

Language at work

GRAMMAR REFERENCE

Present perfect and past simple

Form

Present perfect	Past simple
has/have + past participle <i>I have worked here for five years.</i>	verb + -ed <i>I worked here two years ago.</i>

Use

Use both the present perfect and the past simple to talk about the past in different situations.

Present perfect	Past simple
<p>To talk about finished actions or events when the speaker does not say, ask or know when it happened. (The time <u>is</u> not specified.)</p> <p><i>We've already done this.</i> <i>I haven't seen him, I'm afraid.</i></p> <p>???</p>	<p>To talk about finished actions or events when the speaker says, asks or knows when something happened. (The time <u>is</u> specified.)</p> <p><i>I met him last Saturday.</i> <i>When did he leave?</i></p> <p>last Saturday</p>

<p>To talk about actions or events that took place in a time period that has not finished, e.g. <i>up to now, today, this year.</i></p> <p><i>We've manufactured this product for over three years.</i> <i>How long have you been here?</i></p>	<p>To talk about actions or events that took place in a finished time period.</p> <p><i>She worked here for five years, from 1999 to 2004.</i></p> <p>five years</p>
---	--

<p>We often use the adverbs <i>just, yet</i> and <i>already</i> with the present perfect.</p> <p>We use <i>just</i> to show an action happened in the very recent past.</p> <p>We use <i>yet</i> in negative sentences and questions to talk about something that hasn't happened but you expect will happen.</p> <p>We use <i>already</i> to emphasize an action happened sooner than expected or planned.</p>	<p>We usually use time words and phrases with the past simple, e.g. <i>yesterday, last week, last year, in 2011, three years ago, when I arrived.</i></p>
---	---

1 Underline the correct words in *italics* to complete the sentences.

- I booked / have booked* the hotel yesterday.
- Have / Did* you ever been to India?
- I live in London now, but I *have lived / lived* in Paris from 2010 to 2012.
- I *haven't seen / didn't see* him recently.
- Last year, I *have changed / changed* jobs.
- Have / Did* you go to the meeting last week?
- He *hasn't arrived / didn't arrive* yet.
- I *asked / I've asked* for this report three times already this week!

2 Complete the sentences with the past simple or present perfect form of the verbs in brackets.

- Anna has worked (work) here for ages. She still does the same job.
- The sales office _____ (close) down over a month ago.
- The Managing Director _____ (just / organize) a meeting with all line managers.
- _____ (you / call) him back yet?
- What time _____ (she / arrive)?
- I don't think we _____ (ever / meet) before, have we?
- We _____ (not / take) the opportunity when we had the chance.
- Things _____ (not / improve) that much since he took over.
- _____ (you / ever / speak) to the CEO?
- You know a lot about this company. How long _____ (you / work) here?

3 Complete the conversation with the words from the list.

already just yet

- A The presentation is in two minutes and I still haven't seen Caroline ¹ _____.
- B Actually, she's ² _____ arrived – I saw her car arrive a few minutes ago.
- A Great. And our speaker has ³ _____ set up in the conference room, so I think we're ready to start once Caroline comes up ...
- C Sorry I'm late. The traffic was terrible!