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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

01 **yesterday** → past simple
A finished point in time — past simple.

02 **already** → present perfect
"Already" = done, and the result matters now.

03 three days **ago** → past simple
"Ago" names a finished time.

04 **just** → present perfect
"Just" = happened a moment ago, tied to now.

05 last **Tuesday** → past simple
"Last …" is always a closed period.

06 **since** Monday → present perfect
"Since" = from then until now.

07 in **2021** → past simple
A past year is finished time.

08 **yet** → present perfect
"Yet" belongs to present-perfect questions and negatives.

09 last **month** → past simple
The month is over — a finished time.

10 **ever** → present perfect
"Ever" asks about life experience up to now.

11 two hours **ago** → past simple
"Ago" counts back from now — finished.

12 **since** 2020 → present perfect
From a point in the past up to today.

BRICK 2 · FILL-IN

01 usually **books** the meeting room
A habit with "usually" → present simple; third person takes -s.

02 **are discussing** the budget
"At the moment" = right now → present continuous.

03 have already **paid**
"Already" → present perfect; the participle of "pay" is "paid".

04 **delivered** the package
"Yesterday" = finished time → past simple.

05 two days **ago**
"Ago" counts back from now and calls for the past simple.

06 **has worked** in the Berlin office
"Since 2021" = from then until now → present perfect.

07 **will send** you the details
A promise with "tomorrow" → will.

08 the customer's email **yet**
In present-perfect questions, "yet" goes at the end.

BRICK 3 · CORRECT

01 I **met** the new marketing director last week.
"Last week" is finished time — no present perfect allowed.

02 He usually **checks** the server logs every morning.
A routine with "usually" and "every morning" → present simple.

03 I haven't finished the slides **yet**.
In negatives, "yet" goes at the end; "already" belongs in affirmative statements.

04 We **moved** to the new office two months ago.
"Ago" forces the past simple.

05 We **are going to launch** the new shop next month — we signed the contract yesterday.
The plan is already settled → going to; will would be a spontaneous decision.

06 We have **already** received the payment.
"Already" sits between have and the participle, not at the start.

BRICK 4 · WRITE

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

01 "I usually **answer** my emails first."
Routine → present simple. Also fine: "I always start at nine."

02 "At the moment, I'**m preparing** a client workshop."
Happening right now → present continuous.

03 "I've already **sent** two offers today."
Done and relevant now → present perfect; "already" between have and the participle.

04 "I'm **going to visit** our Munich office next week."
A settled plan → going to. A prediction would be: "I'll probably stay home."

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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