What Has Been Achieved

1. Read email A and B

Email A:

Subject: Summary of Tech Services - Year 2025

Dear Team, Last year, we had many challenges. In June, the **service** was improved in the European sector. Later, in October, the **data** was analyzed by an external company. Finally, in December, all the old **projects** were completed. It was a busy year for the IT department.

Best regards,

Management.

Email B:

Subject: Current Status: Tech Services are Ready!

Hi everyone, I have great news! The **service** has been improved and it is faster now. Also, the **data** has been analyzed, so you can read the results on the platform. The **project** has been completed successfully. We are ready for the new client!

Best regards,

IT Director.

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2. Based on the emails, place the correct components into the appropriate column to differentiate between “History” and “Current Status.”

PAST SIMPLE (Focused on WHEN)	PRESENT PERFECT (Focused on NOW/RESULT)
Focus:	Focus:
Structure:	Structure:
Key words:	Key words:

Drag and Drop Components

The year 2025

The service is ready today

Was / Were + Past Participle.

Has / Have been + Past Participle.

In June, In October, Last year.

Now, Already, Current status

LIVEWORKSHEETS

3. Look at Email B (Present Perfect) and answer Yes or No based on the current status of the services.

Can we use the service right now? (_____)

Is the data analysis finished and available? (_____)

Is the project still in progress? (_____)

LIVEWORKSHEETS