

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*.

In the first example, the time expression *in 1980* indicates that the verb should be in the simple past (*moved*). In the second example, the time expression *by 1990* indicates that the verb should be in the past perfect (*had left*). In the third example, the time expression *since 1999* indicates that the verb should be in the present perfect (*have lived*).

Some additional time expressions that clearly indicate the correct tense are *ago*, *last*, and *lately*.

She got a job *two years ago*.
 She started working *last week*.
 She has worked very hard *lately*.

In the first example, the time expression *two years ago* indicates that the verb should be in the simple past (*got*). In the second example, the time expression *last week* indicates that the verb should be in the simple past (*started*). In the third example, the time expression *lately* indicates that the verb should be in the present perfect (*has worked*).

The following chart lists time expressions that indicate the correct verb tense:

USING CORRECT TENSES WITH TIME EXPRESSIONS		
PAST PERFECT	SIMPLE PAST	PRESENT PERFECT
<i>by (1920)</i>	<i>(two years) ago</i> <i>last (year)</i> <i>in (1920)</i>	<i>since (1920)</i> <i>lately</i>

EXERCISE 35: Each of the following sentences contains a time expression. Circle the time expressions and underline the verbs twice. Then indicate if the sentences are correct (C) or incorrect (I).

- C 1. The phone rang incessantly (last night).
- I 2. They have finished contacting everyone (by 4:00 yesterday).
- ___ 3. The Pilgrims have arrived in the New World in 1620.
- ___ 4. Since the new law was passed, it has been difficult to estimate taxes.
- ___ 5. The cashier put the money into the account two hours ago.
- ___ 6. All the votes have been counted last week.
- ___ 7. The students are writing many compositions lately.
- ___ 8. The Senate votes on the law to ban cigarette smoking in public in 1990.
- ___ 9. By the time the main course was served, all the guests had arrived and been seated.
- ___ 10. I had not done much more work since I talked to you on Wednesday.