

Course : Foreign language 01

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Exchange personal information /Present Tenses

Exchange personal information

Exchanging personal information is a common part of small talk in everyday situations. Whether introducing yourself, discussing your job, or sharing basic details, these interactions help establish connections and ease communication. Sharing personal information is key to building rapport and engaging effectively with others.

Dialogue: Student and University Employee

Employee: Good morning! Welcome to the university. How can I assist you today?

Student: Good morning! I'm here to register for the Economics Sciences specialty.

Employee: Great choice! First, can I have your full name, please?

Student: Sure! My name is John Smith.

Employee: Got it. Where are you from?

Student: I'm from Boston.

Employee: Excellent! What is your date and place of birth?

Student: I was born on March 15, 2002, in Boston.

Employee: Thank you! And what year did you graduate from high school?"

Student: I graduated in 2020.

Employee: Great! Now, do you have any health issues or concerns we should be aware of?

Student: No, I'm in good health.

Employee: Great to hear! Lastly, do you have any questions about the specialty or the registration process?

Student: Not at the moment, but I'd like to know about the course schedule once I'm registered.

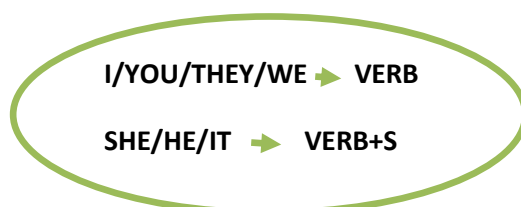
Employee: Absolutely! I can provide that information once we finish your registration. Let's get started!

Tips:

1. **Be Honest but Careful:** Share true things but keep some details private if you're not comfortable.
2. **Keep It Short and Clear:** Say what you need to without long explanations.
3. **Match the Situation:** Be formal in professional settings and casual with friends.
4. **Stay Positive:** Share good or neutral information first.
5. **Be Ready:** Think about common questions you might be asked.
6. **Listen Too:** Good communication involves both talking and listening.
7. **Respect Privacy:** Don't push others to share if they seem hesitant.
8. **Use the Right Words:** Adapt your language for your audience.
9. **Watch Your Body Language:** Make eye contact, smile, and nod to show you're engaged.
10. **Practice:** The more you share, the easier it gets.

Present Tenses

In everyday interactions, exchanging personal information is a key part of communication. Tenses such as the present tenses, are essential for sharing details about routines, habits, and current activities. Understanding how to use these tenses helps in conveying personal information clearly and accurately.

1.Simple Present Tense

In the present simple tense, we add -s or -es to verbs when we talk about, he, she, or it (third person singular subjects)

1. Add "s" to most verbs:

Example: He works hard. She plays soccer. It rains a lot.

2. Add "es" to verbs ending in: **ch, sh, ss, x, o**

Example: He watches TV. She goes to school. It crashes easily.

3. If a verb ends in a **consonant + "y"**, change the "y" to "ies":

Example: He studies at night. She tries her best.

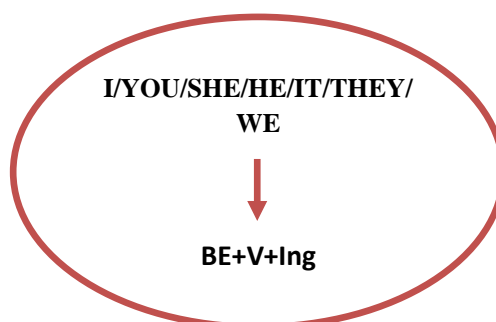
4. If a verb ends in a **vowel + "y,"** just add " s"

Example: He plays music.

The simple present tense is used to describe **actions that happen frequently, facts, habits, or general truths**. For example:

	I/YOU/THEY/WE	SHE/HE/IT
Affirmative	I eat breakfast every day. (habit)	Water boils at 100°C.. (fact)
Negative	I do not eat breakfast on weekends.	Water does not boil at 50°C.
Question	Do you eat breakfast every day?	Does water boil at 100°C.

