City And Guilds Past Exam Papers 2730 Tutorial

City and Guilds Past Exam Papers 2730: Your Ultimate Guide to Exam Success

Preparing for the City and Guilds 2730 qualification can be a challenging yet rewarding journey. One of the most effective ways to ensure success is by practicing with past exam papers. In this article, we will explore everything you need to know about City and Guilds past exam papers 2730, including their importance, where to find them, how to use them effectively, and tips for passing the exam with confidence.

Understanding the City and Guilds 2730 Qualification

Before diving into past exam papers, it?s important to understand what the City and Guilds 2730 qualification entails.

What is City and Guilds 2730?

The City and Guilds 2730 is a widely recognized qualification for aspiring electricians and electrical technicians. It covers essential knowledge and practical skills required in the electrical industry, focusing on safe installation practices, maintenance, and troubleshooting.

Course Structure and Modules

The course typically includes modules such as:

- Electrical Principles
- Electrical Installation and Wiring Regulations
- Health and Safety in Electrical Work
- Practical Electrical Skills
- Fault Finding and Diagnostics

Understanding the structure helps students identify key areas to focus on when practicing with past papers.

The Importance of Past Exam Papers in Your Preparation

Practicing with past exam papers is one of the most effective methods to prepare for the City and Guilds 2730 exam.

Benefits of Using Past Papers

- **Familiarity with Exam Format:** Past papers help students understand the format, question types, and exam structure.
- **Identifying Common Topics:** Repeated questions or themes highlight important areas to focus on.
- **Time Management Skills:** Practicing under timed conditions improves your ability to complete the exam efficiently.
- **Self-Assessment:** They provide a benchmark to evaluate your knowledge and skills progress.
- **Reducing Exam Anxiety:** Familiarity with the exam process can boost confidence and reduce stress.

Where to Find City and Guilds 2730 Past Exam Papers

Accessing authentic and reliable past exam papers is crucial for effective preparation.

Official Sources

- **City and Guilds Website:** The official portal offers sample papers, specifications, and sometimes past papers for download.
- **Learning Providers and Colleges:** Many accredited colleges provide students with past papers as part of their course materials.

Online Platforms and Resources

- **Specialized Exam Preparation Websites:** Several sites compile past papers, model answers, and revision guides for City and Guilds 2730.
- **Discussion Forums and Study Groups:** Online communities often share resources and tips related to exam papers and preparation strategies.

Books and Revision Guides

Many publishers produce revision books that include practice questions and sample papers aligned with the City and Guilds 2730 syllabus.

How to Effectively Use Past Exam Papers for Revision

Simply practicing with past papers isn?t enough; it?s essential to use them strategically.

Develop a Study Plan

Set aside regular times for practicing past papers, focusing on different modules or topics each session.

Simulate Exam Conditions

Attempt papers under timed, exam-like conditions to build confidence and improve time management skills.

Review and Analyze Your Answers

After completing a paper:

- Compare your answers with model solutions or marking schemes.
- Identify areas where you made mistakes or lacked understanding.
- Note recurring questions or themes for targeted revision.

Focus on Weak Areas

Use your analysis to reinforce weaker topics, revisiting theory or practical exercises as needed.

Create a Question Bank

As you practice, compile a personalized bank of questions and topics you find challenging, which you can revisit later.

Tips for Passing the City and Guilds 2730 Exam

Beyond practicing past papers, consider these tips to maximize your chances of success.

Understand the Exam Specification

Thoroughly review the exam syllabus and specifications provided by City and Guilds to ensure comprehensive preparation.

Practice Time Management

Allocate appropriate time to each question, and don?t spend too long on difficult questions?move on and return if time permits.

Master Practical Skills

Since the qualification includes practical assessments, ensure you are confident in your hands-on skills alongside theoretical knowledge.

Clarify Doubts Early

Seek help from instructors or peers if you?re unsure about specific concepts or questions encountered during practice.

Stay Calm and Focused

On exam day, maintain a positive mindset, read questions carefully, and answer to the best of your ability.

Additional Resources to Support Your Preparation

Complementary resources can enhance your understanding and exam readiness.

Online Video Tutorials

Platforms like YouTube feature tutorials on electrical wiring, safety procedures, and problem-solving techniques.

Revision Courses and Workshops

Many training providers offer focused revision sessions for City and Guilds exams.

