1 Look at this chart for a project. What kind of information does it give about the project? Does your company use similar charts for managing projects?

Office relocation

STAGE	DATE								
	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9
	11–17	18–24	25–31	1–7	8–14	15–21	22–28	29–5	6–12
1 Confirm equipment requirements									
2 Equipment costings									
3 Place order with office supplier									
4 Send plans to depts for review									
5 Collate feedback and finalize plans									
6 Packing and delivery									
7 Unpacking									
8 New equipment arrives									
9 Install									

2 ▶3.2 A company is relocating its office from an old building to some modern premises. Listen to a meeting between Judith (the project manager) and somebody on the team (Dawud). Use the chart in **1** to help you answer questions 1–3.

1 What is the purpose of the meeting?
2 Which stages on the chart are completed?
3 Which week is it on the chart?

3 ▶3.2 Listen again. Underline the verbs in *italics* that you hear.

1 I *agreed / 've agreed* the approximate equipment costings with finance.
2 *Did you place / Have you placed* the order for the equipment yesterday?
3 *Did anyone give / Has anyone given* their feedback?
4 Everyone *replied / has replied* before the deadline.

4 Answer the questions in the *Language point*.

LANGUAGE POINT

Do your answers in **3** use the past simple or present perfect? Match each sentence in **3** with explanations a or b.

a We use the present perfect to talk or ask about an action in the past where the time is not specified: _____, _____
b We use the past simple to talk or ask about an action in the past where the time is specified: _____, _____

Look at three more sentences from the meeting with the present perfect tense. Complete explanations 1–3 with the adverbs in **bold**.

Some departments haven't sent their requirements ***yet****.*
I've ***already*** *received everyone's feedback.*
I've ***just*** *emailed them another reminder.*

1 We use _____ to show the action happened in the very recent past.
2 We use _____ in negative sentences and questions to talk about something that hasn't happened but you expect it will happen.
3 We use _____ to emphasize the action happened sooner than expected.

LIVEWORKSHEETS

Explain the difference:

Present Perfect Simple	Past Simple
• I've known Julie for ten years. 2012	• I knew Julie for ten years .
• My brother has been to Mexico three times.	• My great-grandmother went to Mexico three times.
• I've lost my keys!	• I lost my keys yesterday. It was terrible!
• I've seen John this week. • I've had a cup of coffee this morning.	• I saw John last week. I had a cup of coffee this morning.



5 ▶3.3 Look at the chart in **1** again and read a later phone conversation between Judith and Dawud. Write the verbs in brackets in the past simple or present perfect and choose the correct adverb in *italics*. Then listen and check your answers.

Dawud Hello?

Judith Hi, Dawud. Just calling to see how things are going. [1]_____ the new equipment _____ (arrive) [2]*just / yet*?

Dawud No, it hasn't, but I've [3]*just / yet* called the supplier and the truck [4]_____ (leave) the warehouse this morning. It'll be here around four o'clock.

Judith [5]_____ they _____ (deliver) everything else on schedule?

Dawud Yes, they did. We [6]_____ (unpack) most of the boxes [7]*already / just*.

1 Time markers often decide which tense to use. Put the following words and phrases in the correct groups below.

ago this never yesterday ever the last few since in 2005 on Tuesday recently last week today yet already for 8 April

finished time	recent / unfinished time

Practice past simple & present perfect 1.
2.

LIVEWORKSHEETS

PRESENT PERFECT

has/have + past participle

Use the present perfect to refer to....

Situations that Started in the Past and Continue Until Now

- **I have been an English teacher for ten years.**
  = I am an English teacher now, and I will likely be one tomorrow.
- **Her family has lived in this house since 1948.**
  = Her family lives in the house now, and they may keep living there.





Compare to the simple past: **I was an English teacher for ten years.** *= I am not a teacher anymore.*
Her family lived in this house since 1948. *= They probably don't they live there now.*

Recently Completed Events with Current Importance

- **Mariam and Daouda have gotten engaged!**
- **Irina has finished the marathon.**



American English speakers also use [just + simple past] in these situations.
- **Mariam and Dauoda just got engaged!** - **Irina just finished the marathon.**

Change Over a Period of Time Until Now

- **My son has grown three inches since last summer.**
- **The average temperature has risen 1°F over the past century.**



Events at an Unspecified Time - General Past Experiences

- **Marta has read several short stories by O. Henry.**
- **I have learned a lot from my friends.**



AE AMERICAN ENGLISH

#TenseTuesday

LIVEWORKSHEETS

6 Ways to Use the Present Perfect Tense in Business Situations:

Situation 1: Talking about Profits, Sales Results, and Work Experience. _____
Situation 2: Talking about Business Trips and Company Phases. _____
Situation 3: Talking about Recent Changes to Plans. _____
Situation 4: Talking about Clients and Sales. _____
Situation 5: Talking about Durations of Job Positions and Lengths of Time with a Relation to the Present. _____
Situation 6: Talking about Recent News and Business Updates. _____

Match
Examples:

A) Often used with "just "," yet", "already", "recently."
The CEO has just quit.
I've already had my assessment with HR.
Have you got the sell-out results back yet?
Our stock price has surged recently.

