

2 Read the sentences and circle the correct words to complete the explanations.

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| present perfect <ul style="list-style-type: none">• Have you ever worked in Al Ain?• I've met lots of famous celebrities.• I've never taken a day off. | 1. We use the present perfect tense to talk about past / present / future experiences in our lives. The action is more important than the specific time when it happened. |
| present perfect and past simple <p>A: Have you ever worked in Marketing? B: Yes, I have. About three years ago. A: What project did you work on? B: The XNT advert. A: Oh yes, I remember that!</p> | 2. We often start a conversation using the present perfect / past simple tense. 3. We then get specific details by using the present perfect / past simple tense. |
| for and since <ul style="list-style-type: none">• I've worked in this department for two years.• I've worked in the department since 2015. | 4. We use for / since to refer to a period of time. 5. We use for / since to refer to the starting point of the period. |
| just, yet and already <p>A: I've just sent you the e-mail about the new project. Have you received it yet? B: No, it hasn't arrived yet, but don't worry, my boss has already told me about the project this morning.</p> | 6. We use just for things that happened recently / a long time ago . 7. We use yet / just in questions and negatives. 8. We use already to say something happened previously / is going to happen in the future . |