<u>Simple Present</u>	A: He speaks. N: He does not speak. Q: Does he speak?	action in the present taking place once, never or several times facts actions taking place one after another action set by a timetable or schedule	always, every ..., never, normally, often, seldom, sometimes, usually if sentences type I (<i>If I talk, ...</i>)
<u>Present Progressive</u>	A: He is speaking. N: He is not speaking. Q: Is he speaking?	action taking place in the moment of speaking action taking place only for a limited period of time action arranged for the future	at the moment, just, just now, Listen!, Look!, now, right now
<u>Present Perfect Simple</u>	A: He has spoken. N: He has not spoken. Q: Has he spoken?	putting emphasis on the result action that is still going on action that stopped recently finished action that has an influence on the present action that has taken place once, never or several times before the moment of speaking	already, ever, just, never, not yet, so far, till now, up to now
<u>Present Perfect Progressive</u>	A: He has been speaking. N: He has not been speaking. Q: Has he been speaking?	putting emphasis on the course or duration (not the result) action that recently stopped or is still going on finished action that influenced the present	all day, for 4 years, since 1993, how long?, the whole week