

**2** Read the sentences from a letter of application and choose the correct answer.

- 0 I am writing in connection with the advertisement which *appeared* / *has appeared* in *Career* online magazine on 3 December.
- 1 I *originally studied* / *have originally studied* Mechanical Engineering at university and I *graduated* / *have been graduating* with a first class degree.
- 2 I *now completed* / *have now completed* a postgraduate degree in Business and Administration.
- 3 I *have tried* / *have been trying* to find a permanent job for months.
- 4 I *worked* / *have worked* for several companies on a temporary basis till now.
- 5 In my first job, I *was* / *have been* responsible for marketing.
- 6 I *applied* / *have applied* for several posts this year.
- 7 However, I still *did not manage* / *have not managed* to find what I am looking for.
- 8 The last job I *applied* / *have applied* for required applicants to speak some Japanese.
- 9 I *started* / *have started* learning Spanish a few months ago but I *did not obtain* / *have not obtained* a qualification in it yet.
- 10 I *did not apply* / *have not applied* for a job with your company before.
- 11 I *hoped* / *have hoped* that you would consider my application favourably.
- 12 However, I *have waited* / *have been waiting* for a reply for several weeks and I still *did not receive* / *have not received* one from you.

**3** Complete the text. Use the past simple, present perfect simple or present perfect continuous of the verbs in brackets.

The Internet <sup>(1)</sup> *has changed* (change) our lives in so many ways. Most people say it <sup>(2)</sup> ..... (make) life better, and this is probably true. It <sup>(3)</sup> ..... (have) some bad influence, too but I think it <sup>(4)</sup> ..... (do) more good than harm.

First of all, it has made communication much easier and it <sup>(5)</sup> ..... (bring) people around the world much closer. I have a friend in Mexico, who I <sup>(6)</sup> ..... (write) to for years. First, I used to write her letters and I <sup>(7)</sup> ..... (have to) wait for weeks before I <sup>(8)</sup> ..... (get) a reply. It <sup>(9)</sup> ..... (take) ages! Now we communicate by email. Already this week, I <sup>(10)</sup> ..... (sent) her five emails – and I <sup>(11)</sup> ..... (receive) a reply to all of them in just a few minutes!

What else? Well, for the last few days, my son <sup>(12)</sup> ..... (teach) me to make video calls so I can talk to friends and see them at the same time. It's amazing – and highly addictive, too! Already this morning, I <sup>(13)</sup> ..... (sit) in front of the screen for three hours, and I <sup>(14)</sup> ..... (not finish) half my emails yet!

*'Flying? I've been to almost as many places as my luggage!' BOB HOPE*