Language at work | Present perfect (1)

1 What questions do interviewers often ask at job interviews? Which questions are the most difficult to answer?

2 ▶6.2 Naomi Hasselin has an interview for a job as a team leader with a large non-profit organization. Listen to the extract. What experience does she have?

3 ▶6.2 Listen again and underline the verb forms you hear.

1 When *did you start / have you started* working in this field?
2 I *left / have left* university in 2009.
3 *Did you ever work / Have you ever worked* for a big organization?
4 No, I *didn't have / 've never had* the chance.
5 *Did you go / Have you been* to Africa?
6 I *spent / 've spent* some time in Tanzania.
7 Oh really? What *did you do / have you done* there?

4 Look at the sentences in **3**. Decide if the verb forms are in the past simple or present perfect. Then complete the explanations in the *Language point*.

LANGUAGE POINT

1 We use the _____ to ask/talk about general experience in the past.
2 We use the _____ to ask/talk about actions at specific times in the past.
3 We form the present perfect with _____/*has(n't)* + past participle.
4 We form questions in the present perfect with _____/*has* + subject + _____.

Tip | *been* and *gone*

Been and *gone* are both used as past participles of the verb *go*. *Been* means that they went and came back:
*Have you ever **been** to the USA for a holiday?*

Gone means that they are still there:
*He's not here. He's **gone** to Paris for the weekend.*

» For more information, go to **Grammar reference** on page 117.

5 ▶6.3 The interviewer asks Naomi more questions. Complete questions 1–5 using the prompts. Then listen and check your answers.

Example: *When did you go to Tanzania?*

1 When / go / Tanzania? _____
2 How long / stay there? _____
3 What other projects / work on? _____
4 Ever / manage a team? _____
5 Why / decide / work in this field? _____

LIVEWORKSHEETS

Language at work

GRAMMAR REFERENCE

Present perfect (1)

Form

Positive: *have/has* + past participle form

*I **have** (I've) **finished** my work.*

*He **has** (He's) **written** three letters today.*

Negative: *have/has* + *not* + past participle

*They **haven't done** the work this week.*

*The post **hasn't arrived** yet.*

Questions: Put *have/has* before the subject.

***Have you** met the new Production Manager?*

*Where **has she** been today?*

Use

1 To talk about past actions where the time includes the present.
*I've made three presentations **today/this week/this month**.*

2 To ask someone about general experiences in their life, we can use ***ever***.
*Have you **ever** seen the Taj Mahal?*
No, never.

3 We also use the present perfect to talk about actions which started in the past and are continuing now. For more information, see page 129.
*I've **worked** here for three years (and I still work here now).*

4 For past actions where the time doesn't include the present, use the past simple.
*I **haven't seen** him **today**, but I **saw** him **yesterday**.*

5 For regular verbs, the past participle form is ***always*** the same as the past simple: verb + *-(e)d*

6 For irregular verbs, the past participle and past simple forms are ***sometimes*** the same. Common irregular verbs include:

Verb	*Past simple*	*Past participle*
become	*became*	*become*
do	*did*	*done*
find	*found*	*found*
go	*went*	*gone*
have	*had*	*had*
know	*knew*	*known*
make	*made*	*made*
see	*saw*	*seen*
speak	*spoke*	*spoken*
take	*took*	*taken*

For a list of **irregular verbs**, see page 159.

1 A manager is talking about his department. Complete the text with the present perfect form of the verbs in brackets.

This month [1](not / be) ___*hasn't been*___ a very good one for me. Three more members of my team [2](tell) _____ me that they are leaving the company. Two of them [3](not / find) _____ another job, but they say that the pressure of work [4](become) _____ too much for them. It's true that there [5](be) _____ a big increase in their work this year because two other customer service assistants [6](leave) _____ the department and we [7](not / recruit) _____ anybody to replace them.

I [8](ask) _____ my boss several times if we can employ some new people for the team, but each time he [9](say) _____ that we need to reduce our salary costs. But I know we [10](lose) _____ some business because we [11](not / have) _____ enough people to deal with customer calls.

The situation can't continue like this. I [12](not / made) _____ a final decision on this, but I'm thinking of leaving the company myself.

2 Choose the correct answer from the words in *italics* to complete questions 1–8. Then match them with responses a–h.

1 *Did you read* / ~~*Have you read*~~ that article about e-recruitment last week? __f__
2 *Did you* / *Have you* seen the new Dali exhibition? ___
3 *Have you ever* / *Did you* applied for a job online? ___
4 *Have you had* / *Did you have* any work experience before you joined this company? ___
5 *Has* / *Have* she made any more calls today? ___
6 *Have* / *Did* all the candidates come for their interviews yesterday? ___
7 Have you *been* / *went* to the USA? ___
8 When *have you sent* / *did you send* that letter? ___

a No, never. But I'd really like to go.
b Yes, once. But I didn't get the job!
c Just one or two this afternoon.
d Yes, I did. I had several jobs when I was a student.
e Two or three days ago.
~~f Yes, it was very well-written.~~
g There was just one who wasn't there.
h No, I haven't had time.

LIVEWORKSHEETS