

## GRAMMAR REFERENCE

## Present perfect

Use the present perfect

- 1 to link a present situation with something that took place at an unspecified time in the past

Ana **has sent** the new brochure to all our clients.

The present situation is that all the clients have the new brochure. The past event is that Ana sent the new brochure (we don't know when).

- 2 with *yet* and *already* to talk about tasks expected to be done or which are done earlier than expected

A **Have you finished** that report **yet**?

B **Yes. And I've already done** most of the next one **as well**.

- 3 with *how long*, *for* and *since* to talk about duration of states and activities

- 4 with *just* to talk about things that have happened very recently

**I've just seen** Tom in the cafeteria.

- 5 with unfinished time periods: *since*, *so far this week*, *up to now*, *recently*, *this month*, *today*.

**You've been late** three times this month – please be on time for the rest of the month.

## Past simple

Use the past simple

- 1 when referring to (or thinking of) a finished time period like *yesterday*, *last week*, *at 5.30*, *on 11 May*, *at Christmas*, *in 2002*, etc.

**I went** to the sales conference last week.

- 2 for questions with *When?* *What time?* *How long ago?* etc. because the expected answer is a finished time period

A **When did you see** Mr Li?

(NOT: *When have you seen* Mr Li?)

B **I saw** him yesterday.

(NOT: *I have seen* him yesterday.)

- 3 with many present time expressions usually used with the present perfect, like *this week*, *today*, *just*, if they refer to a time period that is about to finish or has just finished

**We've made** a lot of progress this week. (said on Wednesday – the time period is still in progress)

**We made** a lot of progress this week. (said at 4.30 p.m. on Friday – the time period is about to finish)

## Language at work

- 1 Complete the two dialogues with the past simple or present perfect form of the verbs in brackets.

A I need to ask David if he

<sup>1</sup> \_\_\_\_\_ (decide) to set up the focus group.

B Don't worry. I <sup>2</sup> \_\_\_\_\_ (already / speak) to him about it.

A Really? When <sup>3</sup> \_\_\_\_\_ (you / see) him?

B I <sup>4</sup> \_\_\_\_\_ (call) him first thing today.

A What <sup>5</sup> \_\_\_\_\_ (he / say)?

B He <sup>6</sup> \_\_\_\_\_ (not / make) up his mind yet. He needs some documents from head office, and they still <sup>7</sup> \_\_\_\_\_ (not / arrive).

C <sup>8</sup> \_\_\_\_\_ (you / finalize) all the arrangements for Mr Eng's visit yet?

D I'm dealing with it now. I <sup>9</sup> \_\_\_\_\_ (fix) a date for him to come and visit – the 19th.

C What about Bob? I think he needs to be there.

D That's fine. I <sup>10</sup> \_\_\_\_\_ (speak) to Anna a couple of days ago, and the 19th is fine for him, too.

C <sup>11</sup> \_\_\_\_\_ (you / arrange) the visit to the warehouse yet?

D Yes, I <sup>12</sup> \_\_\_\_\_ (just / organize) that – for the afternoon.

C What about dinner that evening?

D I <sup>13</sup> \_\_\_\_\_ (book) a table yesterday – at The Mill – I hope that's OK.

C Fine. That all sounds excellent. You <sup>14</sup> \_\_\_\_\_ (be) very efficient.

- 2 Match 1–6 to contexts a–f.

1 Has our bid for the contract been successful? \_\_\_\_

2 Was our bid for the contract successful? \_\_\_\_

3 Have you spoken to the caterers this week? \_\_\_\_

4 Did you speak to the caterers this week? \_\_\_\_

5 I've just cancelled the order. \_\_\_\_

6 I just cancelled the order. \_\_\_\_

a The result of the contract bids was announced last week.

b I only cancelled the order. I didn't reorder or complain.

c They're announcing the results of the contract bids now.

d I am expecting you to speak to the caterers some time this week. (It is Wednesday.)

e I was expecting you to speak to the caterers this week. (It is 5 p.m. on Friday. I am about to leave the office.)

f I cancelled the order a couple of minutes ago.