

# Work-Related Grammar

Present Perfect VS Past Simple

Present Perfect Continuous

# Let`s check the home task

exercises

•Keys

audio

•Retell what you`ve learned

Pair &  
group of 3  
practice

# Making a good impression



My interview is today. It is with a marketing company. It is a large **corporation** with its **headquarters** in San Francisco, CA. It also has **satellite offices** across the U.S. and in Europe. I'm not sure if this would be **the right fit** for me, but I'm **keeping an open mind**.

I got some **sound advice** from my aunt. She said that I should be **confident** but not **cocky**. That means I have to look for opportunities to talk about my qualifications, but don't make the **mistake of boasting** or worse, **making things up**. I do that sometimes when I get really nervous. My brain stops working and my mouth takes over.

I need to be **respectful** but not **meek**. I want to be professional with everyone, my **co-workers** and my bosses. But, I don't want them to think that I would let my co-workers **walk all over me**.

I should show them that I'm a **team-player**. Nobody likes a person who tries **to grab the limelight** all of the time, especially if they're new, like me.

Okay, I think I'm ready. I have my resume, my transcript, and the address of the office where I'm going for the interview. Now, all I need are my shoes



# Где отчет о проделанной работе?

## Где прошедшее время?

1. Hello everyone. I'm a new Lead QA, my name is Anna and I am truly happy to join your team. As to my current situation – everything is going pretty much according to the plan.

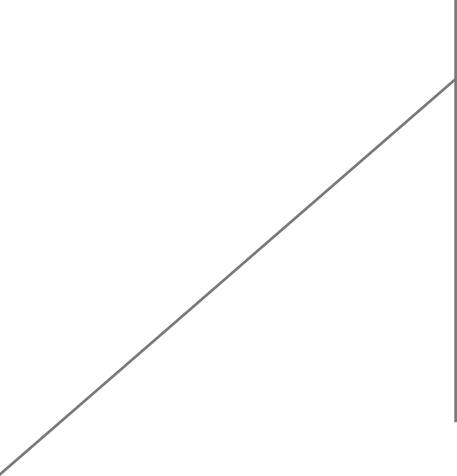


2. Today I've already completed User Story 123 and 234 and I'm still working on 345 as I've hit a problem. These days Olivia is covering for Lena, who is being on vacation. Yesterday we had quite a productive QA team call on it.
3. Still we're on track.
4. In the afternoon I'm validating changes in US 456 as the priority was changed to "high". And we are planning to close all "high priority" tasks as completed.
5. In addition, I think I will collect the reporting and give a call to Jamie, who will compile it.
6. That's it from my side, thank you.

# Что я сделал?

We`ve verified the latest deployment

We fixed 25 bugs, performed new QA build



Если в предложении есть **идентификатор прошедшего времени**:  
Yesterday, 2 hours ago, a week ago, in a childhood, when I was 3 years old  
**Используем только Past Simple**

## Past Simple

- Past action with stated past time
- Sequence of past actions

## Present perfect

- Result
- Experience

Already  
Yet  
Just  
So far  
Ever/Never

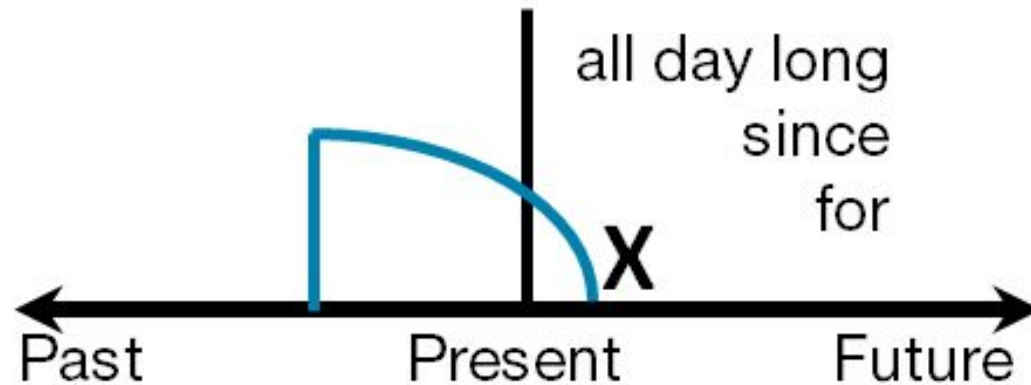
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# Present Perfect Continuous

- Started and still in progress

## Present Perfect Continuous Tense



Since  
All day  
For 2 years  
For how long?  
Whole yea/month/day

have/has been + Verb-ing

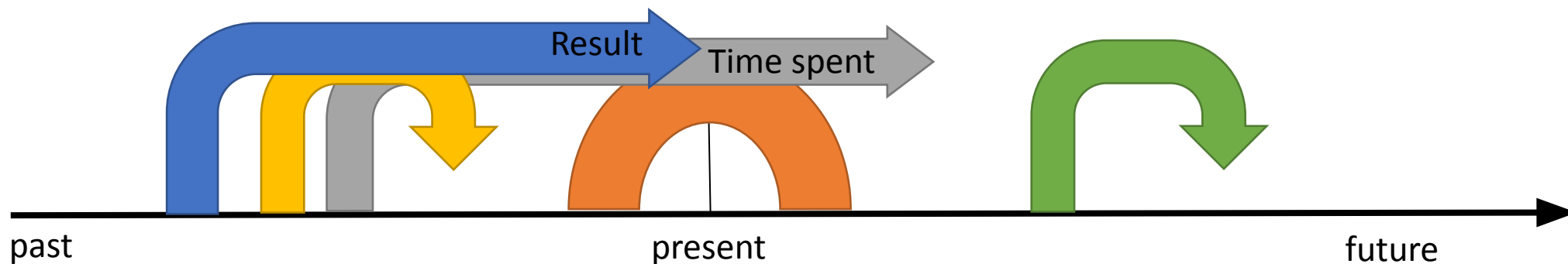


# Трансформируйте в Pres. Perf. Cont

Today I`ve already completed User Story 123 and 234 and I`m still working on 345 as I`ve hit a problem

Зачем?

These days Olivia is covering for Lena, who is being on vacation



# 3-П



- 1.
  - Что я понял
- 2.
  - Что буду предпринимать
- 3.
  - С кем поделюсь

# In a Nutshell

- Самое важное
- Самое интересное
- Самое непонятное