

3 Complete the conversation with the words from the list

already/ just / yet

- 1 A. The presentation is in two minutes and I still haven't seen Caroline !
- 2 B. Actually, she's arrived —I saw her car arrive a few minutes ago.
- 3 A. Great. And our speaker has set up in the conference room, so I think we're ready to start once Caroline comes up ...
C. Sorry I'm late. The traffic was terrible!

4 Complete the sentences with the past simple or present perfect form of the verbs in brackets

- 1 Anna (work) here for ages. She still does the same job.
- 2 The sales office (close) down over a month ago.
- 3 The Managing Director (just / organize) a meeting with all line managers.
- 4 (you / call) him back yet?
- 5 What time (she / arrive)?
- 6 I don't think we (ever / meet) before, have we?
- 7 We (not / take) the opportunity when we had the chance.
- 8 Things (not / improve) that much since he took over.
- 9 (you / ever / speak) to the CEO?
- 10 You know a lot about this company. How long (you / work) here?