

Language at work | Present perfect

- 1** Greta Helsing works for Original Oils. Read the information about the company and her email below and answer questions 1–3.
- 1 Where does Original Oils sell its products?
 - 2 Where does it buy its materials?
 - 3 What is Greta's deadline?



Original Oils

Original Oils imports and sells natural cosmetic products (soap, lotions) to high street shops in Western Europe. Usually, the company buys raw materials from Pakistan and India, but this year Original Oils **has ordered** Palmarosa oil from a new supplier in Nepal. It wants to produce a new soap with the oil for Valentine's Day but the delivery **hasn't arrived yet**.

Subject: Palmarosa soap

Dear Barati,

How are you? Can you update us on our order? I have checked our system, but it hasn't arrived yet. **Have you shipped** the oil yet? We need the delivery by 20th October.

Greta Helsing
Original Oils

- 2** Answer the questions in the *Language point*.

LANGUAGE POINT

Look at the verbs in bold in 1.

- 1 Are they talking/asking about a past, present or future action?
- 2 Does the action affect the present or the past?

Complete these explanations for forming the present perfect.

- a To make positive statements use *have* / _____ + past participle.
b To make negative sentences use *haven't* / _____ + past participle.
c To make questions use _____ / _____ + subject + past participle.
d To form the past participle of regular verbs (*order, arrive*, etc.) add _____
to the verb.

» For more information, go to **Grammar reference** on page 109.

- 3** Work with a partner. Look at Barati's list. Take turns to ask what he has done.
Example: A Has he checked the database? B Yes, he has.

Tip | yet

With the negative and question forms of the present perfect, you can add **yet** to say that you intend to do it:
*I haven't done it **yet** (but I'm going to ...).*

Check database ✓

Contact shipping firm ✓

Email producer ✓

Call Greta X

Arrange next visit to producers X

Update website with product details ✓