

Lcci Past Year Questions And Model Answers Latest Edition

Lcci past year questions and model answers have become an essential resource for students and professionals preparing for the London Chamber of Commerce and Industry (LCCI) examinations. These materials not only help candidates familiarize themselves with the exam format but also offer invaluable insights into the type of questions to expect and how to approach them effectively. In this comprehensive guide, we will explore the significance of LCCI past year questions, how to utilize model answers for optimal preparation, and provide practical tips to excel in your exams.

Understanding the Importance of LCCI Past Year Questions and Model Answers

Why are Past Year Questions Crucial for Exam Success?

Past year questions serve as a mirror into the actual exam environment, offering candidates a realistic preview of what to expect. They help in:

- Assessing exam trends and identifying frequently tested topics.
- Building familiarity with question formats and instructions.
- Improving time management skills during the exam.
- Boosting confidence by reducing exam anxiety through practice.

The Role of Model Answers in Effective Preparation

Model answers complement past questions by illustrating the expected depth and structure of responses. They serve as:

- Guidance on answering techniques for various question types.
- A benchmark to evaluate your own answers.
- An educational tool for understanding key concepts and best practices.
- A source of vocabulary and phrasing to enhance answer quality.

How to Use LCCI Past Year Questions Effectively

Step-by-Step Approach

- **Gather Authentic Past Papers:** Ensure you access the latest and most comprehensive sets of questions from official sources or reputable educational platforms.
- **Attempt Under Exam Conditions:** Simulate real exam scenarios by timing yourself and avoiding external aids.
- **Review Your Answers:** Use the model answers to compare your responses, noting areas of strength and improvement.
- **Identify Common Topics:** Recognize recurring themes and subjects that frequently appear in exams.
- **Focus on Weak Areas:** Allocate more revision time on topics where your answers diverge significantly from the model answers.

Tips for Effective Practice

- **Regular Practice:** Consistency is key; incorporate past questions into your weekly study schedule.
- **Practice Variations:** Tackle questions from different years and variations to build versatility.
- **Analyze Mistakes:** Understand why certain answers fell short and learn how to improve.
- **Seek Clarification:** Consult teachers or tutors when unsure about model answers or concepts.

Popular LCCI Subjects Covered by Past Questions and Model Answers

Many candidates focus on core subjects that are frequently tested. Below are some of the most common areas:

1. Bookkeeping and Accounts

- Understanding basic bookkeeping principles.
- Preparing financial statements.
- Handling adjustments and error corrections.

2. Business Law and Ethics

- Contract formation and breach.
- Business legal structures.
- Ethical considerations in business.

3. Economics and Business Environment

- Market structures.
- Economic indicators.
- Business cycles.

4. Marketing Principles

- Marketing mix strategies.
- Market research methods.
- Customer segmentation.

5. Financial Management

- Budgeting and forecasting.
- Cost control techniques.
- Financial analysis tools.

Accessing and Using LCCI Past Year Questions and Model Answers

Where to Find Authentic Past Papers and Model Answers

- Official LCCI Website: The primary source for the most recent and official past papers.
- Educational Publishers: Reputable publishers often compile past questions with detailed model answers.
- Online Learning Platforms: Many platforms offer downloadable resources and practice tests.
- Study Groups and Forums: Join groups to exchange past questions and discuss answers.

Best Practices for Utilizing These Resources

- Create a Study Plan: Schedule regular sessions dedicated to practicing past questions.
- Use Model Answers as Learning Tools: Instead of just copying answers, analyze the structure and reasoning.
- Simulate Exam Conditions: Practice answering questions within the allocated time.
- Review and Revise: Regularly revisit questions and answers to reinforce understanding.

Benefits of Mastering LCCI Past Year Questions and Model Answers

- Enhanced Exam Readiness
- Familiarity with question formats reduces surprises during the actual exam.
- Improved Answer Quality
- Learning from model answers helps develop clear, concise, and comprehensive responses.
- Increased Confidence
- Practicing past questions builds self-assurance in your knowledge and skills.
- Better Time Management
- Repeated practice helps in completing exams within the stipulated time frame.
- Higher Exam Scores
- Consistent practice and understanding significantly boost your chances of achieving top grades.