B) *Our company has been through some tough periods. Fortunately today, though, we're thriving.*
I've already been to Tokyo on business and I love the city and its' people.

C) *I've visited three of our major clients this week.*
How many units have we sold this month?

D) with 'Since' and 'For'
We've been located here since 1990.
She's been the HR Director since January.
I've known the client for 3 years.
He's been the CEO for 6 months.

E) *I've worked here for five years.*
Profits have increased by 10% since Mark has been the Brand Manager.
Sales have bounced back this month.
How long have you worked in the banking sector for?

F) *Unfortunately, David has missed his connecting flight, so he can't be here with us today.*
I've lost the file with my presentation slides, so I'll have to do them all again.

LIVEWORKSHEETS

Exercise 4 A

Complete this dialogue by putting the verbs in brackets into the correct form of the past simple or present perfect. Use contractions where possible.

VICTORIA: Hi, Sue. I (1) haven't seen (not/see) you for ages!

SUE: Hi. No, I'm sorry. I (2) ..... (not/be) in touch with anyone recently ... I (3) ..... (be) really busy.

VICTORIA: Oh, what have you been up to then?

SUE: Well, you know I (4) ..... (leave) my job in January so that I (5) ..... (can) go freelance as a graphic designer?

VICTORIA: Yes, I remember, you (6) ..... (talk) a lot about that last year. How's it going?

SUE: Well, it (7) ..... (be) a really difficult year so far. I (8) ..... (never/do) anything like this before ... it's much harder work than I (9) ..... (imagine). (10) ..... (you/ever/be) self-employed?

VICTORIA: No, never, although I (11) ..... (often/think) about it. So, why has it been so difficult?

SUE: Well, at the beginning I (12) ..... (have) two or three good clients – and, you know, people that I (13) ..... (know) for many years, like Tom Pierce. And since then I (14) ..... (have) a lot of interest from different companies, but none of them (15) ..... (become) regular customers.

VICTORIA: What about advertising in the specialist magazines?

SUE: I (16) ..... (already/do) that. I (17) ..... (put) an advert in Design Monthly a couple of months ago, but I (18) ..... (not/get) any replies.

VICTORIA: Oh, dear, well, (19) ..... (put) up a website with examples of your work?

SUE: Yes, I (20) ..... (just/finish) it. Would you mind having a quick look at it and tell me what you think of it?

Make sentences below about you using the verbs in the table and the past simple or present perfect. Compare with a partner.

1. I .....since last year.
2. I ..... for lunch yesterday.
3. I .....this morning.
4. I ..... since my childhood.
5. I .....on my first day at work.
6. I ..... last night.

Play the game -

LIVEWORKSHEETS

1 Tick the correct sentences and change the incorrect ones.

1 Two years ago, we have seen big increases in the price of oil.
2 The price fell in the last two days and it is now 5 per cent lower than before.
3 Our competitors reduced their prices in January.
4 We didn't raise our prices in recent weeks: they are still at the same level as they were two months ago.
5 Have you reviewed your prices recently?
6 We have reviewed our prices in March.

Exercise 2 A B

Complete the sentences by putting the verbs in brackets into either the present simple, past simple or present perfect.

1 The company is doing very well. Last year sales ..went up.. (go up) by 15%, and so far this year they ..have gone up.. (go up) another 12%.
2 We ..... (operate) all over Latin America. Recently we ..... (set up) branches in Peru and Ecuador.
3 This ..... (not look) like the right block. Are you sure we ..... (come) to the right address?
4 ..... (you/see) my laptop? I'm sure I ..... (leave) it here earlier.
5 I ..... (just/met) Andrew from Sales. ..... (you/know) him?
6 I ..... (never/speak) to him, but I ..... (speak) to his assistant on the phone yesterday.
7 I ..... (work) for WorldCom now – I ..... (be) there for more than five years. ..... (you/know) WorldCom?
8 I ..... (work) for WorldCom since last year, but now I ..... (want) to change jobs. ..... (you/hear) of any vacancies?

With a partner, discuss the prices of the items below. Have these prices increased, decreased or stayed at the same level in your country in recent months?

petrol	newspapers
coffee	houses and flats
bus / train fares	shares (stock market average)

2 Work in pairs. What recent events and developments have there been in your country? Think about the following.

• politics • the economy • celebrity life • sport • fashion

LIVEWORKSHEETS