Practice with Mock Exams

Mock exams replicate the real test environment and help identify readiness levels.

Conclusion

Preparing for the City and Guilds 2730 exam involves dedicated study, practical experience, and strategic use of resources. Among these, practicing with past exam papers stands out as an

essential method to familiarize yourself with the exam format, identify key topics, and build confidence. By accessing authentic past papers from official and reputable sources, simulating exam conditions, and continuously reviewing your performance, you can significantly increase your chances of passing the qualification successfully. Remember, consistent practice, thorough understanding of the syllabus, and staying calm during the exam are the keys to achieving your certification.

Good luck with your preparation, and remember that the effort you invest now will pay off in your future career as a qualified electrician!

City and Guilds Past Exam Papers 2730: A Comprehensive Guide to Effective Preparation

Preparing for the City and Guilds 2730 exam can be a challenging yet rewarding experience for aspiring electricians and electrical technicians. One of the most valuable resources available to candidates is the City and Guilds Past Exam Papers 2730. These past papers serve as a crucial tool in understanding the exam structure, practicing real questions, and identifying key areas of focus. In this guide, we will delve into the significance of these past papers, how to effectively utilize them, and strategies for maximizing your exam preparation.

Understanding the City and Guilds 2730 Qualification

Before diving into the specifics of past exam papers, it's important to understand what the City and Guilds 2730 qualification entails.

What Is the City and Guilds 2730?

The City and Guilds 2730 is a renowned electrical installation course designed to equip learners with the practical skills and theoretical knowledge required to work safely and effectively within the electrical industry. It covers a broad spectrum of topics, including electrical principles, wiring regulations, installation practices, and safety standards.

Why Are Past Exam Papers Important?

- Familiarity with Exam Format: Past papers give candidates a clear understanding of the question style, format, and time constraints.
- Assessment of Knowledge Gaps: They help identify areas where additional study is needed.
- Practice Under Exam Conditions: Repeated practice improves time management and confidence.
- Understanding Marking Schemes: Reviewing past papers often includes marking schemes, providing insight into how marks are allocated.

Accessing City and Guilds Past Exam Papers 2730

Where to Find Past Papers

Candidates can access past papers through various channels:

- Official City and Guilds Website: Often provides sample papers and past exam questions for registered learners.
- Training Providers: Many colleges and training centers supply past papers as part of their course materials.
- Online Forums and Resources: Some educational websites compile and share past papers, but ensure they are up-to-date and from reliable sources.
- Study Guides and Books: Published revision books often include practice questions modeled on past exam papers.

Additional Resources for Preparation

Alongside past exam papers, consider utilizing:

- Specification Documents: These outline exam requirements and content coverage.
- Practical Assessment Tasks: To complement theoretical knowledge.
- Study Groups: Collaborative learning can help clarify complex topics.

How to Effectively Use Past Exam Papers

Using past exam papers effectively requires strategic planning and disciplined practice. Here?s a step-by-step approach:

- Understand the Exam Structure

Familiarize yourself with the format of the 2730 exam:

- Number of questions
- Types of questions (multiple choice, short answer, calculations)
- Time allocated for each section
- Marking criteria

- Create a Study Schedule

Integrate past papers into your revision timetable, dedicating specific sessions to practice under exam conditions.

- Practice Regularly

- Simulate Exam Conditions: Time yourself and work through papers without interruptions.
- Review Your Answers: Use the marking schemes to assess your performance.
- Identify Weak Areas: Focus your revision on topics where you scored lower.

- Analyze Past Questions

- Note recurring themes or question types.
- Recognize common calculation methods or regulatory references.
- Develop a repository of frequently asked questions.

- Use Marking Schemes Effectively

Understanding how marks are awarded helps you prioritize key points and improve your answers. Practice writing responses that align with examiners? expectations.

Key Topics Covered in City and Guilds 2730 Past Papers

The exam encompasses a wide range of topics. Practice questions often focus on:

Electrical Principles and Theories

- Ohm?s Law and electrical calculations
- Power, voltage, current relationships
- Resistance and conductance

Wiring Regulations and Standards

- BS 7671 (IET Wiring Regulations)
- Cable types and selection
- Earthing and bonding requirements

Electrical Installation Practices

- Circuit design and layout
- Wiring methods
- Use of connectors and accessories

Safety Standards and Regulations

- Risk assessments
- Safe working practices
- Use of personal protective equipment (PPE)

Testing and Inspection

- Continuity testing
- Insulation resistance testing
- Functional testing procedures

Sample Practice Strategy for City and Guilds 2730

- Begin with Theoretical Knowledge

- Review core concepts and standards.
- Use textbooks and online resources to strengthen understanding.