Additional Tips for Success with LCCI Past Questions

- Stay Updated: Always use the latest past questions to reflect current exam standards.
- Focus on Key Concepts: Ensure you understand fundamental principles underlying each question.
- Practice Under Realistic Conditions: Mimic exam environments to improve focus and stamina.
- Learn from Mistakes: Use incorrect answers as learning opportunities.
- Seek Feedback: Discuss your answers with instructors or peers for constructive criticism.

Conclusion

Preparing for LCCI exams can be challenging, but leveraging past year questions and model answers is a proven strategy to enhance your chances of success. These resources provide invaluable insights into exam patterns, key topics, and effective answering techniques. By systematically practicing, reviewing, and learning from these materials, candidates can build confidence, improve their skills, and ultimately achieve their desired grades. Remember, consistent effort and strategic use of past questions will set you on the path to LCCI exam excellence.

Optimize your LCCI exam preparation today by accessing authentic past questions and model answers, and take a confident step toward achieving your professional qualifications!

LCCI Past Year Questions and Model Answers: A Comprehensive Guide for Success

Preparing for the London Chamber of Commerce and Industry (LCCI) examinations can be a challenging yet rewarding endeavor for students and professionals alike. One of the most effective ways to enhance your understanding and boost your confidence is by studying past year questions and model answers. This detailed review will explore the importance, benefits, and strategies for utilizing LCCI past questions and model answers effectively, providing you with a comprehensive roadmap to excel in your exams.

Understanding the Significance of LCCI Past Year Questions

Why Are Past Questions Essential?

Past questions serve as a mirror reflecting the examiners' expectations and the exam pattern over the years. They are an invaluable resource for several reasons:

- **Familiarity with Exam Format:** Repeated exposure to question formats helps candidates understand the structure, style, and common instructions used in the examination.
- **Assessment of Syllabus Coverage:** Past questions reveal which topics are frequently tested, allowing students to prioritize their revision.
- **Practice and Time Management:** Solving past questions under exam conditions helps improve speed and accuracy.
- **Identification of Weak Areas:** Repeatedly practicing certain questions highlights topics requiring further review.

Role of Model Answers

Model answers complement past questions by providing:

- Ideal Responses: They demonstrate the depth, breadth, and style of answers expected by examiners.
- Answer Structuring: Help students learn how to organize their responses logically.
- Key Points and Terminology: Highlight essential phrases, technical terms, and concepts to include.
- Marking Criteria Insight: Offer clues into how answers are graded, guiding students on what to emphasize.

Accessing and Utilizing LCCI Past Year Questions

Sources of Past Questions

Candidates can access past questions through various channels:

- Official LCCI Publications: The official LCCI website and authorized bookstores.
- Educational Institutions: Many colleges and training centers archive past exam papers.
- Online Platforms: Educational forums, websites, and repositories that share past questions and answers.
- Study Groups: Collaborative groups often compile and share past questions for mutual practice.

Best Practices for Using Past Questions

- Start Early: Incorporate past questions into your study schedule well before the exam date.
- Simulate Exam Conditions: Attempt questions within the prescribed time limits to build exam stamina.
- Review and Analyze: After completing questions, compare your answers with model solutions to identify gaps.
- Track Progress: Keep a record of questions attempted and topics covered to ensure comprehensive revision.
- Focus on Repeated Questions: Topics that recur often indicate high-priority areas.

Deep Dive into Model Answers: Enhancing Your Exam Technique

Understanding the Structure of Model Answers

Model answers typically follow a logical flow, including:

- Introduction: Restates the question and outlines key points.

- Main Content: Detailed explanation, analysis, or calculation, supported by relevant data or examples.
- Conclusion/Recommendation: Summarizes findings or provides actionable insights if applicable.

Key Elements of Effective Model Answers

- Clarity and Precision: Answers should be clear, concise, and directly address the question.
- Use of Technical Language: Proper terminology demonstrates subject mastery.
- Logical Sequencing: Ideas should flow logically, making the answer easy to follow.
- Supporting Evidence: Incorporate relevant data, calculations, or examples to substantiate points.
- Adherence to Marking Schemes: Include all parts of the question and allocate points accordingly.

