

	Present perfect simple – focus on the result: numbers, times, accomplishments	Present perfect continuous – focus on the activity and duration
+ Positive	Subject + has/have + past participle	Subject + has/have been + ---ing
- Negative	Subject + has/have not + past participle	Subject + has/have not been + ---ing
? Questions	Question word + has/have + subject + pp	Question word + has/have + subject + ---ing
Examples		
	I have eaten 2 boxes of chocolates.	I have been eating chocolate all morning.
	I have read 6 chapters of my book.	I have been reading my book for 2 hours.
	I have finished my presentation.	I have been working on my presentation everyday this week and it is almost finished.
	We have leveled the footings so we can now pour the concrete.	We have been preparing the footings. (We are not finished yet)
	He hasn't contacted the customer yet.	We haven't been focusing enough on our customers' needs.
	What have you done today? (your accomplishments)	What have you been doing in statistics class this week? (what activities)

Quiz – choose the present perfect simple or the present perfect continuous:

1. I _____ (speak) with several clients today.
2. We _____ (receive) 3 bids on the new highway construction.

3. We _____ (discuss) the plans with the architects and surveyors all morning.
4. They _____ (dig) the trenches and now we can lay the sewage lines.
5. They _____ (dig) the trenches for 2 hours and it's time to take a break.
6. He _____ (load) 8 containers onto the delivery truck.
7. He _____ (work) on this project all week.
8. We _____ (not finish) the first stage of the construction due to bad weather.
9. _____ you _____ (install) the support beams yet?
10. What _____ the new employee _____ (do) all morning?