GRAMMAR review of tenses

A Match the sentences (1–5) to the functions (a–e). Write the letter.

1 My contact works in the accounting department. ____
2 I am looking for an internship. ____
3 I was nervous about meeting people when I started working here. ____
4 I was chatting to a colleague when you called me. ____
5 Have you spoken to your friends about their career plans? ____

a a past state or habit
b an action in progress at a past moment
c a present state or habit
d an action in progress now
e an action at an unspecific time in the past

For more practice, go to page 159.

Function and form

Use	Example
We use the simple present to talk about a present state or habit. We also use the simple present to talk about a future scheduled event.	I share an apartment with some friends. The train leaves at three in the afternoon.
We use the present progressive to talk about an action in progress now. We also use the present progressive to talk about a future arrangement.	I'm waiting for my taxi to get here. We're meeting each other this afternoon.
We use the simple past to talk about a past state or habit.	I loved that TV show when I was younger!
We use the past progressive to talk about an action in progress at a past moment.	It was snowing when we were at the shops.
We use the present perfect to talk about a situation that started in the past and continues to the present moment.	She's been my teacher for three years now.
We use the second conditional to talk about hypothetical situations.	If I had a car, I'd give you a lift.

A Read and choose the correct option.

1 Have / Did you ever felt shy on your first day of a new job? When I started my new job, **2** I / I've felt really nervous because I didn't know anyone. Then one day, when I **3** was leaving / left the office, one of my colleagues asked me if I wanted to join the company's tennis club. I said, **4** "I've / I never played tennis before," but my colleague said it didn't matter. I decided to go along. Two years later, I **5** am knowing / know a lot of people, and I don't feel shy anymore. In fact, next year **6** I'm playing / play in a tennis tournament with some workers from another company! If I wasn't part of the tennis club, I think I **7** might not know / maybe don't know so many people.

B Choose the correct option.

1 My plane ... at six, so I'll be in Washington at nine.
a leaves b has left c was leaving
2 Lola ... as a waitress until she can find a job in engineering.
a works b has worked c is working
3 I ... to a speed networking event next weekend.
a am going b have gone c go
4 If you ... a professional association, you would make useful connections.
a join b joined c have joined
5 I ... in this office for six months.
a work b am working c have worked

LIVEWORKSHEETS

C Choose the correct option.

When I **1** have worked / was working at my last job, I **2** was trying / tried to speak to everyone in my office once a day. After I **3** was leaving / left that position, I **4** was staying / stayed in touch with all my colleagues. I **5** am thinking / think it's important because you never **6** know / have known when you might want someone's help. And it **7** has helped / was helping me a number of times. Right now, I **8** am looking / look for a new job, and I **9** ask / have asked my contacts about job opportunities. Fingers crossed!

A Read the sentences and choose *True* or *False*.

1 I really *love* going to networking events.
This is a past state or habit. True / False

2 She *is introducing* herself to the manager.
This is an action in progress now. True / False

3 *Did* you *like* being an intern last year?
This is a past state or habit. True / False

4 They *were getting* to know each other when the session started.
This is an action in progress at a past moment. True / False

5 I *have* never *been* to such a great conference.
This is an action at an unspecified time in the past. True / False

B Choose the correct answer.

1 John and I are staying / have stayed / stayed in touch for years until he got a job with a different company.
2 Francisco loves networking. He gets to know / was getting to know / has gotten to know so many people at conferences this year.
3 Yes, I introduce / introduced / have introduced myself to her last week. She seems like she's going to be a good manager.
4 Do you travel / Did you travel / Are you traveling around Boston right now? You should watch the Red Sox play at Fenway Park. They're the best!
5 The intern is / was / is being very happy at our company at the moment, apparently!

C There is a mistake in each sentence. Find and correct it.

1 Amber works at a software company, but she looks for a new job at the moment. _____
2 We have seen a great film at the movie theater last week. _____
3 Yes, I think I can help, because I am having a contact in that office. _____
4 Sorry, I was work with Celia when the meeting started, so I was late. _____
5 Has Donald ever went to New York City before? _____

LIVEWORKSHEETS

D Write the correct form of the verbs in parentheses.

Bruce: Hi Rosario. How are you? I **1** _____ (be) very excited, because I'm going to a job interview next week!

Rosario: That's great news, Bruce. I remember you **2** _____ (look) for a new job when we saw each other last Monday. How **3** _____ (you / find) it?

Bruce: Well, yesterday, Jeremy **4** _____ (tell) me about a position at his company.

Rosario: Jeremy? But he **5** _____ (work) in Miami. Ah, I forgot. This month he **6** _____ (work) here in San Francisco.

Bruce: Yes, so we'll see what happens. Hey, **7** _____ (you / want) to have lunch? It's 1 p.m. I **8** _____ (not / have) anything to eat yet today!

Rosario: Really? Well, I **9** _____ (work) right now, but maybe at 2 p.m.? **10** _____ (you / eat) at the Chinese restaurant near here?

Bruce: No, I haven't. Let's go there!

Rosario: Great! See you there at 2 p.m.

Bruce: See you!

LIVEWORKSHEETS