3 GRAMMAR

Present perfect simple and past simple

a Look at these sentences from the stories on p.20. Which verbs are in the present perfect and which is in the past simple?

1 I**'ve** never **forgotten** to switch my phone off in the cinema.
2 I**'ve had** lots of good interviews, but this one was a disaster.
3 I **had** a job interview with two people last week.
4 They**'ve** just **offered** me the job!

b Underline the correct words to complete the rules.

1 We use the *past simple / present perfect* to talk about recent past events that have an effect on the present.
2 We use the *past simple / present perfect* to talk about our experiences.
3 We use the *past simple / present perfect* when we give details (e.g. when, where, etc.) or talk about specific past events.

c 1.24 **Pronunciation** Listen and choose the sentence you hear, a or b.

1 a I worked there for eight months.
  b I've worked there for eight months.
2 a I had lots of good interviews.
  b I've had lots of good interviews.

d 1.25 Listen and practise saying the sentences.

e ▶ Now go to Grammar Focus 2A on p.134

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

1 I _____ (never/have) a really terrible job interview.
2 Once, I _____ (forget) to switch off my phone when I was at the cinema.
3 I don't have very much work experience, but I _____ (be) in charge of a small team. I _____ (be) the leader on a project at school.
4 I _____ (get) some useful work experience last year.
5 I _____ (study) hard this year, so I hope I can pass my exams.
6 I _____ (always/be) able to express myself clearly since I was a child.
7 I _____ (already/work) for more than three organisations.
8 I _____ (know) what career I wanted when I was a child.

4 LISTENING

a Think of five reasons why an employer might not offer a candidate a job. Compare your ideas with a partner.

b 1.29 Listen to the beginning of a radio interview. Answer the questions.

1 Are any of your ideas in 4a mentioned in the report?
2 What one quality does Nancy believe all employers are looking for at a job interview?

c 1.29 Listen again and complete each sentence with one or two words.

1 People with likeability can _____ with other people.
2 Nancy believes likeability is more important than other abilities in the first _____ of a new job.
3 She advises job hunters to spend time with _____.
4 Nancy encourages people to apply for jobs even if they don't have the right _____.
5 During an interview, it's important to _____ the interviewers by showing that you're friendly, positive and can communicate well.

d 1.30 Listen to five speakers. Do they agree that being likeable is more important than other skills? Write A (agree) or D (disagree).

Speaker 1 ____ Speaker 3 ____ Speaker 5 ____
Speaker 2 ____ Speaker 4 ____

e 1.30 Listen again and answer the questions.

1 According to Speaker 1, why don't people know that likeability is important?
2 According to Speaker 2, what's the advantage of developing your 'soft skills'?
3 How does Speaker 3 behave towards his patients?
4 What problem does Speaker 4 have with 'soft skills'?
5 According to Speaker 5, what are the most important things you can offer an organisation?

f Discuss the questions.

1 Which do you think is more important when getting a new job – likeability or good qualifications? Why? Think of different kinds of jobs.
2 Do you think schools and colleges should help students develop 'soft skills'? How could they do this?

LIVEWORKSHEETS

2A Present perfect simple and past simple

1.26 Present perfect simple

We use the present perfect simple to talk about:

- experiences in our lifetime, or another unfinished time period.
  Have *you ever* ***had*** *a job interview?*
  I've never ***worked*** *in an office.*
  We can use adverbs like *ever, never, three times*, etc.
- news and recent events, often with a present result.
  They've just ***offered*** *me the job.* (result = I've got a job.)
  The interviews ***have*** *already* ***finished*** *– you're too late.*
  (result = You can't have an interview.)
  She ***hasn't called*** *me back yet.* (result = I'm still waiting to speak to her.)
  We can use adverbs like *just, already* and *yet.*
- unfinished states (when we want to talk about the duration).
  I've only ***had*** *this phone for a week.*
  We've ***lived*** *in London since 2010.*
  We use *for* to give the duration or *since* to give the starting point.

1.27 Past simple

We use the past simple for completed past actions in a completed past time period:
She ***didn't get*** *the job.*
The interviews ***finished*** *five minutes ago.*
Why ***did*** *you* ***miss*** *the bus?*
We often use past time phrases like *last week, a few days ago, when I was a child.*

1.28 Present perfect or past simple?

We often introduce a topic with the present perfect and then change to the past simple in the next sentence to talk about the details:
I've ***had*** *lots of job interviews. The last one* ***was*** *about three months ago – it* ***was*** *terrible.*
I've ***lost*** *my keys. Maybe I* ***left*** *them on the bus this morning.*
He ***hasn't worked*** *here long. He* ***started*** *a few weeks ago.*
Don't use the present perfect when you describe an action that happened at a particular time. Use a past tense instead:
They ***left*** *yesterday / at four o'clock / ten minutes ago.*

a Find and correct the mistakes.

1 **A** How long do you live here? **B** About two years. have you lived
2 I haven't been to work yesterday – I was ill.
3 **A** We need to email the bank this afternoon.
B Don't worry – I've done it yet.
4 On her CV she says she's got lots of experience, but in fact she hasn't never had a job in her life!
5 I've wanted to work for your company since I've been a student.
6 **A** Have you heard the news? Louise has left her job!
B Yes, I know. She's told me last week.
7 I've worked there for about six months. I've started in January.

b Complete the conversation with the present perfect or past simple form of the verbs in brackets.

A There's a really good job advert here in the newspaper. [1] Have you seen (you / see) it?
B No, I [2]_____ (not / read) the paper yet. You [3]_____ (have) it for hours. Can you show me?
A It's this one. Senior Marketing Specialist for a bank. I think you should apply for it.
B Er … no, I don't think so. They want someone with lots of experience in banking, but I [4]_____ (never / work) in a bank.
A No, but you [5]_____ (work) for lots of marketing companies, and you [6]_____ (do) lots of projects for banks. Remember? You [7]_____ (work) on a really big banking project about eight years ago. It [8]_____ (be) really good.
B Yes, but eight years is a long time ago. Everything [9]_____ (change) in banking recently. It's a different world now. But what about you? Maybe you should apply. You [10]_____ (tell) me last month that you wanted to try something new.
A Yes, but that [11]_____ (be) last month. I [12]_____ (apply) for a job at a newspaper last week, and they [13]_____ (just / email) me to offer me the job.
B Wow! Congratulations! [14]_____ (you / accept) the offer yet?
A Not yet, no. But I think I will.

LIVEWORKSHEETS