- Work Through Past Papers by Sections

- Tackle multiple-choice questions to build confidence.
- Practice calculations step-by-step.

- Simulate Full Exam Conditions

- Attempt full-length papers within the allotted time.
- Avoid referencing notes unless allowed during revision.

- Review and Reflect

- Compare your answers with model answers.
- Note any mistakes and revisit relevant topics.

- Seek Feedback and Clarification

- Discuss challenging questions with instructors or peers.
- Attend revision workshops if available.

Tips for Success with Past Exam Papers

- Consistency Is Key: Regular practice leads to better retention and understanding.
- Focus on Weak Areas: Don?t just practice what you know well; spend extra time on challenging topics.
- Use Visual Aids: Diagrams, wiring diagrams, and charts can aid memory.
- Stay Calm and Confident: Practice reduces exam anxiety and boosts performance.
- Keep Updated: Ensure your knowledge aligns with the latest standards and regulations.

Final Thoughts: The Value of Past Papers in Your Journey

The City and Guilds Past Exam Papers 2730 are an indispensable resource for anyone aiming to succeed in their electrical installation qualification. They provide a realistic preview of the exam, reinforce learning, and build confidence. When combined with thorough study, practical experience, and strategic revision, these past papers can significantly increase your chances of passing the exam and advancing your career.

Remember, consistent practice and a positive mindset are your best tools. Use these past papers not just as a testing tool but as a pathway to mastering the knowledge required to excel in your City and Guilds 2730 assessment.

Good luck with your studies and future endeavors in the electrical industry!

QuestionAnswer Where can I find City and Guilds Past Exam Papers for 2730? You can access City and Guilds past exam papers for 2730 through the official City and Guilds website, authorized training centers, or dedicated educational resource platforms that provide past papers for practice. How can I effectively use City and Guilds 2730 past exam papers for exam preparation? Use the past papers to familiarize yourself with the exam format and question types. Practice under timed conditions, review your answers critically, and identify areas needing improvement to enhance your readiness for the actual exam. Are the City and Guilds 2730 past exam papers still relevant for current assessments? Yes, past exam papers remain relevant as they reflect the core topics and question styles. However, always check for the latest syllabus updates to ensure you're studying the most current content. What topics are commonly covered in the City and Guilds 2730 past exam papers? The papers typically cover topics related to electrical installation, safety regulations, wiring practices, and testing procedures, aligned with the Level 3 Diploma in Electrical Installations (2730). Can practicing with City and Guilds 2730 past papers help me pass the exam on the first attempt? Practicing with past papers can significantly improve your understanding and exam techniques, increasing your chances of passing on the first attempt. Combine this with thorough study and practical experience for best results. Are there any online resources or communities where I can discuss City and Guilds 2730 past exam papers? Yes, online forums, social media groups, and dedicated electrical training communities often share insights, discuss past papers, and provide tips to help you prepare effectively for the City and Guilds 2730 exams.

Related keywords: city and guilds 2730, 2730 past papers, city and guilds 2730 exam, 2730 qualification papers, city and guilds electrical exam, 2730 revision materials, city and guilds 2730 questions, 2730 practice exams, city and guilds 2730 study guides, electrical engineering city and guilds

PARAGRAPH USING PAST PERFECT TENSE

Introduction: Understanding the Paragraph Using Past Perfect Tense

Paragraph using past perfect tense is an essential element of English grammar that helps writers and speakers convey actions or states that were completed before another point in the past. Mastering how to craft such paragraphs enhances clarity, coherence, and the overall quality of your writing. Whether you're composing academic essays, storytelling, or professional reports, understanding the proper use of past perfect tense within paragraphs enables you to narrate events in a chronological and logical manner.

The past perfect tense is often overlooked by learners but is crucial for expressing sequences of past events, emphasizing the earlier action, and establishing clear timelines. This article provides an in-depth exploration of how to construct effective paragraphs using past perfect tense, including grammatical rules, examples, common mistakes, and practical tips for writing with precision and clarity.

