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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

01 The audit ended before lunch.
Whole: Past simple presents the completed event.

02 Marta signed the release on Monday.
Whole: Past simple presents a finished step.

03 I've checked the appendix; send the proposal.
Result: Present perfect links the completion to now.

04 By May, we will have delivered phase two.
Result: Future perfect views the completion from May.

05 The survey produced four hundred replies.
Whole: Past simple summarises the result.

06 We were revising the forecast when legal rang.
Ongoing: Past continuous opens the activity.

07 The lab is testing a smaller battery this week.
Ongoing: Present continuous shows the current work.

08 I've been interviewing users since Monday.
Ongoing: Present perfect continuous shows duration to now.

09 At noon tomorrow, we will be meeting the vendor.
Ongoing: Future continuous opens tomorrow's scene.

10 They had been comparing bids for weeks.
Ongoing: Past perfect continuous shows earlier duration.

BRICK 2 · FILL-IN

01 The alarm caught Jo mid-review; she **was reviewing** the licence.
Ongoing: Past continuous frames the alarm.

02 Show the result now: we **have received** approval.
Result: Present perfect explains the current situation.

03 By September, it will be complete; we **will have finished** it.
Result: Future perfect marks completion by September.

04 The branch **opens** at 8:30 every weekday.
Whole: Present simple presents the fixed schedule.

05 Right now, Omar **is demonstrating** the revised dashboard.
Ongoing: Present continuous shows the activity now.

06 Dana is still busy; she **has been drafting** replies since 8:00.
Ongoing: Present perfect continuous shows duration to now.

07 They were still talking when I joined; they **had been discussing** terms for an hour.
Ongoing: Past perfect continuous shows earlier duration.

08 Last Thursday, we **selected** the final supplier.
Whole: Past simple fits the finished time.

BRICK 3 · CORRECT

01 Right now, the team **is preparing** the demo in room 4.
Ongoing: Present continuous shows the activity now.

02 Since 8 a.m., I **have been drafting** replies; my hands hurt.
Ongoing: Been is followed by the -ing form here.

03 By May, we **will have finished** every rollout task.
Result: Have requires the participle finished.

04 All 50 orders are done; we **have processed** them.
Result: Present perfect foregrounds the completed total.

05 We **have completed** one audit; it is now ready.
Result: Have requires the participle completed.

06 Yesterday, I **approved** the final layout.
Whole: Past simple fits the finished time expression.

BRICK 4 · WRITE

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

01 We **closed** the warehouse at six; at five, we **were loading** the final truck.
A whole and an ongoing activity show two viewpoints.

02 I've **checked** the compliance note, so the team can publish the update.
Result: The earlier completion matters now.

03 By October, we **will have trained** every regional lead.
Result: Completion sits before the future boundary.

04 The briefing **starts** at nine; this afternoon, we **are rehearsing** the demo.
A schedule and current preparation need different viewpoints.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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