

Unit 1

現在式



Unit 1 現在式

現在式的種類

現在簡單、現在進行、現在完成、現在完成進行

現在式的變化

時間 動作形式	現在	
現在簡單式	S. + be V. / V. (-s)	He eats it.
現在進行式	S. + am / is / are + V-ing	He is eating it.
現在完成式	S. + have / has + p.p.	He has eaten it.
現在完成進行式	S. + have / has been + V-ing	He has been eating it.

現在式的運用

1. 現在簡單式的運用

S. + be V. / V. (-s)

- (1) 表示現在的事實或狀態
- (2) 表示習慣
- (3) 一般性質事實、不變真理
- (4) 表時間或條件引導的副詞子句，以現在簡單式代替未來式

+Exercise: 以下劃線部分為何用現在簡單式？

1. I am honored to be with you today at your commencement from one of the finest universities in the world. ~ Steve Jobs
今天，很榮幸來參加從世界上最好的學校之一的畢業典禮。
2. Sunshine is delicious, rain is refreshing, wind braces up, snow is exhilarating. ~ John Ruskin
陽光可人，雨絲清新，和風激奮，白雪歡欣。

3. We will tell our boss the good news when he arrives.
當我們老闆到達時，我們會告訴他這個好消息。
4. The sun rises in the east.
太陽從東方升起。
5. The cook sleeps at ten every day.
這位廚師每天十點睡覺。
6. The secretary never goes to work late.
這位秘書上班從不遲到。
7. The earth moves around the sun.
地球繞著太陽轉。
8. If it rains tomorrow, I will not go to the night club.
如果明天下雨，我就不去夜店了。



Key

1. 表示現在的事實或狀態
2. 一般性質事實、不變真理
3. 表時間或條件引導的副詞子句，以現在簡單式代替未來式
4. 一般性質事實、不變真理
5. 表示習慣
6. 表示習慣
7. 一般性質事實、不變真理
8. 表時間或條件引導的副詞子句，以現在簡單式代替未來式

2. 現在進行式的運用

S. + am / is / are + V-ing

- (1) 正在進行的動作
- (2) 不久將發生的動作或預定的計畫

✦ **Exercise:** 以下劃線部分為何用現在進行式？

1. Mr. Johnson is opening a new company.
強森先生要開設新公司。
2. He is going to Australia tomorrow.
他明天要去澳洲。

3. We are discussing business plans.

我們在討論營運計畫。



Key

1. 不久將發生的動作或預定的計畫
2. 不久將發生的動作或預定的計畫
3. 正在進行的動作

2.1 不使用進行式的動詞

感官動詞	see 看到；hear 聽到；feel 感覺到；smell 聞到；taste 嚐到
擁有動詞	have 有；belong to 屬於；own 擁有；want 想要；need 需要
情緒動詞	like 喜歡；love 愛；hate 討厭
知覺動詞	know 知道；understand 瞭解；remember 記得；forget 忘記；believe 相信；think 認為

✦Exercise: 寫出正確的現在簡單式或進行式

1. I _____ (smell) something cooking in the kitchen.
2. Look, the man _____ (apply) for a copywriting job.
3. They _____ (meet) with a manager now.
4. The moon _____ (go) around the earth.
5. They fully _____ (understand) what I mean.
6. Mr. Lee _____ (know) that we will react strongly during a crisis.
7. We _____ (want) to move on the details of the plan.
8. Mina _____ (have) a farewell lunch with a businessman right now.



Key

1. smell
2. is applying
3. are meeting
4. goes
5. understand

17. knows
18. want
19. is having

3. 現在完成式的運用

for + 一段時間
S. + have / has + p.p. + since + 過去定點時間
since + S. + V-ed

(1) 表示從過去某一時間點持續到目前的狀態或結果

I have learned English for ten years.

我學英文十年了。

I have learned English since 1999.

我從1999年起學英文。

I have read the book since I woke up.

我從起床就一直看這本書。

(2) 表示經驗

He has been to Italy once.

