Lesson A GRAMMAR AND VOCABULARY

pay walk vacuum buy iron sweep cut put away

A Complete the sentences with verbs from the box.

1. I always _____ the bills on the last day of the month.
2. My brother likes to _____ the grass on Saturdays.
3. Please _____ the clothes. They're on the table.
4. I usually _____ the groceries on my way home from work.
5. You should _____ your dog for an hour every day. Dogs need a lot of exercise.
6. I don't like to _____ my clothes, so sometimes they don't look very nice!
7. Don't _____ now. Your father is sleeping, and it's very noisy. You should _____ the floor instead.

B Complete the chart.

Verb	Past participle	Verb	Past participle
1. eat	eaten	9. take	
2. win		10.	told
3. have		11.	paid
4.	met	12. drink	
5.	gone	13.	put
6. sweep		14. say	
7. be		15.	read
8.	bought	16. speak	

C Complete the conversation. Use the present perfect tense.

Megan: I've got a great new movie. Do you want to come over and watch it with me?

Ashley: I can't go out yet. I (1) _____ (finish, not) my chores.

Megan: (2) _____ (clean) the kitchen?

Ashley: Well, I (3) _____ (vacuum) the living room, but I (4) _____ (wash, not) the dishes. And I (5) _____ (sweep, not) the floor in the kitchen.

Megan: Oh, that's too bad.

Ashley: What about you? (6) _____ (you, do) your homework?

Megan: Yes, I (7) _____ (finish) it.

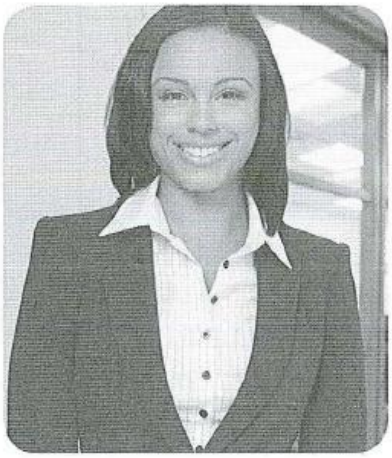
Ashley: Great! Then you can come here and help me with my chores. I (8) _____ (not, walk the dog!

LIVEWORKSHEETS

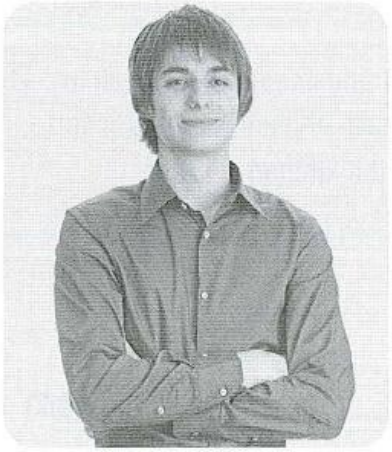
The Grand Hotel is looking for a Director of International Guest Services. You will help our foreign guests enjoy their time in our city.

Requirements:

1. college graduate
2. classes in business administration
3. experience working in hotels
4. travel in other countries
5. driver's license an advantage



▲ Aliza



▲ Dwayne

Lesson B GRAMMAR AND VOCABULARY

A Read the ad. Write questions for the job interview. Use the present perfect tense.

1. Have you graduated from college?
2. _____
3. _____
4. _____
5. _____

B Read about these people. Write sentences about their achievements. Use the present perfect tense.

Aliza Shaw

- graduate, Central College
- no classes in business administration
- worked at Pacific Hotel (secretary)
- lived in Italy (five years)
- no driver's license (failed test)

1. She has graduated from college.
2. _____
3. _____
4. _____
5. _____

Dwayne Harris

- student at Eastern University (will graduate next month)
- major: business administration
- worked at Hotel Splendid (in restaurant)
- traveled in Japan, Korea, and China
- driver's license

6. _____
7. _____
8. _____
9. _____
10. _____

C Who is the best person for the job? Explain your reasons.

_____

_____

_____

_____

_____

LIVEWORKSHEETS