

### 3 GRAMMAR

#### Present perfect simple and past simple

- a Look at these sentences from the stories on p.20. Which verbs are in the present perfect and which is in the past simple?
- 1 I've never **forgotten** to switch my phone off in the cinema.
  - 2 I've **had** lots of good interviews, but this one was a disaster.
  - 3 I **had** a job interview with two people last week.
  - 4 They've just **offered** me the job!
- b Underline the correct words to complete the rules.
- 1 We use the *past simple / present perfect* to talk about recent past events that have an effect on the present.
  - 2 We use the *past simple / present perfect* to talk about our experiences.
  - 3 We use the *past simple / present perfect* when we give details (e.g. when, where, etc.) or talk about specific past events.
- c 1.24 Pronunciation Listen and choose the sentence you hear, a or b.
- 1 a I worked there for eight months.  
b I've worked there for eight months.
  - 2 a I had lots of good interviews.  
b I've had lots of good interviews.
- d 1.25 Listen and practise saying the sentences.
- e Now go to Grammar Focus 2A on p.134
- f Complete the sentences with the present perfect or past simple form of the verbs in brackets.
- 1 I \_\_\_\_\_ (never/have) a really terrible job interview.
  - 2 Once, I \_\_\_\_\_ (forget) to switch off my phone when I was at the cinema.
  - 3 I don't have very much work experience, but I \_\_\_\_\_ (be) in charge of a small team.  
I \_\_\_\_\_ (be) the leader on a project at school.
  - 4 I \_\_\_\_\_ (get) some useful work experience last year.
  - 5 I \_\_\_\_\_ (study) hard this year, so I hope I can pass my exams.
  - 6 I \_\_\_\_\_ (always/be) able to express myself clearly since I was a child.
  - 7 I \_\_\_\_\_ (already/work) for more than three organisations.
  - 8 I \_\_\_\_\_ (know) what career I wanted when I was a child.

### 4 LISTENING

- a Think of five reasons why an employer might not offer a candidate a job. Compare your ideas with a partner.
- b 1.29 Listen to the beginning of a radio interview. Answer the questions.
- 1 Are any of your ideas in 4a mentioned in the report?
  - 2 What one quality does Nancy believe all employers are looking for at a job interview?
- c 1.29 Listen again and complete each sentence with one or two words.
- 1 People with likeability can \_\_\_\_\_ with other people.
  - 2 Nancy believes likeability is more important than other abilities in the first \_\_\_\_\_ of a new job.
  - 3 She advises job hunters to spend time with \_\_\_\_\_.
  - 4 Nancy encourages people to apply for jobs even if they don't have the right \_\_\_\_\_.
  - 5 During an interview, it's important to \_\_\_\_\_ the interviewers by showing that you're friendly, positive and can communicate well.
- d 1.30 Listen to five speakers. Do they agree that being likeable is more important than other skills? Write A (agree) or D (disagree).
- Speaker 1 \_\_\_\_\_ Speaker 3 \_\_\_\_\_ Speaker 5 \_\_\_\_\_  
Speaker 2 \_\_\_\_\_ Speaker 4 \_\_\_\_\_
- e 1.30 Listen again and answer the questions.
- 1 According to Speaker 1, why don't people know that likeability is important?
  - 2 According to Speaker 2, what's the advantage of developing your 'soft skills'?
  - 3 How does Speaker 3 behave towards his patients?
  - 4 What problem does Speaker 4 have with 'soft skills'?
  - 5 According to Speaker 5, what are the most important things you can offer an organisation?
- f Discuss the questions.
- 1 Which do you think is more important when getting a new job – likeability or good qualifications? Why? Think of different kinds of jobs.
  - 2 Do you think schools and colleges should help students develop 'soft skills'? How could they do this?

## 2A Present perfect simple and past simple

### 1.26 Present perfect simple

We use the present perfect simple to talk about:

- experiences in our lifetime, or another unfinished time period.

**Have** you ever **had** a job interview?

I **ve** never **worked** in an office.

We can use adverbs like *ever*, *never*, *three times*, etc.

- news and recent events, often with a present result.

They **ve** just **offered** me the job. (result = I've got a job.)

The interviews **have** already **finished** – you're too late.

(result = You can't have an interview.)

She **hasn't called** me back yet. (result = I'm still waiting to speak to her.)

We can use adverbs like *just*, *already* and *yet*.

- unfinished states (when we want to talk about the duration).

I **ve** only **had** this phone for a week.

We **ve** **lived** in London since 2010.

We use *for* to give the duration or *since* to give the starting point.

### 1.27 Past simple

We use the past simple for completed past actions in a completed past time period:

She **didn't get** the job.

The interviews **finished** five minutes ago.

Why **did** you **miss** the bus?

We often use past time phrases like *last week*, *a few days ago*, *when I was a child*.

### 1.28 Present perfect or past simple?

We often introduce a topic with the present perfect and then change to the past simple in the next sentence to talk about the details:

I **ve** **had** lots of job interviews. The last one **was** about three months ago – it **was** terrible.

I **ve** **lost** my keys. Maybe I **left** them on the bus this morning.

He **hasn't worked** here long. He **started** a few weeks ago.

Don't use the present perfect when you describe an action that happened at a particular time. Use a past tense instead:

They **left** yesterday / at four o'clock / ten minutes ago.

#### a Find and correct the mistakes.

1 A How long do you live here? B About two years.

2 I haven't been to work yesterday – I was ill.

3 A We need to email the bank this afternoon.

B Don't worry – I've done it yet.

4 On her CV she says she's got lots of experience, but in fact she hasn't never had a job in her life!

5 I've wanted to work for your company since I've been a student.

6 A Have you heard the news? Louise has left her job!

B Yes, I know. She's told me last week.

7 I've worked there for about six months. I've started in January.

have you lived

#### b Complete the conversation with the present perfect or past simple form of the verbs in brackets.

A There's a really good job advert here in the newspaper. 1 Have you seen (you / see) it?

B No, I 2 \_\_\_\_\_ (not / read) the paper yet. You 3 \_\_\_\_\_ (have) it for hours. Can you show me?

A It's this one. Senior Marketing Specialist for a bank. I think you should apply for it.

B Er ... no, I don't think so. They want someone with lots of experience in banking, but I 4 \_\_\_\_\_ (never / work) in a bank.

A No, but you 5 \_\_\_\_\_ (work) for lots of marketing companies, and you 6 \_\_\_\_\_ (do) lots of projects for banks. Remember? You 7 \_\_\_\_\_ (work) on a really big banking project about eight years ago. It 8 \_\_\_\_\_ (be) really good.

B Yes, but eight years is a long time ago. Everything 9 \_\_\_\_\_ (change) in banking recently. It's a different world now. But what about you? Maybe you should apply. You 10 \_\_\_\_\_ (tell) me last month that you wanted to try something new.

A Yes, but that 11 \_\_\_\_\_ (be) last month. I 12 \_\_\_\_\_ (apply) for a job at a newspaper last week, and they 13 \_\_\_\_\_ (just / email) me to offer me the job.

B Wow! Congratulations! 14 \_\_\_\_\_ (you / accept) the offer yet?

A Not yet, no. But I think I will.