

**1 Put the verbs in brackets in to the correct tense (present perfect or past simple).**

- 1 I ..... (*work*) for the company for only three years, but I'm already a senior manager.
- 2 I ..... (*go*) on a training course during my first month at work, but I ..... (*not go*) on one since then.
- 3 My first boss ..... (*be*) very friendly, but she ..... (*leave*) the company last year and I ..... (*not see*) her since she ..... (*go*).
- 4 They ..... (*change*) the way we work completely in the last six months. Now we have flexible working, whereas before we ..... (*start*) at nine and ..... (*finish*) at five.
- 5 In 2004, they ..... (*post*) him to Japan. He ..... (*be*) there ever since, and during that time, he ..... (*get*) married and ..... (*start*) a family.
- 6 I ..... (*write*) an email applying for the job several days ago, but I ..... (*not receive*) a reply yet.
- 7 The company ..... (*grow*) because we ..... (*take on*) new staff every year since we ..... (*open*) in 2005.

**2  Business English students often make mistakes with the present perfect and the past simple. Choose the correct option in italics in each of these sentences.**

- 1 The profits are higher than we *have expected* / *expected*.
- 2 We can advertise in daily newspapers, as we *have done* / *did* on many previous occasions.
- 3 I am writing to inform you that the board of directors *has decided* / *decided* to introduce identity cards in our department.
- 4 I want to tell you that I *have arranged* / *arranged* a meeting with the senior staff. It will take place on Thursday at 11 a.m.
- 5 I'm very glad to tell you that last month's profits *have increased* / *increased* by ten per cent.
- 6 It *has become* / *became* clear in the last few days that we need the new staff as soon as possible.
- 7 Last week, we *have decided* / *decided* that the company will need new premises if it is going to expand.
- 8 Last year, we *have made* / *made* a profit of eight million euros.