

Complete the two dialogues with the past simple or present perfect form of the verbs in brackets.

A I need to ask David if he

¹ _____ (decide) to set up the focus group.

B Don't worry. I ² _____ (already / speak) to him about it.

A Really? When ³ _____ (you / see) him?

B I ⁴ _____ (call) him first thing today.

A What ⁵ _____ (he / say)?

B He ⁶ _____ (not / make) up his mind yet. He needs some documents from head office, and they still ⁷ _____ (not / arrive).

C ⁸ _____ (you / finalize) all the arrangements for Mr Eng's visit yet?

D I'm dealing with it now. I

⁹ _____ (fix) a date for him to come and visit – the 19th.

C What about Bob? I think he needs to be there.

D That's fine. I ¹⁰ _____ (speak) to Anna a couple of days ago, and the 19th is fine for him, too.

C ¹¹ _____ (you / arrange) the visit to the warehouse yet?

D Yes, I ¹² _____ (just / organize) that – for the afternoon.

C What about dinner that evening?

D I ¹³ _____ (book) a table yesterday – at The Mill – I hope that's OK.

C Fine. That all sounds excellent. You

¹⁴ _____ (be) very efficient.