

GRAMMAR

5 Choose and circle the correct tense form of the verb.

- 1 I am writing in connection with the advertisement which **appeared** / **has appeared** on 5 May.
- 2 I originally **studied** / **have studied** engineering at university.
- 3 I now **completed** / **have now completed** a postgraduate degree in business and administration.
- 4 I've **been trying** / 've **tried** to find a permanent job for a considerable time.
- 5 Indeed, I **have** already **worked** / **have** already **been working** for several companies on a temporary basis.
- 6 In my first job, I **was** / **I have been** responsible for marketing.
- 7 I've **been applying** / **have applied** for several posts this year but I still **did not manage** / **have not managed** to find what I'm looking for.
- 8 The last job I **applied** / **have applied** for required applicants to speak some Chinese.
- 9 I **started learning** / **have been learning** Chinese a few months ago but I **did not obtain** / **have not obtained** a qualification in it yet.
- 10 I **have been waiting** / **have waited** for a reply for several weeks and I still **have not received** / **did not receive** any answer.
- 11 I **hoped** / **have hoped** that you would consider my application for a job.