Learning from Model Answers

- Identify Common Phrases and Expressions: Use similar language to improve answer professionalism.
- Note Key Points and Concepts: Ensure your answers include critical points highlighted in model solutions.
- Practice Rephrasing: Develop the ability to express similar ideas differently, enhancing originality.
- Improve Answer Structure: Adopt the organization used in model answers for better clarity and coherence.

Strategies for Effective Preparation Using Past Questions and Model Answers

Developing a Study Plan

- Assess Syllabus Coverage: Map out topics and allocate revision time accordingly.
- Schedule Regular Practice: Incorporate weekly or bi-weekly sessions dedicated to past questions.
- Mix Question Types: Use a combination of multiple-choice, short-answer, and essay questions for well-rounded preparation.

Active Practice Techniques

- Timed Practice: Attempt questions within set timeframes to simulate exam conditions.
- Answer Writing: Practice writing out full answers, then compare with model solutions.
- Self-Assessment: Grade your responses using marking schemes to identify areas needing improvement.
- Peer Review: Exchange answers with classmates for feedback and different perspectives.

Analyzing and Learning from Past Mistakes

- Identify Patterns: Note recurring questions or themes and ensure they are well-understood.
- Review Incorrect Answers: Understand why certain responses were inadequate and learn the correct approach.
- Adjust Strategies: Modify your revision plan based on insights gained from practice.

Additional Tips for Maximizing Benefits from Past Questions and Model Answers

- Focus on High-Frequency Topics: Prioritize areas that frequently appear in past papers.
- Understand Examiner Expectations: Pay attention to how answers are structured and the level of detail required.
- Use Model Answers as Learning Tools: Rather than rote memorization, aim to understand the reasoning behind the responses.
- Stay Updated: Ensure you are practicing the most recent past questions to align with current syllabus changes.
- Join Study Groups: Collaborative learning can expose you to diverse approaches and clarify difficult concepts.

Conclusion: Turning Past Questions and Model Answers into Your Success Tools

Mastering the LCCI exams requires strategic preparation, and past year questions coupled with model answers are among the most powerful resources at your disposal. They not only familiarize you with the exam format and expectations but also serve as practical tools for honing your answering skills. By systematically practicing these questions, analyzing model solutions, and integrating insights into your study routine, you position yourself for higher scores and a better understanding of the subject matter.

Remember, consistent practice, critical analysis, and a clear understanding of marking schemes are key. Use past questions not just as test papers but as learning instruments that guide your revision and boost your confidence. With dedication and strategic use of these resources, success in LCCI

examinations is well within your reach.

QuestionAnswer What are the benefits of practicing LCCI past year questions and model answers? Practicing LCCI past year questions and model answers helps students understand exam patterns, improve their time management, identify common questions, and enhance their answering techniques, ultimately increasing their chances of success. Where can I find reliable LCCI past year questions and model answers for my preparation? Reliable sources include the official LCCI website, authorized training centers, educational bookstores, and reputable online platforms that provide past papers and model answers curated by experienced tutors. How should I effectively use LCCI past year questions and model answers in my study routine? You should simulate exam conditions by attempting past questions without aids, then review model answers to understand the ideal responses. Regular practice combined with self-assessment helps in mastering concepts and exam techniques. Are LCCI past year questions and model answers sufficient for exam preparation? While they are valuable resources, they should be complemented with current study materials, textbooks, and practical exercises to ensure comprehensive understanding of the syllabus and improve overall performance. How can analyzing LCCI past year questions and model answers improve my exam grades? Analyzing past questions helps identify recurring topics and question styles, while reviewing model answers guides you on how to structure your responses effectively, leading to better grades and increased confidence in the exam.

Related keywords: LCCI exam questions, LCCI past papers, LCCI model answers, LCCI sample questions, LCCI exam preparation, LCCI question bank, LCCI mock exams, LCCI study guides, LCCI exam tips, LCCI revision materials

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.

Question 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

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