

B1 SIGNAL WORDS ≈ 27 MIN

Signal Words: All Tenses Overview — *practice on paper*

You have built the lesson — now lock in the signposts of the tenses, word by word. New examples, same map.

Finished time (**ago, yesterday**) → past simple · connected to now (**already, since**) → present perfect

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY TIME DIRECTION · APPROX. 4 MIN

● ○ ○

Read each signal word and ask: does it point at a **finished time**? Then left. Or does it tie the past **to now**? Then right. Say the words quietly — it helps you place them.

yesterday

already

three days ago

just

last Tuesday

since Monday

in 2021

yet

last month

ever

two hours ago

since 2020

PAST SIMPLE - FINISHED TIME

PRESENT PERFECT - CONNECTED TO NOW

BRICK 2 · FILL IN THE RIGHT FORM · APPROX. 6 MIN

● ● ○

The signal word in each sentence shows you the way. Fill in the right verb form — the verb in brackets is your helper. In two sentences the signal word itself is missing.

- 01 Our assistant usually _____ the meeting room on Fridays. (book)
- 02 The directors _____ the budget at the moment, so please wait outside. (discuss)
- 03 We have already _____ the invoice, so the reminder can stop. (pay)
- 04 The courier _____ the package yesterday morning. (deliver)
- 05 The client cancelled the workshop two days _____ .
- 06 She _____ in the Berlin office since 2021. (work)
- 07 I _____ you the details tomorrow, I promise. (send)
- 08 Have you answered the customer's email _____ ?

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence hides exactly one mistake with a signal word or a tense. Underline it and write the whole sentence correctly.

01 I have met the new marketing director last week.

.....

02 He is usually checking the server logs every morning.

.....

03 I haven't finished the slides already.

.....

04 We have moved to the new office two months ago.

.....

05 We will launch the new shop next month — we signed the contract yesterday.

.....

06 Already we have received the payment.

.....

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one true sentence of your own for each prompt. Make sure the signal word and the tense match.

01 Your work routine: "I usually ... at work."

.....

02 What is happening right now: "At the moment, I'm ..."

.....

03 What you have already done today: "I've already ... today."

.....

04 Your settled plan: "I'm going to ... next week."

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I can match the core signal words to their tense: "usually" → present simple, "at the moment" → present continuous, "already" → present perfect, "ago" → past simple.
- ☐ I treat signal words as hints, not laws — the meaning of the sentence decides.
- ☐ I never combine the present perfect with a finished time: "I met him last week", not "I have met him last week".
- ☐ I place "already" between have and the participle and "yet" at the end of questions and negatives.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.



Answer key

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

BRICK 1 · SORTING

- | | |
|--|---|
| <p>01 yesterday → past simple
<i>A finished point in time — past simple.</i></p> <p>02 already → present perfect
<i>"Already" = done, and the result matters now.</i></p> <p>03 three days ago → past simple
<i>"Ago" names a finished time.</i></p> <p>04 just → present perfect
<i>"Just" = happened a moment ago, tied to now.</i></p> <p>05 last Tuesday → past simple
<i>"Last ..." is always a closed period.</i></p> <p>06 since Monday → present perfect
<i>"Since" = from then until now.</i></p> | <p>07 in 2021 → past simple
<i>A past year is finished time.</i></p> <p>08 yet → present perfect
<i>"Yet" belongs to present-perfect questions and negatives.</i></p> <p>09 last month → past simple
<i>The month is over — a finished time.</i></p> <p>10 ever → present perfect
<i>"Ever" asks about life experience up to now.</i></p> <p>11 two hours ago → past simple
<i>"Ago" counts back from now — finished.</i></p> <p>12 since 2020 → present perfect
<i>From a point in the past up to today.</i></p> |
|--|---|

BRICK 2 · FILL-IN

- | | |
|---|--|
| <p>01 usually books the meeting room
<i>A habit with "usually" → present simple; third person takes -s.</i></p> <p>02 are discussing the budget
<i>"At the moment" = right now → present continuous.</i></p> <p>03 have already paid
<i>"Already" → present perfect; the participle of "pay" is "paid".</i></p> <p>04 delivered the package
<i>"Yesterday" = finished time → past simple.</i></p> | <p>05 two days ago
<i>"Ago" counts back from now and calls for the past simple.</i></p> <p>06 has worked in the Berlin office
<i>"Since 2021" = from then until now → present perfect.</i></p> <p>07 will send you the details
<i>A promise with "tomorrow" → will.</i></p> <p>08 the customer's email yet
<i>In present-perfect questions, "yet" goes at the end.</i></p> |
|---|--|

BRICK 3 · CORRECT

- | | |
|---|---|
| <p>01 I met the new marketing director last week.
<i>"Last week" is finished time — no present perfect allowed.</i></p> <p>02 He usually checks the server logs every morning.
<i>A routine with "usually" and "every morning" → present simple.</i></p> <p>03 I haven't finished the slides yet.
<i>In negatives, "yet" goes at the end; "already" belongs in affirmative statements.</i></p> | <p>04 We moved to the new office two months ago.
<i>"Ago" forces the past simple.</i></p> <p>05 We are going to launch the new shop next month — we signed the contract yesterday.
<i>The plan is already settled → going to; will would be a spontaneous decision.</i></p> <p>06 We have already received the payment.
<i>"Already" sits between have and the participle, not at the start.</i></p> |
|---|---|

BRICK 4 · WRITE

Your sentences may differ — just check that your signal word and your tense match.

- | | |
|--|--|
| <p>01 "I usually answer my emails first."
<i>Routine → present simple. Also fine: "I always start at nine."</i></p> <p>02 "At the moment, I'm preparing a client workshop."
<i>Happening right now → present continuous.</i></p> | <p>03 "I've already sent two offers today."
<i>Done and relevant now → present perfect; "already" between have and the participle.</i></p> <p>04 "I'm going to visit our Munich office next week."
<i>A settled plan → going to. A prediction would be: "I'll probably stay home."</i></p> |
|--|--|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Signal Words: Present Perfect

englisch-lehrer.com/en/lessons/signal-words-present-perfect

NEXT STEP

Present Simple

englisch-lehrer.com/en/lessons/present-simple

ALL LESSONS

45+ free lessons

englisch-lehrer.com/en/lessons

HANOVER

Schaufelder Straße 11 · 30167
englisch-lehrer.com/hannover

BERLIN

Kurfürstendamm 30 · 10719
englisch-lehrer.com/berlin

ONLINE COURSES

englisch-lehrer.com/online
worldwide on Zoom

CONTACT

+49 511 4739339
james@englisch-lehrer.com

