

Present

Perfect

PRESENT PERFECT

Connects actions from the
past to the present moment

it's past

It's over

It's finished

There's no connection to now

I worked there for 2 years.

It started 2 years
ago and it's still true
today

I have worked here for 2 years.

How has your day
been going?

Today isn't finished, it's still today

I've been so busy today!

Where's Susan? I can't
find her.

She has just gone
home.

Use Present
Perfect when
the period of
time isn't
finished

Use Present
Perfect when
something
has just
happened

PRACTICE TIME

Form

Complete the following sentences by putting the irregular verbs into the present perfect. See the example.

- 1 I'm going to send them a reminder. They ~~haven't~~ paid (not pay) us for their last order.
- 2 Some of these tech shares _____ (fall) by over 80%, and they still look very risky.
- 3 _____ (you/write) to them about that shipment, or do you want me to phone them?
- 4 We _____ (spend) a lot on modernizing the factory, and it is now very well equipped.
- 5 Unemployment is very high here because all of the coal mines _____ (shut) down.
- 6 The lawyers _____ (draw) up the contracts, so we are now ready to go ahead with the deal.
- 7 I _____ (not speak) to the MD about your proposal, but I will soon.
- 8 _____ (you/find) a suitable replacement for Ivan Sloboda, or is the post still vacant?
- 9 Carmen _____ (just/get) back from lunch. Why don't you call her now?
- 10 Peter, _____ (you/meet) Alistair MacFarlane? He's our new Finance Director.

1. We are happy to inform you that we (establish) a new branch in Australia.
2. Bob Westley (sign / already) the contract.
3. We (acquire) a new customer.
4. Alice Wilson (agree) to organise the teams.
5. I (print out / just) the letter.
6. Our customers (be / always) satisfied with our services.
7. Unfortunately, you (react / not) to our reminder notice.
8. Hannah (send / not) out the quotation yet.
9. (receive / you) our order?
10. Which company (submit) the most favourable offer?

MORE PRACTICE

SPEAKING

Present results of the past

Look at the notes below the pictures. Write sentences in the present perfect which link the past events with the present results. See the example.

Past event

1



Present result



He/miss/the flight

He has missed the flight.

2



Euro/fall/against Dollar

.....

3



They/redecorate/office

.....

4



We/re-locate/Korea

.....

Great Ambitions

What do you want to do that you have not done yet?

KEY WORDS FOR PRESENT PERFECT

FOR and SINCE

Often they're used to answer the question HOW LONG?

For - about duration of periods

Since - about when the period started

She's been in advertising for 7 years
We've been here since the beginning of 2017

FOR 10 min, 5 days, 3 months, 2 years, a long time

SINCE 10.15, Monday, last week, I found new work

JUST

Use it to speak about recent events. The exact time isn't mentioned

They've just finished, so you can show him your report

He's just quitted his work and he needs some time to find a new

EVER, NEVER and ALWAYS

Use these phrases to speak
about general experience

As far as you already know, present perfect is used with words or phrases indicating periods of time that haven't finished yet

They are

- TODAY
- THIS WEEK, MORNING, MONTH, YEAR
- SO FAR
- OVER THE LAST FEW WEEKS...
- UP TO NOW
- RECENTLY

Have you ever worked abroad?
Have they ever managed a team?
Has he ever been to Japan?

Have you seen John today?
Yes, he's out now. He's just
taken a break

Complete these sentences. Use a verb in the present perfect to explain why the present situation has occurred. See the example.

1 Our sales are improving because ...

we have introduced some new product lines.

2 Our agent wants the brochures delivered urgently because ...

3 Maria is off work for three months because ...

4 We are having a very successful year because ...

5 At the moment the government is very unpopular because ...

6 This year's coffee crop in Colombia will be very small because ...

7 I think it would be a good time to buy shares now because ...

Complete or continue these sentences using the present perfect. See the example.

- 1 Indira's definitely here today. I've just spoken to her on the phone.
- 2 He isn't coming in to work today.
- 3 Yes, the report is ready.
- 4 Boeing's financial future now looks very secure.
- 5 Why don't we have lunch in that new restaurant that
- 6 I think she must be out.
- 7 No, I won't have a coffee, thank you.

Present
Perfect
Continuous

PRESENT PERFECT
CONTINUOUS helps to
speak about ONGOING,
UNFINISHED OR
RECENTLY FINISHED
events or activities

Use expressions of duration
like
ALL DAY
HOW LONG...?
FOR

I've been trying to solve it all
morning! It's no go!

She's been cleaning her
desktop

They've been arguing since
noon and still can't nail down

-How long have you been here?
-I've been waiting for 3 hours,
would you believe!

Form

Affirmative

S + have/has + been + present participle
They have been learning English for two years.

Negative

S + have/has + not + been + present participle
They have not been learning English for years.

Interrogative

Have/has + S + been + present participle
Have they been learning English for years?

Usage

Long actions that started in the past and continue until now.
I have been living in Ireland for almost 4 years.

Recent actions that have clear evidence or results now.
Her eyes are red because she has been crying all evening.

Typically used for shorter, more temporary situations.
Have they been learning English for years?

