Objectives

- Use the irregular verbs *be, have, and do* correctly.
- Use the present, past, and future tenses of verbs correctly.
- Demonstrate the use of the perfect tenses, progressive tenses, and emphatic tenses of verbs in sentences.
Objectives continued

- Differentiate between active and passive voices of verbs.
- Identify the three ways to express verb mood.
- Demonstrate the functions of verbals—gerunds, participles, infinitives—in sentences.
Irregular Verbs

*Be, Do, Have*

The irregular verbs of *be, do, and have* appear as main verbs, linking verbs, or helping verbs and require memorization.
### Irregular Verbs

**Be, Do, Have**

<table>
<thead>
<tr>
<th>Present Tense</th>
<th>Past Tense</th>
<th>Past Participle</th>
<th>Present Participle</th>
</tr>
</thead>
<tbody>
<tr>
<td>(be), am, is</td>
<td>was, were</td>
<td>been</td>
<td>being</td>
</tr>
<tr>
<td>are</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>do, does</td>
<td>did</td>
<td>done</td>
<td>doing</td>
</tr>
<tr>
<td>have, has</td>
<td>had</td>
<td>had</td>
<td>having</td>
</tr>
</tbody>
</table>
Irregular Verbs - *Be, Do, Have*
Singular and Plural Verb Forms of *Be* for First, Second and Third Person

<table>
<thead>
<tr>
<th>First Person</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (am) (was)</td>
<td>we (are) (were)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Person</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>you (are) (were)</td>
<td>you (are) (were)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Person</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>he, she, it (is) (was)</td>
<td>they (are) (were)</td>
<td></td>
</tr>
<tr>
<td>Mary (is) (was)</td>
<td>Mary and Tom (are) (were)</td>
<td></td>
</tr>
</tbody>
</table>
Be Examples

I am eager to load this software.
You were correct in backing up our payroll data.
Theresa is printing the checks this afternoon.
We are pleased with the software upgrade.
## Singular and Plural Verb Forms of *Do* for First, Second and Third Person

<table>
<thead>
<tr>
<th></th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Person</strong></td>
<td>I (do) (did)</td>
<td>we (do) (did)</td>
</tr>
<tr>
<td><strong>Second Person</strong></td>
<td>you (do) (did)</td>
<td>you (do) (did)</td>
</tr>
<tr>
<td><strong>Third Person</strong></td>
<td>he, she, it (does) (did)</td>
<td>they (do) (did)</td>
</tr>
<tr>
<td></td>
<td>Mary (does) (did)</td>
<td>Mary and Tom (do) (did)</td>
</tr>
</tbody>
</table>
### Singular and Plural Verb Forms of *Have* for First, Second and Third Person

<table>
<thead>
<tr>
<th>Person</th>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Person</strong></td>
<td>I (have) (had)</td>
<td>we (had) (have)</td>
</tr>
<tr>
<td><strong>Second Person</strong></td>
<td>you (have) (had)</td>
<td>you (have) (had)</td>
</tr>
<tr>
<td><strong>Third Person</strong></td>
<td>he, she, it (has) (had)</td>
<td>They (have) (had)</td>
</tr>
<tr>
<td></td>
<td>Mary (has) (had)</td>
<td>Mary and Tom (have) (had)</td>
</tr>
</tbody>
</table>
Verb Tense

The verb tense helps identify the time of an action or state of being. Includes the following:

- Present
- Past
- Future
- Present Perfect
- Past Perfect
- Future Perfect
- all 6 progressive tenses
- Present and Past Emphatic
Present Tense

- Expresses a general truth or an action that is occurring now
  
  *Ginny answers her e-mail each hour.*
  *My laser printer needs a new toner cartridge.*

- Expresses an action that occurs regularly or habitually
  
  *The manager requests timesheets on Friday.*
  *Some companies offer software discounts to employees.*
Present Tense

Add **s** to a verb in present tense when the subject is a third-person singular noun or a third-person pronoun (he, she, it).

- **Kara drives**
- **she drives**
- **Joe manages**
- **he manages**
- **Brian calls**
- **he calls**
- **Rachel prints**
- **she prints**
Present Tense

Add **es** to the verb if it ends in **o**, **ch**, **s**, **sh**, **x**, or **z**.

- **the boat goes**  
- **Ms. LaPorte reaches**  
- **the teacher dismisses**  
- **Webmaster wishes**  
- **the manager fixes**  
- **the machine buzzes**

- **it goes**  
- **she reaches**  
- **he or she dismisses**  
- **he or she wishes**  
- **he or she fixes**  
- **it buzzes**
Present Tense

Do not add *s* or *es* to a verb in present tense when the subject is a plural noun or a compound subject.

- *we know*
- *they plan*
- *boats go*
- *Mark and Lynn miss*
- *teachers dismiss*
- *Webmasters wish*
- *managers fix*
Past Tense

- Expresses an action or condition that was started and completed in the past.
- Requires *d* or *ed* to form the past tense of regular verbs. Use the dictionary for the past tenses of irregular verbs.
Past Tense

Do not use a helping verb with a main verb to form the past tense.

Regular Verbs

_We requested_ a site license for the software.
_Sandra discussed_ the network problem with _Eric._

Irregular Verbs

_She forgot_ the password for the customer database file.
_Gary wrote_ to the manufacturer about the printer problem.
Future Tense

- Indicates an action or a condition that will occur in the future
- Requires the helping verbs *will* or *shall* before the present part of the verb

*She will design our new Web page.*
*We will send the software this afternoon.*
Perfect Tenses

The perfect tenses use the helping verbs *has*, *have*, or *had*. The three perfect tenses are

- Present perfect
- Past perfect
- Future perfect
Present Perfect Tense

- Shows that an action or condition that started in the past has just been completed or continues to take place into the present.
- Requires the use of *has* or *have* with the past participle of the verb to form the present perfect tense.