他去過義大利一次。

Ms. Lin is the best teacher that I have ever met.

林女士是我見過最棒的老師。

Have you ever been to Europe?

你曾去過歐洲嗎？

3.1 常與現在完成式連用的副詞

剛剛、曾經	just, already, yet, ever
最近	recently, lately, of late
到目前為止	so far, up to now, up to the present
次數	once, twice, three times

3.2 have gone / have been 的差異

have gone 表示已經去某處了，而 have been 表示曾經去過某處

He **has gone** to Korea. → 目前人在韓國

他已經去韓國了。

He **has been** to Korea. → 人已從韓國回來

他曾經去過韓國。

✦Exercise

- () 1. My brother _____ to America several times.
(A) has been (B) has gone
(C) went (D) have go
- () 2. Listen! The birds _____ .
(A) sings (B) will sing
(C) are singing (D) sang
- () 3. Jason _____ to the library every day.
(A) will go (B) is going
(C) goes (D) went
- () 4. We _____ for him since this morning.
(A) are waiting (B) have waited
(C) will wait (D) waited
- () 5. I _____ from Jenny for a long time.
(A) haven't heard (B) haven't hear
(C) am hearing (D) hear



Key

1. A 2. C 3. C 4. B 5. A

4. 現在完成進行式的運用

S. + have / has been + V-ing

從過去某時開始，持續進行直到目前的動作，強調「動作還在持續」

She **has been playing** the piano since this morning.

她從早上就在彈鋼琴。 → 現在還在彈

4.1 現在完成式 / 現在完成進行式的比較

I **have waited** for my boyfriend since 10:00. → 沒強調現在是否還在等

我從十點就開始等我的男朋友。

I have been waiting for my boyfriend since 10:00. → 強調現在還在等
我從十點就一直在等我的男朋友。

✦ Exercise

- () 1. Peter is talking now. He _____ for 10 hours.
(A) has talked (B) has been talking
(C) is talking (D) talks
- () 2. Listen! They _____ a special in-show discount.
(A) offer (B) are offering
(C) have offered (D) have been offering
- () 3. John _____ the marketing manager a quote every week.
(A) gives (B) is giving
(C) has given (D) has been giving
- () 4. The secretary _____ him a price of fifty dollars since last year.
(A) offer (B) have offered
(C) is offering (D) has been offering
- () 5. It is raining now. It _____ for two days.
(A) rains (B) is raining
(C) has rained (D) has been raining
- () 6. He will get back to me after he _____ the details of the contract.
(A) reviews (B) are reviewing
(C) has review (D) has been reviewed



Key

1. B 2. B 3. A 4. D 5. D 6. A

Unit 2

過去式



Unit 2 過去式

過去式的種類

過去簡單、過去進行、過去完成、過去完成進行

過去式的變化

時間 動作形式	過去	
過去簡單式	S. + V-ed	He ate it.
過去進行式	S. + was / were + V-ing	He was eating it.
過去完成式	S. + had + p.p.	He had eaten it.
過去完成進行式	S. + had been + V-ing	He had been eating it.

過去式的運用

1. 過去簡單式的運用

S. + V-ed

(1) 過去的動作、狀態

I went to work late yesterday.

今天我上班遲到。

I received your price offer two days ago.

兩天前我接到你的報價。

(2) 過去曾經

My father used to work for the president. → to 後面動詞為原形

我的爸爸過去曾幫總統做事。

1.1 常與過去簡單式連用的時間副詞

last~	last week, last month, last year
~ago	a few days ago, two hours ago
其他	in the past, once, yesterday, the other day, the day before yesterday

1.2 be used to / used to 的差別

	be used to	used to
意思	習慣於	過去曾
後面加	+ V-ing	+ 原 V.

My father is used to taking a walk after dinner. → to 後面動詞為 V-ing

我的爸爸習慣晚餐後去散步。

My father used to take a walk after dinner. → to 後面動詞為原 V.