What Is the Past Perfect Tense?

Definition and Usage

The past perfect tense describes an action that was completed before another action or time in the past. It is formed with the auxiliary verb "had" followed by the past participle of the main verb.

Structure:

- Affirmative: Subject + had + past participle (e.g., She had finished her homework.)
- Negative: Subject + had not (hadn't) + past participle (e.g., They hadn't arrived yet.)
- Interrogative: Had + subject + past participle? (e.g., Had you seen that movie?)

Primary uses include:

- Indicating an action completed before a specific point in the past.
- Showing cause-and-effect relationships between different past events.
- Narrating stories or histories with a clear sequence.

Examples of Past Perfect Tense

- She had already left when I arrived.
- They had completed the project before the deadline.
- By the time the meeting started, he had prepared all the documents.
- We had lived in that city for ten years before moving abroad.

Constructing a Paragraph Using Past Perfect Tense

1. Planning Your Narrative or Explanation

Before writing a paragraph in past perfect tense, it is vital to plan the sequence of events. Identify which actions occurred first and which followed. This planning ensures logical flow and clarity.

Steps to plan:

- List the key past events you want to include.
- Arrange them chronologically, noting which happened first.
- Decide where to use past perfect tense to emphasize the earlier actions.

2. Using Past Perfect to Clarify Time Relationships

The past perfect sets the background for a story or explanation, establishing what had happened before another past event. It helps avoid confusion about the sequence.

Example:

After she had finished her work, she went out for a walk.

In this sentence, "had finished" clearly indicates that her work was completed before she went out.

3. Combining Past Perfect with Simple Past

Typically, a paragraph using past perfect tense includes a mixture of past perfect and simple past to depict the sequence of events.

Example:

They had already eaten dinner when we arrived. We decided to wait until they finished.

Here, "had already eaten" is past perfect, happening before "we arrived," which is simple past.

4. Structuring the Paragraph Effectively

To craft a well-organized paragraph using past perfect tense, follow this structure:

- Topic Sentence: Introduce the main idea or event.
- Supporting Sentences: Use past perfect to describe actions completed before the main event.
- Additional Details: Include context or consequences, often using simple past or other tenses.
- Concluding Sentence: Summarize or reflect on the sequence.

Example Paragraph:

Before the company launched its new product, the marketing team had conducted extensive research. They had analyzed customer feedback, studied competitors, and tested various advertisement strategies. By the time the campaign started, they had already identified the target audience and tailored their messaging accordingly. This preparation contributed significantly to the campaign's success.

Common Mistakes in Using Past Perfect in Paragraphs

Understanding common errors can help you avoid pitfalls and improve your writing.

1. Overusing Past Perfect

Using past perfect unnecessarily can clutter your writing. Reserve its use for actions that clearly occurred before other past actions.

Incorrect:

- She had went to the store and bought groceries. (Incorrect form: "had went" should be "had gone.")

Correct:

- She went to the store and bought groceries.

2. Confusing Past Perfect with Past Simple

Mixing these tenses without clarity can confuse the reader about the sequence of events.

Incorrect:

- I had breakfast, then I went to school.

Better:

- I had had breakfast before I went to school. (Use past perfect for the first action.)

3. Omitting the Past Perfect When Needed

Failing to use past perfect when necessary can distort the timeline.

Example:

- She arrived after he had left. (Correct)
- She arrived after he left. (Possible but less clear about the sequence)

Practical Tips for Writing Effective Paragraphs Using Past Perfect Tense

- Identify the timeline: Clearly determine which actions occurred first.
- Use past perfect for earlier actions: Employ it to set the background or sequence.
- Combine with simple past: Use simple past for subsequent actions.
- Maintain consistency: Keep verb tenses consistent to avoid confusion.
- Use time markers: Words like "already," "before," "by the time," "when," help clarify the sequence.

Examples of Effective Paragraphs

Example 1: Narrative of an Event

By the time the guests arrived, she had already prepared all the decorations. She had decorated the entire house, set up the tables, and arranged the flowers. When her friends knocked on the door, everything was ready, and she welcomed them with a smile. Her meticulous planning had paid off, making the celebration memorable.

