

C2

TENSES

≈ 27 MIN

# Aspect and Viewpoint — *practice on paper*

You know the viewpoint model — now choose the form in fresh business situations.

**Time** says when; **viewpoint** presents a whole, an ongoing activity, or later relevance.

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY VIEWPOINT · APPROX. 4 MIN

● ○ ○

Sort each sentence: put a **whole or result** on the left and an ongoing activity on the right.

The audit ended before lunch.

Marta signed the release on Monday.

I've checked the appendix; send the proposal.

By May, we will have delivered phase two.

The survey produced four hundred replies.

We were revising the forecast when legal rang.

The lab is testing a smaller battery this week.

I've been interviewing users since Monday.

At noon tomorrow, we will be meeting the vendor.

They had been comparing bids for weeks.

| WHOLE OR RESULT | ONGOING VIEWPOINT |
|-----------------|-------------------|
|                 |                   |
|                 |                   |
|                 |                   |
|                 |                   |
|                 |                   |

BRICK 2 · COMPLETE THE VIEWPOINT · APPROX. 6 MIN

● ○ ○

Complete the verb. Decide whether the context presents a whole, an activity, or a relevant result.

- 01 The alarm caught Jo mid-review; she \_\_\_\_\_ the licence. (review)
- 02 Show the result now: we \_\_\_\_\_ approval. (receive)
- 03 By September, it will be complete; we \_\_\_\_\_ it. (finish)
- 04 The branch \_\_\_\_\_ at 8:30 every weekday. (open)
- 05 Right now, Omar \_\_\_\_\_ the revised dashboard. (demonstrate)
- 06 Dana is still busy; she \_\_\_\_\_ replies since 8:00. (draft)
- 07 They were still talking when I joined; they \_\_\_\_\_ terms for an hour. (discuss)
- 08 Last Thursday, we \_\_\_\_\_ the final supplier. (select)

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

## BRICK 3 · CORRECT THE VIEWPOINT · APPROX. 7 MIN



Each sentence contains one error in form or viewpoint. Write the whole sentence correctly.

01 Right now, the team prepares the demo in room 4.

.....

02 Since 8 a.m., I have been draft replies; my hands hurt.

.....

03 By May, we will have finish every rollout task.

.....

04 All 50 orders are done; we have been processing them.

.....

05 We have complete one audit; it is now ready.

.....

06 Yesterday, I have approved the final layout.

.....

## BRICK 4 · REFRAME AN EVENT · APPROX. 8 MIN



Write one English sentence for each prompt. Choose the **viewpoint** that serves the message.

01 One event: present the whole, then open the ongoing scene.

.....

02 Present relevance: give preparation that matters now.

.....

03 Future boundary: show what will be complete by a deadline.

.....

04 Work plan: combine a fixed event with ongoing preparation.

.....

## MINI-CHECK – CAN I DO THIS YET?

- ☐ I separate time from viewpoint.
- ☐ I recognise a whole, an activity, and a relevant result.
- ☐ I use continuous only for a visible activity.
- ☐ I use perfect for a view from a later reference point.

*Unsure? Ask for each sentence: what should my reader see of the event?*



# Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

## BRICK 1 · SORTING

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| <p>01 The audit ended before lunch.<br/><i>Whole: Past simple presents the completed event.</i></p> <p>02 Marta signed the release on Monday.<br/><i>Whole: Past simple presents a finished step.</i></p> <p>03 I've checked the appendix; send the proposal.<br/><i>Result: Present perfect links the completion to now.</i></p> <p>04 By May, we will have delivered phase two.<br/><i>Result: Future perfect views the completion from May.</i></p> <p>05 The survey produced four hundred replies.<br/><i>Whole: Past simple summarises the result.</i></p> | <p>06 We were revising the forecast when legal rang.<br/><i>Ongoing: Past continuous opens the activity.</i></p> <p>07 The lab is testing a smaller battery this week.<br/><i>Ongoing: Present continuous shows the current work.</i></p> <p>08 I've been interviewing users since Monday.<br/><i>Ongoing: Present perfect continuous shows duration to now.</i></p> <p>09 At noon tomorrow, we will be meeting the vendor.<br/><i>Ongoing: Future continuous opens tomorrow's scene.</i></p> <p>10 They had been comparing bids for weeks.<br/><i>Ongoing: Past perfect continuous shows earlier duration.</i></p> |
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## BRICK 2 · FILL-IN

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>01 The alarm caught Jo mid-review; she <b>was reviewing</b> the licence.<br/><i>Ongoing: Past continuous frames the alarm.</i></p> <p>02 Show the result now: we <b>have received</b> approval.<br/><i>Result: Present perfect explains the current situation.</i></p> <p>03 By September, it will be complete; we <b>will have finished</b> it.<br/><i>Result: Future perfect marks completion by September.</i></p> <p>04 The branch <b>opens</b> at 8:30 every weekday.<br/><i>Whole: Present simple presents the fixed schedule.</i></p> | <p>05 Right now, Omar <b>is demonstrating</b> the revised dashboard.<br/><i>Ongoing: Present continuous shows the activity now.</i></p> <p>06 Dana is still busy; she <b>has been drafting</b> replies since 8:00.<br/><i>Ongoing: Present perfect continuous shows duration to now.</i></p> <p>07 They were still talking when I joined; they <b>had been discussing</b> terms for an hour.<br/><i>Ongoing: Past perfect continuous shows earlier duration.</i></p> <p>08 Last Thursday, we <b>selected</b> the final supplier.<br/><i>Whole: Past simple fits the finished time.</i></p> |
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## BRICK 3 · CORRECT

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>01 Right now, the team <b>is preparing</b> the demo in room 4.<br/><i>Ongoing: Present continuous shows the activity now.</i></p> <p>02 Since 8 a.m., I <b>have been drafting</b> replies; my hands hurt.<br/><i>Ongoing: Been is followed by the -ing form here.</i></p> <p>03 By May, we <b>will have finished</b> every rollout task.<br/><i>Result: Have requires the participle finished.</i></p> | <p>04 All 50 orders are done; we <b>have processed</b> them.<br/><i>Result: Present perfect foregrounds the completed total.</i></p> <p>05 We <b>have completed</b> one audit; it is now ready.<br/><i>Result: Have requires the participle completed.</i></p> <p>06 Yesterday, I <b>approved</b> the final layout.<br/><i>Whole: Past simple fits the finished time expression.</i></p> |
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## BRICK 4 · WRITE

Answers vary; check only whether the viewpoint serves your message.

- |                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>01 We <b>closed</b> the warehouse at six; at five, we <b>were loading</b> the final truck.<br/><i>A whole and an ongoing activity show two viewpoints.</i></p> <p>02 I've <b>checked</b> the compliance note, so the team can publish the update.<br/><i>Result: The earlier completion matters now.</i></p> | <p>03 By October, we <b>will have trained</b> every regional lead.<br/><i>Result: Completion sits before the future boundary.</i></p> <p>04 The briefing <b>starts</b> at nine; this afternoon, we <b>are rehearsing</b> the demo.<br/><i>A schedule and current preparation need different viewpoints.</i></p> |
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