

- _____ 4. Last semester he reads seven books and wrote five papers.
- _____ 5. Steve wakes up early every morning because he went to work early.
- _____ 6. Mark studied at the American University when he is in Washington, D.C.
- _____ 7. He is telling the teacher why he did not have time to finish his homework.
- _____ 8. He put some money in his account when he goes to the bank.
- _____ 9. Tom keeps studying hard because he intended to go to dental school.
- _____ 10. She is where she is today because she worked hard when she was a student.

SKILL 34: USE HAVE AND HAD CORRECTLY

Two tenses that are often confused are the present perfect (*have* + past participle) and the past perfect (*had* + past participle). These two tenses have completely different uses, and you should understand how to differentiate them.

The present perfect (*have* + past participle) refers to the period of time *from the past until the present*.

Sue *has lived* in Los Angeles for ten years.

This sentence means that Sue has lived in Los Angeles for the ten years up to now. According to this sentence, Sue is still living in Los Angeles.

Because the present perfect refers to a period of time from the past until the present, it is not correct in a sentence that indicates past only.

At the start of the nineteenth century, Thomas Jefferson *has become** president of the United States. Every time Jim *worked* on his car, he *has improved** it.

In the first example, the phrase *at the start of the nineteenth century* indicates that the action of the verb was in the past only, but the verb indicates the period of time from the past until the present. Since this is not logical, the sentence is not correct. The verb in the first example should be the simple past *became*. The second example indicates that Jim *worked* on his car in the past, but he improved it in the period from the past until the present. This idea also is not logical. The verb in the second example should be the simple past *improved*.

The past perfect (*had* + past participle) refers to a period of time *that started in the past and ended in the past, before something else happened in the past*.

Sue *had lived* in Los Angeles for ten years when she *moved* to San Diego.

This sentence means that Sue lived in Los Angeles for ten years in the past before she moved to San Diego in the past. She no longer lives in Los Angeles.

Because the past perfect begins in the past and ends in the past, it is generally not correct in the same sentence with the present tense.

Tom *had finished* the exam when the teacher *collects** the papers.

This sentence indicates that *Tom finished the exam* (in the past) and that action ended *when the teacher collects the papers* (in the present). This is not logical, so the sentence is not correct. Tom finished the exam (in the past), and the action of finishing the exam ended when the teacher collected the papers. Therefore, the second verb in this example should be in the past tense, *collected*.

The following chart outlines the uses of the present perfect and the past perfect:

USING (HAVE + PAST PARTICIPLE) AND (HAD + PAST PARTICIPLE)			
TENSE	FORM	MEANING	USE
present perfect	<i>have + past participle</i>	past up to now	not with a past tense**
past perfect	<i>had + past participle</i>	before past up to past	not with a present tense
**Except when the time expression <i>since</i> is part of the sentence (see Skill 35).			

EXERCISE 34: Each of the following sentences contains *had* or *have*. Underline the verbs twice and decide if the meanings are logical. Then indicate if the sentences are correct (C) or incorrect (I).

- C 1. I have always liked the designs that are on the cover.
- I 2. Because her proposal had been rejected, she is depressed.
- _____ 3. The students have registered for classes before the semester started.
- _____ 4. When she had purchased the car, she contacted the insurance agent.
- _____ 5. He said that he had finished the typing when you finish the reports.
- _____ 6. She has enjoyed herself every time that she has gone to the zoo.
- _____ 7. He drove to the post office after he had finished preparing the package.
- _____ 8. After the votes were counted, it had been determined that Steve was the winner.
- _____ 9. Last night all the waiters and waitresses have worked overtime.
- _____ 10. He had fastened his seat belt before the airplane took off.

SKILL 35: USE THE CORRECT TENSE WITH TIME EXPRESSIONS

Often in written expression questions on the TOEFL test there is a time expression that clearly indicates what verb tense is needed in the sentence.

We moved to New York *in 1980*.

We had left there *by 1990*.

We have lived in San Francisco *since 1999*.