Example 2: Historical Explanation

The explorers had discovered the island months before the scientific team arrived. They had documented the flora and fauna, set up temporary camps, and collected samples. When the researchers finally reached the site, they had a wealth of data to analyze, which contributed to groundbreaking ecological studies.

SEO Optimization Tips for Writing About Paragraphs Using Past Perfect Tense

To ensure your article reaches a wider audience, incorporate relevant SEO strategies:

- Use keywords naturally throughout the article, such as "past perfect tense," "how to write a paragraph using past perfect," "grammar tips for past perfect," and "examples of past perfect tense."
- Include descriptive headings with keywords.
- Maintain a clear and logical structure, making it easy for search engines to index your content.
- Use relevant internal and external links to authoritative grammar resources.
- Optimize meta descriptions and image alt texts if applicable.

Conclusion: Mastering Paragraphs Using Past Perfect Tense

Crafting well-structured paragraphs using past perfect tense is a vital skill for effective storytelling, academic writing, and professional communication. By understanding the grammatical rules, recognizing how to sequence events logically, and avoiding common mistakes, writers can produce clear, coherent, and engaging narratives. Remember to plan your narrative carefully, use past perfect to set the background, and combine it seamlessly with other tenses for smooth flow.

Practicing these techniques will enhance your command of English grammar and elevate your writing to a more professional level. Whether you're recounting past experiences, explaining historical events, or narrating stories, mastering the paragraph using past perfect tense will enable you to communicate with precision and clarity.

Start implementing these tips today and see your writing transform into compelling, well-structured narratives that captivate your audience!

Paragraph Using Past Perfect Tense

The past perfect tense, a fundamental aspect of English grammar, has long been an essential tool for writers and speakers aiming to express actions that had been completed before another past event. Its nuanced function allows for clarity and precision in storytelling, historical recounting, and detailed descriptions. This tense provides a way to establish a clear sequence of events, making narratives more coherent and engaging. Over the years, the use of the past perfect tense has evolved, influencing literature, journalism, academic writing, and everyday communication. In this article, we will explore the intricacies of the past perfect tense, its formation, usage, common pitfalls, and effective strategies for mastering it.

Understanding the Past Perfect Tense

Definition and Basic Structure

The past perfect tense is used to describe an action that had occurred before another action or point in the past. It is formed by combining the auxiliary verb had with the past participle of the main verb.

Structure:

- Affirmative: Subject + had + past participle (e.g., She had finished her homework.)
- Negative: Subject + had not (hadn't) + past participle (e.g., They hadn't arrived yet.)
- Interrogative: Had + subject + past participle? (e.g., Had you seen that movie?)

Formation Rules and Examples

The formation of the past perfect is straightforward but requires attention to verb forms. Regular verbs form the past participle by adding -ed, whereas irregular verbs have unique past participle forms.

| Verb Type | Example Sentence | Past Participle |

|---|---|---|

| Regular | I had walked to the park before it rained. | walked |

| Irregular | She had written several letters before noon. | written |

Examples:

- They had left the house when I arrived.
- She had already eaten when the guests came.
- We had never seen such a beautiful sunset before that day.

Common Uses of the Past Perfect Tense

Expressing Completed Actions Before a Past Point

The primary use of the past perfect is to specify that an action was completed before another past event.

Example:

- By the time the movie started, we had already bought the tickets.

In Reported Speech and Indirect Statements

The past perfect is often used when reporting speech, especially when the original statement involved a past perfect tense.

Example:

- She said she had finished her project before the deadline.

In Conditional Sentences

Past perfect is common in third conditional sentences, indicating hypothetical situations in the past.

Example:

- If I had known about the traffic, I would have left earlier.

To Show Cause and Effect in Past Narratives

It helps to clarify cause-and-effect relationships in stories.

Example:

- He had forgotten his umbrella, so he got soaked.

Advantages of Using the Past Perfect Tense

Using the past perfect tense effectively enhances communication by adding clarity and depth. Here are some notable advantages:

- Clarifies sequence: It helps differentiate between two past actions, establishing which occurred first.
- Adds depth to storytelling: Creates a layered narrative, giving context to events.
- Improves coherence: Assists in maintaining logical flow in complex sentences and narratives.
- Enables precise reporting: Vital in academic and journalistic contexts for accurate recounting of events.