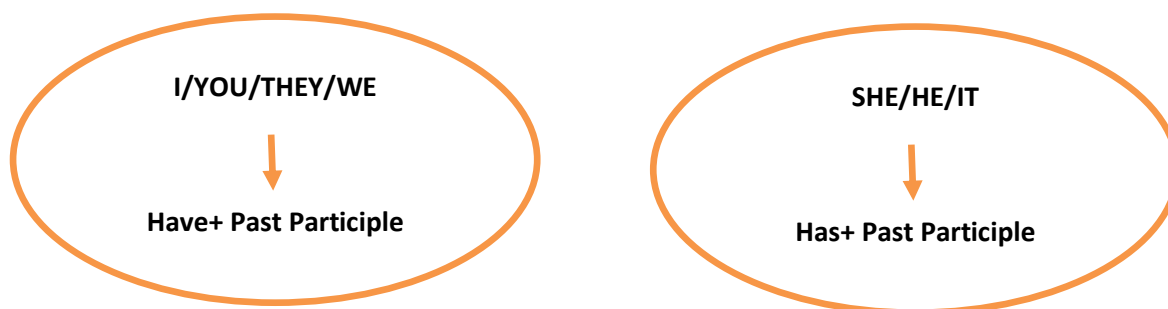
2.The Present Continuous Tense



The present continuous tense is used to describe **actions that are happening right now** or **are ongoing**. For example:

	I/YOU/THEY/WE	SHE/HE/IT
Affirmative	They are working on a new project.	She is studying for her exams. (action happening now)
Negative	They are not working on the old project anymore.	She is not studying for her exams right now.
Question	Are they working on a new project?	Is she studying for her exams?

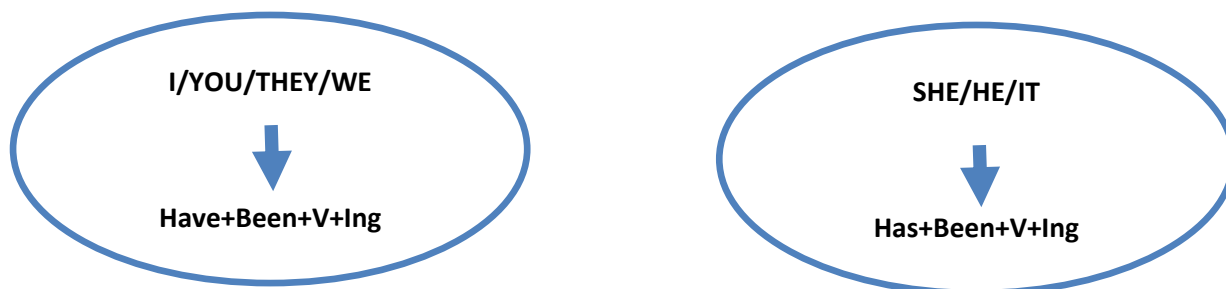
3.The Present Perfect Tense



The present perfect tense is used to describe **actions that occurred at an unspecified time in the past**, **experiences**, or **actions that have relevance to the present**. For example:

	I/YOU/THEY/WE	SHE/HE/IT
Affirmative	I have visited London twice. (experience)	He has finished her homework.
Negative	I have not visited London yet	He has not finished her homework.
Question	Have you visited London?	Has he finished her homework?

4. The Present Perfect Continuous Tense



The present perfect continuous tense is used to describe **actions that started in the past and are still happening now or were recently finished. It focuses on how long the action has been happening.** For example:

	I/YOU/THEY/WE	SHE/HE/IT
Affirmative	I have been studying for three hours.	She has been working at the company since 2020.
Negative	I have not been studying for three hours	She has not been working at the company since 2020.
Question	Have you been studying for three hours?	Has she been working at the company since 2020?