PRACTICE MAKES PERFECT

Complete the sentences by putting the verbs into the present perfect continuous.
See the example.

- 1 I didn't realize you had moved to Novartis. How long *have you been working* (you/work) for them?
- 2 We (export) a lot of high technology equipment to China since the government relaxed export regulations.
- 3 The price of new cars fell when the EU introduced new laws, and it (fall) ever since.
- 4 Because of the recession, many businesses (not/invest) in capital equipment over the last couple of years.
- 5 We (not/fly) in Business Class because we are trying to keep our costs down.
- 6 They (try) to sell their dotcom business, but so far there has been very little interest in it.
- 7 I (make) contributions to my pension for the last five years.
- 8 How long (you/use) psychometric tests in interviews?

Put the verbs in brackets into the present perfect simple or the present perfect continuous. See the examples.

- 1 We are thinking about opening an office in Warsaw, so I ~~have been learning~~ (learn) Polish at evening classes for the last two months.
- 2 By the way, I ~~have worked~~ (work) out those figures. They are on your desk now.
- 3 So that's where the order form is! Peter (look) for it all morning.
- 4 I'm sorry, I didn't know that you were here. (you/wait) long?
- 5 Since January, our turnover (increase) by 18%.
- 6 The film company is a reasonable investment. They (make) four very successful films.
- 7 The lawyers (look) through the contract, but they say they need another day to read it all.
- 8 We (visit) potential sites for the new workshops, but we haven't found anything suitable yet.

Match the questions in column A with the replies or explanations in column B. See the example.

A

- 1 Why is your office in such a mess?
- 2 Why has the wages bill been so high recently?
- 3 Why have you got three new store detectives?
- 4 Why are they so behind with their work?
- 5 What's your car doing at the garage?
- 6 You look tired, Annick. Are you OK?

B

- a They've been travelling so much that they never have time to do any.
- b We've been losing a lot of stock because of shoplifting.
- c I've been having a lot of problems with it recently.
- d I've been looking for that letter from Graylings, but I can't find it.
- e Yes, but I've been interviewing people all day.
- f Because everyone's been doing a lot of overtime.

Reply to the following questions using a verb in the present perfect continuous.
See the example.

1 Is it wet outside?

Yes, it's been raining.

2 You look terrible. What have you been doing?

.....

3 Look at your hands – what is that? Ink or oil?

.....

4 How come your golf has improved so much?

.....

5 Why do you think she's been having so many days off?

.....

6 Why are you under so much stress at the moment?

.....

7 Why is your expenses claim so high this month?

.....

PRONUNCIATION OF R sound

**Difficult
English
Words**
with the
R sound





1

HOW TO PRONOUNCE THE ENGLISH R SOUND

THE PULL BACK METHOD:

- 1 Pull your tongue back. The back of your tongue will raise and become fatter
- 2 The front of your tongue must not touch anything in your mouth
- 3 Make the voiced R sound, push the air out from deep inside your throat

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1. more

2. here

3. her

4. four

5. culture

6. where

7. sure

8. car

1. four door car

2. her younger sister

3. they're never here

4. sooner or later

5. lobster for dinner

6. your older brother

7. four more over there

Word Pairs for Practice

- | | |
|---|--|
| 1. import <u>an</u> t inform <u>ation</u> | 7. lea <u>rn</u> Ger <u>man</u> |
| 2. f <u>ir</u> st p <u>er</u> son | 8. unde <u>rgo</u> ing sur <u>ger</u> y |
| 3. ha <u>rd</u> to unde <u>rst</u> and | 9. th <u>ir</u> ty p <u>er</u> cent |
| 4. No <u>rt</u> hern Cal <u>ifo</u> rnia | 10. mo <u>de</u> rn fu <u>rn</u> itu <u>re</u> |
| 5. ea <u>rl</u> y in the mo <u>rn</u> ing | 11. Ma <u>rch</u> ba <u>rg</u> ain |
| 6. su <u>rv</u> ive di <u>vor</u> ce | 12. p <u>er</u> fect p <u>er</u> fo <u>rm</u> ance |

Practice Sentences

1. I spent part of Thursday learning the new computer software.
2. I heard it was a four hour performance.
3. He won a journalism award for his report on Pearl Harbor.
4. Please inform the board about the formal procedure.
5. The terrible storm started yesterday morning.
6. Normally he works in New York.
7. George went to a formal party with his girlfriend.
8. Mark is determined to learn German.
9. I heard that the alternative procedure was better.
10. For your information, they're not divorced.



Story for Practice

Surprise Birthday Party

On Saturday afternoon at four, we're having a surprise birthday party for our daughter Rachel. She'll turn thirteen. Her cousins Charles and Barbara will arrive early to help prepare. We'll take pictures, play cards and some board games. We've ordered a birthday cake and her favorite dessert, strawberry ice cream. We've invited about thirty of her friends and told them to come over before four. We hope all her friends get here by four before Rachel returns from the park. When they're all here, we'll call Mark to bring her over. When they open the front door the lights will be turned off. Her thirty friends will be waiting nervously in the other room. We hope it works out and that Rachel will be really surprised.