

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 favourably.