Challenges and Common Mistakes

Overuse or Misuse of the Past Perfect

One common error is overusing the past perfect where simple past would suffice, leading to clunky sentences.

Example of overuse:

- Incorrect: She had gone to the store, and then she had bought groceries.
- Correct: She went to the store and then bought groceries.

Confusing Past Perfect with Other Tenses

Learners often confuse the past perfect with the simple past or past continuous, leading to grammatical inaccuracies.

Incorrect:

- I had saw him yesterday.
- Correct: I saw him yesterday.

Tip: Remember that "had" + past participle is past perfect; "saw" is simple past.

Misapplication in Conditional Sentences

Using the wrong tense in conditionals can distort meaning.

Incorrect:

- If she had studied, she would pass the exam.
- Correct: If she had studied, she would have passed the exam.

Strategies to Master the Past Perfect Tense

Practice with Timeline Exercises

Creating timelines of events can help visualize the sequence and reinforce correct tense usage.

Tip: Map out events and identify which happened first, then practice forming sentences accordingly.

Engage in Reading and Analysis

Reading literature, news articles, and historical accounts that employ the past perfect can improve understanding and intuition.

Exercise: Highlight sentences with past perfect and analyze their function.

Writing and Revising

Regularly practice writing stories or recounts involving past events. Review and revise to ensure correct tense usage.

Use Grammar Tools and Resources

Leverage online grammar checkers, tutorials, and exercises dedicated to past perfect tense.

Examples in Literature and Media

Many authors and speakers have utilized the past perfect to craft compelling narratives.

Literary Examples:

- In Charles Dickens? works, past perfect often appears to set historical context.
- In memoirs, authors frequently use past perfect to recount prior experiences.

Media and Journalism:

- News reports often employ the past perfect when describing events leading up to a recent incident.

Conclusion

The past perfect tense, though seemingly simple in structure, plays a crucial role in conveying complex sequences of past actions. Its correct application enhances clarity, storytelling depth, and grammatical precision. While it can pose challenges for learners, consistent practice, mindful analysis, and contextual reading can significantly improve mastery. As language users continue to refine their understanding of this tense, their ability to narrate, report, and analyze past events with nuance and accuracy will undoubtedly strengthen. Embracing the past perfect as a vital grammatical tool opens up richer ways to communicate the layered tapestry of human experiences and histories.

In summary, mastering the past perfect tense involves understanding its formation, recognizing its primary functions, avoiding common pitfalls, and applying it effectively in various contexts. Whether in academic writing, storytelling, or everyday conversation, the past perfect remains a powerful means to articulate the sequence and significance of past events with clarity and sophistication.

QuestionAnswer What is the past perfect tense used for in a paragraph? The past perfect tense is used in a paragraph to show that an action was completed before another past action or point in time. How can I identify a paragraph that uses the past perfect tense? Look for verbs that are in the form of had + past participle, which indicate actions completed before other past events within the paragraph. Why is it important to use past perfect tense correctly in a paragraph? Using past perfect correctly helps clarify the sequence of events, making the timeline of actions clear and improving the coherence of the paragraph. Can you give an example of a paragraph using the past perfect tense? Sure. 'She had finished her homework before her friends arrived. By the time I called, she had already left the house.' What are common mistakes to avoid when using past perfect tense in a paragraph? Common mistakes include using the past perfect with simple past instead of when it?s necessary, or omitting 'had' and just using the past participle. How does the past perfect tense improve storytelling in a paragraph? It provides clarity on the sequence of events, helping the reader understand what happened first and how events are connected chronologically. Is it necessary to use past perfect tense in all past narratives? No, it?s only necessary when you want to emphasize that one past action occurred before another past action. How do I change a simple past sentence into a past perfect sentence? Add 'had' before the past participle of the verb. For example, 'She finished her work' becomes 'She had finished her work.' What are some signal words that indicate the use of past perfect in a paragraph? Words like 'before', 'by the time', 'already', and 'when' often signal the need for past perfect tense. Can past perfect tense be used in both formal and informal writing within a paragraph? Yes, past perfect tense can be used in both contexts to clarify the sequence of events, although it is more common in formal writing.

Related keywords: past perfect tense, paragraph writing, grammatical structure, writing tips, tense usage, English grammar, sentence construction, language learning, writing skills, tense consistency

Read the full article online: paragraph using past perfect tense