*Our company has requested temporary programmers several times.*

*We have found the new software easy to use.*
Past Perfect Tense

- Shows that one action or condition began and was completed before another action in the past started.
- Requires the use of the helping verb *had* with the past participle to form the past perfect tense.

*He had solved the network problem before we arrived for work.*

*By the time we evaluated the software, the manufacturer had released a new version.*
Future Perfect Tense

- Indicates an action or condition that will begin and end before a specific future time.
- Requires the helping verbs *shall have* or *will have* before the past participle of a verb to form the future perfect tense.

*I will have updated* the software before next Friday.

*By next summer, this software version will have been updated.*
Progressive Tense

- Follows the patterns of the simple and perfect tenses
- Shows continuing actions or conditions
- Consists of the present participle (main verb ending in *ing*) and appropriate tenses of *to be* (*am, is, are, was, were, be, been*)
Present Progressive Tense

Use the present participle plus the helping verbs *am, is*, or *are* to form the present progressive tense.

*She is requesting* a new computer.
*I am forwarding* your e-mail to Carol.
*The managers are updating* our software instruction manual.
Past Progressive Tense

- Involves an action or condition that was in progress at a time in the past.
- Requires the present participle plus the helping verbs *was* or *were* to form the past progressive tense.

*She was installing the software.*

*They were planning to attend the software demonstration.*
Future Progressive Tense

- Involves an action or condition that will continue in the future.
- Requires the present participle plus the helping verb *will be* or *shall be* to form the future progressive tense.

*We will be sending* a rebate coupon.

*We shall be requesting* new software.
Present Perfect Progressive

- Describes a continuous action up to the present time
- Requires the present participle plus the helping verbs *have been* or *has been* to form the present perfect progressive tense

*We have been documenting our hardware problems since last month.*

*He has been e-mailing administrators for ten years.*
Past Perfect Progressive

- Describes an action that was being completed at a specific time in the past
- Requires the present participle plus the helping verbs *had been* to form the past perfect progressive tense

*We had been reviewing the software.*
*She had been representing our department at software evaluation meetings.*
Future Perfect Progressive

- Describes an action that will continue to be in progress at a specified time in the future
- Requires the present participle plus the helping verbs *will have been* to form the future perfect progressive tense

*By the end of next week, we will have been reviewing the software for two months.*

*By 5 p.m. they will have been answering the help desk questions for several hours.*
Emphatic Tense

- Adds emphasis to the verb in the present or past tense
- Requires the verbs **do** or **does** with the present part of a verb to form the present emphatic tense

*I do need* extra time to answer my e-mail messages on Monday mornings.

*He does demand* accountability from his employees.
Emphatic Tense

Requires the verb *did* with the present part of a verb to form the past emphatic tense.

*My supervisor *did* demonstrate several new software programs.*
Active Voice

- Means that the subject of a sentence performs the action
- Used for most business writing

She demonstrated several new accounting software packages.

Graphics applications require considerable computer memory.

Large businesses frequently use customized software programs.
Passive Voice

- Means that the subject *receives* the action
- Draws attention to an act rather than to the person or thing performing the act
- Consists of a past participle of the verb and one or more forms of the helping verb *be*

Several new accounting software packages *were demonstrated* by Linda.

Considerable computer memory *is required* for graphics applications.
Indicative Mood

Use the indicative mood to state facts or ask direct questions.

*We designed the software to be easy to use.*

*Are you changing your password frequently?*
Imperative Mood

- Use the imperative mood to give instructions and commands or to make courteous requests.
- Note that the subject of a verb in the imperative mood is **you**, which is usually omitted.

*Call the customer service department.*
*Please call the customer service department.*
*Will you please call the customer service department.*
Subjunctive Mood

- Use the subjunctive verb to express a condition contrary to fact or subject to an element of doubt.
- Use the verb *were* for *was*.

*If I were you, I would change the font size of the heading.*

*If I were the manager, I would order a scanner.*
Subjunctive Mood

Use a subjunctive verb in sentences that begin with an expression of a wish.

*I wish I were more proficient in using this graphics program.*

*I wish I were able to solve that software problem for you.*
Subjunctive Mood

Use the subjunctive form in a clause beginning with *that* which states a motion or formal proposal.

*She moved and seconded that the meeting be adjourned.*
Gerund

A gerund is a verb form ending in **-ing** that functions as a noun.

*Using* spreadsheet software simplifies financial calculations.

*Anthony enjoyed* teaching software programs.

*We appreciated your* sending the new software documentation.

*The manager was unaware of* Kim’s designing of the Web page.
Participle

- A participle is a verbal that functions as an adjective to modify a noun or pronoun.
- A participle requires a comma to set off an introductory participle or participial phrase.
- A present participle ends in *ing*.
  
  *Using a new keyboard, I improved my data entry speed.*
- A past participle ends in *ed* for regular verbs.
  
  *Determined to learn the software, she asked Lynn for help.*
Infinitive

- Consists of the present part of a verb plus the word *to*.
- Cannot stand alone as the verb in a sentence.
- Requires use of a comma for setting off introductory infinitive phrases that are not subjects.
- Functions as a noun, adjective, or an adverb.
Infinitive Examples

To learn a new software package requires patience.

To feel confident using presentation software, practice and time the slide show.

I wanted to design a Website.

If you are available at 3 p.m., I will show you an Internet database to search.