The English language uses twelve different verb tenses to locate actions in a particular time. All twelve tenses can be used in academic writing. However, in general, three tenses have the most widespread use. These three tenses are **Simple Past**, **Simple Present**, and **Present Perfect**. The following graphs illustrate the time sequence and duration associated with each tense and include notes on conjugation and usage.

**Simple Present**

"Jane walks her dog every day."

The **Simple Present** tense is used to indicate actions that are currently being taken or that are taken on a regular basis. For this reason, any reference to a general rule or trend should be expressed in **Simple Present**.

**Note:** Statements about an author or researcher’s arguments or ideas should be expressed in **Simple Present** regardless of when the author first presented that argument. **Ex.** “In *On The Origin Of Species*, Darwin argues that the evolution of distinct species is determined by natural selection.”

**Present Perfect**

"Jane has walked the dog every night this week."

The **Present Perfect** tense indicates an action that began in the past and that continues into the present moment, has only just concluded at the present moment, or has significance to the present moment.
**Present Progressive** indicates that the action is taking place in the same moment as the expression of that action.

**Note:** Because the **Present Progressive** tense suggests that an action is confined only to the immediate moment, it should not be used to describe general rules or actions that happen often. See **Simple Present**.

**Present Perfect Progressive** indicates an action that began in the past and that continues into the present.

**Note:** This tense is similar to **Present Perfect** but also emphasizes that the action will continue through the present and into the future.
Simple Past indicates that an action was taken at some point in the past, but that action is no longer being taken in the present. **Note:** In academic writing, Simple Past is used to express actions taken in the past by the author to complete a study, but should not be used to express general rules or ideas derived from those past actions. In these cases, Simple Present is the correct tense.

**Past Perfect** indicates an action taken in the past that occurred prior to a second action or event.
The Past Progressive tense indicates that a continuous action in the past occurred within a specific timeframe and usually in conjunction with another action or event.

Past Progressive: "Jane was walking the dog when she fell."

Past Perfect Progressive indicates a continuous action that is taken in the past during a specific timeframe and that is interrupted by a second action or event.

Past Perfect Progressive: "Jane had been walking the dog before she fell."

Note: In most cases, Past Progressive and Past Perfect Progressive are interchangeable.
Simple Future: "Jane will walk her dog tonight."

**Simple Future** indicates an action that will take place in the future. **Note:** Whether or not the action does take place in the future is immaterial as *Simple Future* is also used to state the intention to take an action in the future.

Future Perfect: "Jane will have walked the dog before she goes to bed."

**Future Perfect** indicates an action that occurs in the future prior to a second action or event.
**Future Progressive** indicates a continuous action that will occur in the future and that is conditional on some other action or event.

**Future Perfect Progressive** indicates a continuous action in the future that coincides with a second action or event. The second action or event does not necessarily conclude the initial action.  
**Note:** **Future Perfect Progressive** differs from **Future Progressive** in that it applies a time duration to the event.