

PAST SIMPLE AND PRESENT PERFECT

I. *Peter Fisher is Caferoma's Head of Sales. He is introducing himself and the company to new sales recruits. Complete his speech with the past simple or present perfect forms of the verbs in brackets.*

Good morning and congratulations on becoming a member of *Caferoma's* successful sales team. I'm Peter Fisher, Head of Sales. First I'll introduce myself and then I'll tell you a little bit about your new company.

I _____ (leave) university 20 years ago and then I _____ (go) to the United States. I _____ (join) *Caferoma* 15 years ago and _____ (work) in the Sales Department for 10 years. I _____ (become) Head of Sales last July and I _____ (not have) a holiday since then.

Caferoma _____ (be) the market leader for many years now. A year ago we _____ (reorganize) our Sales Department and, since November, our turnover _____ (increase) by 12% and our share price _____ (rise) sharply because of our excellent results. In the last three months we _____ (cut) costs by almost 5%.

Bringing us up to date, last week *Caferoma* _____ (launch) an advertising campaign for a low-priced decaffeinated product. It will be your first job to sell this product.

II. *Read this e-mail sent by Nathalie Druot, a sales representative in France for Caribcool International. Complete the e-mail with the correct form of the verbs in brackets.*

Dear David,

I _____ (try) to phone you several times but have been unable to contact you. I know you want to hear about my recent sales trip, so I'm faxing you this short report.

During this trip, I _____ (visit) a number of supermarkets and hypermarkets in southern France where I _____ (give) presentations of our new products. There _____ (be) a great deal of interest in our relaunched cola drink, *Gogo*. I think it'll be a winner over here. In Montpellier and Bordeaux, I _____ (meet) the owners of some large retail outlets and _____ (inform) them of our new discount policy. So far, no one _____ (complain) about the lower discounts we are offering.

Last Saturday, I _____ (go) to Montpellier and _____ (have) an enjoyable lunch with Martine Roland – one of our best customers. She promised to buy 20 cases of *Gogo*, but I _____ (not, receive) an order from her yet. I'll let you know as soon as I hear from her.

In Nimes, I _____ (run) into Francois Duperrier. He _____ (have) a difficult time lately. He _____ (leave) his last job in May and since then, he _____ (be) unemployed. He knows the French market inside out. Maybe he could be our area rep in the South of France. What do you think? As you know, our sales in the South _____ (fall) by almost 10% in the last nine months or so. This can't go on. We must do something to improve our performance, and I'm simply not able to cover the whole of France by myself.

Some good news now. Our TV commercial for *Gogo* was shown for the first time last night. This morning several people _____ (phone) me, saying how much they _____ (like) it. They think it effective – very clever and humorous! The commercial should really boost *Gogo's* sales and get everyone talking about the drink.

Finally, a word about my August sales report. I _____ (just, finish) writing it, so you should get it in a few days' time. Sorry it's a bit late.

Best wishes,
Nathalie