

Survey of Verb Tenses from Diane Hacker, *A Writer's Reference*, 5th edition, page 169:

The simple tense indicates an action in the past, present and future.

The progressive tense, which indicates on ongoing activity, is formed with past, present or future form of “be” followed by the verb’s present participle.

The perfect or perfected form, which indicates an event that is complete, is formed with the past, present or future form of “have” followed by the verb’s past participle.

There perfect (perfected) progressive form, which indicates an ongoing activity completed, is formed with the past, present or future of “have” followed by the past participle of “be,” been, and the verb’s present participle.

Tense	Past	Present	Future
Simple	I walked	I walk	I will walk
Progressive	I was walking	I am walking	I will be walking
Perfect (Perfected)	I had walked	I have walked	I will have walked
Perfect Progressive	I had been walking	I have been walking	I will have been walking

Using verb tenses to order time:

Everyone had spoken by the time I arrived.

We built our cabin high on a pine knoll, forty feet above an abandoned quarry that had been flooded in 1920 to create a lake.

By the time we arrived at the party, the guest of honor had left.

When we arrived in Paris, Pauline met us at the train station.

The club had hoped to raise a thousand dollars by April 1.

Dan would like to have joined the navy, but he did not pass the physical. Compare this present form of the sentence with, Dan would have liked to have joined the navy, but he did not pass the physical.

Moods:

Indicative: used for facts, opinions and questions.

Imperative: used for orders or advice.

Subjunctive: used in certain contexts to express wishes, requests, or conditions contrary to fact.

Subjunctive:

It is important that you be prepared for the interview. (That and expressing a wish)

We asked that she drive more slowly. (In that clauses following verbs such as ask, insist, recommend, request, and suggest.)

If I were you, I'd proceed more cautiously. (Beginning with if or expressing a wish)

If I were a member of Congress, I would vote for the bill. But do not use the subjunctive if the condition exists or may exist: If Marjorie wins the contest, she will leave for Barcelona in June.

We could be less cautious if Jake were more trustworthy.

I wish that Dr. Kurtinitis were my professor. (Formal, was for informal)

Professor Moore insists that her students be on time.

We recommend that Lambert file form 1050 soon.