

- Tom** Hi Kay,  
Have you seen Jack this morning? The boss is looking for him. It's about the report.  
Has he finished it yet?
- Kay** Hi Tom,  
Jack's just gone out to the post office. He says he's already handed the report in.  
It's on the boss's desk,
- Tom** Thanks! I've just found it. Panic over!

## Presentation

### Unfinished time and finished time

Use the present perfect to talk about past actions within a period of time that is unfinished (*this week, this year ever, never, yet*):

*Have you seen Jack this morning?* (It's still morning; the morning has not finished.)

*I've seen Jack a couple of times this morning.*

### for and since

Use the present perfect with *for* and *since* to talk about activities or situations that started in the past and continue into the present.

- Use *for* to talk about a period of time: *They've been in that meeting for four hours!*
- Use *since* to talk about a point in time: *They've been in that meeting since 9 o'clock!*

### Present result

Use the present perfect to talk about a past action which has a result in the present. You do not say when the action happened: *He's handed in the report.* (The present result is it's on the boss's desk now.)

If you want to say when the action happened, use the past simple: *He handed in the report last night.*

### just, yet, already

You often use the present perfect with *just*, *yet* and *already*.

- Use *just* to show that an action happened in the recent past:

*He's just gone out.* (It happened a few minutes ago.)

*They've just got married.* (It happened a few weeks ago.)

- Use *yet* in *yes/no* questions.

*Has he finished it yet?*

- Use *yet* in negative sentences to say that something we are expecting to happen hasn't happened:

*He hasn't finished it yet.*

- Use *already* to emphasize that something has happened *before now*:

*I've already finished the report.* (We don't know exactly when this happened. The important thing is that it happened before now.)

### been and gone

In the present perfect there are two possible past participles forms for the verb *go*.

- Use *been* to say that someone went somewhere and came back:

*I've been to Paris three times.* (I'm not in Paris now.)

- Use *gone* to say that someone went somewhere and is still there.

*Suzi's gone to Paris for the weekend.* (She's still there.)

## Exercises

## 1 Match the sentences in column A to the responses in column B.

## A

- 1 Has anyone seen my phone? ☒ c
- 2 Have you washed my shirt? ☐
- 3 I haven't had a shower yet. ☐
- 4 Have you had lunch? ☐
- 5 Can I get you a coffee? ☐
- 6 Do you want me to make dinner? ☐
- 7 You look really sleepy. ☐
- 8 Does Lynne know about the party? ☐

## B

- a Yes, I've already told her.
- b Well, hurry up! We're late.
- c ~~It was here two minutes ago.~~
- d No, thanks. I've just had one.
- e No, I've already done it, thanks.
- f Yes, it's on the back of the chair in your room.
- g Yes, I've just got up.
- h No, I haven't. Would you like to go to that new café?

## 2 Add the words in brackets to the sentences.

- 1 Don't throw that away! I haven't finished it <sup>yet</sup>. (yet)
- 2 I've spoken to Polly. She's coming at two o'clock. (just)
- 3 There's no need to clean the kitchen. I've done it. (already)
- 4 Have you spoken to Simon? He's called you a couple of times. (yet)
- 5 Jo and Matt are so happy. They've had their first baby. (just)
- 6 Don't make any lunch. I've eaten. (already)
- 7 Careful! I've painted the front door. It hasn't dried. (just / yet)

3 Add *already*, *ever* or *yet* to the dialogues. Add only one word per dialogue. Then listen and check.

- 1 A: Has John arrived <sup>yet</sup>? I need to see him.  
B: No, he hasn't. He phoned to say he'd be late today.
- 2 A: Have you been on a cruise?  
B: No, but my parents are going on one at the end of the month. They're really excited about it.
- 3 A: Is there anything I can do to help?  
B: No, I've cooked dinner. We just need to heat it up when the others get back.
- 4 A: Shall I throw out this old magazine?  
B: No, please don't. I haven't read it.
- 5 A: Do you mind if I change the channel? Or are you watching the film?  
B: No, turn over. I've seen this film twice!

## 4 Complete these sentences so that they are true for you.

- 1 I've just .....
- 2 I haven't ..... yet.
- 3 I've already .....
- 4 I haven't done any ..... this week.
- 5 I've done a lot of ..... over the past month.
- 6 I've never been .....