

What Has Been Achieved

1. Read email A and B

Email A:



Subject: Summary of Tech Services - Year 2025

Dear Team, Last year, we had many challenges. In June, the **service was improved** in the European sector. Later, in October, the **data was analyzed** by an external company. Finally, in December, all the old **projects were completed**. It was a busy year for the IT department.

Best regards,

Management.

Email B:



Subject: Current Status: Tech Services are Ready!

Hi everyone, I have great news! The **service has been improved** and it is faster now. Also, the **data has been analyzed**, so you can read the results on the platform. The **project has been completed** successfully. We are ready for the new client!

Best regards,

IT Director.

2. Based on the emails, place the correct components into the appropriate column to differentiate between “History” and “Current Status.”

**PAST SIMPLE**
(Focused on WHEN)

Focus:

Structure:

Key words:

**PRESENT PERFECT**
(Focused on NOW/RESULT)

Focus:

Structure:

Key words:

Drag and Drop Components

The year 2025

The service is ready today

Was / Were + Past Participle.

Has / Have been + Past Participle.

In June, In October, Last year.

Now, Already, Current status

3. Look at Email B (Present Perfect) and answer Yes or No based on the current status of the services.



Can we use the service right now?

(_____)

Is the data analysis finished and available?

(_____)

Is the project still in progress?

(_____)