我的爸爸過去曾晚餐後去散步。

✦Exercise

- () 1. I _____ my client in my office, but now I don't.
 (A) used to visit (B) am used to visiting
 (C) used to visiting (D) am used to visit
- () 2. I _____ parts from the company, because they have good service.
 (A) used to buy (B) am used to buying
 (C) used to buying (D) am used to buy
- () 3. My friend was hired by the company the day _____ yesterday.
 (A) before (B) after
 (C) ago (D) last
- () 4. I have been working here since ten years _____.
 (A) before (B) after
 (C) ago (D) last
- () 5. I thought the amount _____ too excessive.
 (A) is (B) has been
 (C) was (D) did



1. A 2. B 3. A 4. C 5. C

2. 過去進行式的運用

S. + was / were + V-ing

- (1) 過去某一時間持續的動作
- (2) 過去某一動作發生時，另一動作持續進行 → 進行時間較短的動詞用簡單式，持續較長的動作則用進行式
- (3) 過去兩個動作同時發生，且都持續一段時間 → 皆用進行式

✦ **Exercise:** 以下劃線部分為何用過去進行式？

1. Ten years later, when we were designing the first Macintosh computer, it all came back to me. ~ Steve Jobs
十年之後當我們在設計麥金塔電腦時，腦袋浮想當時所學的東西。
2. While I was singing, she was dancing.
當我在唱歌時，她在跳舞。
3. My mother was cooking when I came home yesterday.
當我昨天回家的時後，我的媽媽在煮飯。
4. I was doing my homework at seven last night.
昨晚七點時，我在做功課。
5. I was studying when someone knocked at the door.
我在念書的時後，有人敲門。



Key

1. 過去某一動作發生時，另一動作持續進行
2. 過去兩個動作同時發生，且都持續一段時間
3. 過去某一動作發生時，另一動作持續進行
4. 過去某一時間持續的動作
5. 過去某一動作發生時，另一動作持續進行

3. 過去完成式的運用

S. + had + p.p.

過去某定點時間，該動作已完成 — 兩動作在過去發生，先發生的用過去完成式，後發生的用過去簡單式

The bus had gone before I got to the bus stop.

在我到達站牌之前，巴士早已離開。

Lucy said she **had known** you five years ago.

露西說她在五年前就認識你了。

✦ Exercise

- () 1. All the customers _____ for home before we arrived.
 (A) leave (B) were leaving
 (C) had left (D) are leaving
- () 2. I _____ the doctor before I came.
 (A) call (B) called
 (C) was calling (D) had called
- () 3. She _____ a good sales manager before she resigned.
 (A) is (B) was
 (C) has been (D) had been
- () 4. I was very worried because I _____ a blind date before.
 (A) had (B) had been
 (C) have never been (D) had never been
- () 5. When I arrived home, she _____ the letter.
 (A) finishes (B) has finished
 (C) is finishing (D) had finished



Key

1. C 2. D 3. D 4. D 5. D

4. 過去完成進行式的運用

S. + had + been + V-ing

強調在過去某個定點時間，該動作仍在持續進行

I **had been doing** my homework when my mother came home.

我一直做功課到我媽媽回來。

We **had been waiting** for an hour when she arrived.

在她到達前，我們已經等一個小時了。

4.1 過去完成式／過去完成進行式的比較

I **had finished** my work before my boss came. → 強調之前早就做過
 老闆來之前我早已完成工作了。

I **had been doing** my work **before** my boss came. → 強調動作做到老闆來
我一直做工作到我老闆來。

✦Exercise

- () 1. Before I saw my teacher, she _____ for Tokyo.
(A) leaves (B) has left
(C) had left (D) is leaving
- () 2. She said that we _____ twice before.
(A) have met (B) had met
(C) met (D) had meet
- () 3. My teacher said that the sun _____ in the east.
(A) rises (B) rose
(C) risen (D) will rise
- () 4. I have learned English _____.
(A) since ten years (B) since 1998
(C) for 1998 (D) ten years ago
- () 5. Susan _____ to Australia several times.
(A) has gone (B) has been
(C) am been (D) went



Key

1. C 2. B 3. A 4. B 5. B