



Present Perfect / Past simple unit 3 On schedule

Instruction: Rewrite the sentences using the other tense where appropriate.

1. We increased our market share last year. → (Use present perfect)

2. The company has hired 30 new employees. → (Use past simple)

3. We haven't solved the staffing problem yet. → (Use past simple and add a time reference)

4. Did you attend the annual conference? → (Use present perfect)

5. I have spoken with the finance team. → (Use past simple and add a time expression)

Instruction: Use the present perfect or past simple form of the verbs in parentheses.

1. Our company _____ (launch) three new products this year.
2. We _____ (sign) the contract yesterday.
3. Sales _____ (increase) significantly since we introduced the new pricing strategy.
4. I _____ (meet) the new regional manager last week.
5. The team _____ (not finish) the report yet.
6. We _____ (attend) the marketing conference in Berlin in 2022.
7. The CEO _____ (work) here for more than 15 years.
8. Our competitors _____ (reduce) their prices last quarter.
9. I _____ (send) the updated proposal—please check your inbox.
10. We _____ (not reach) our quarterly target so far.

Instruction: Choose the Correct Option

1. Our company (has grown / grew) a lot in the last two years.
2. I (spoke / have spoken) with the client this morning, and she is ready to proceed.
3. We (haven't received / didn't receive) any feedback yet.
4. The team (completed / has completed) the project on Friday.
5. Have you (met / did you meet) the new director?