Complete the conversation, using the *present perfect*.

A: Sam, let's check if we 1) ▶ *have done* (do) everything for Claire's surprise party.

B: OK. 2) ..... (you/book) the table at the restaurant?

A: Yes. And I 3) ..... (order) the flowers.

B: Great! What about the balloons?

A: I 4) ..... (already/ask) Ben to organise the decorations.

B: Good thinking. Now, Sally 5) ..... (buy) Claire's present and 6) ..... (call) all her friends.

A: That's fine. 7) ..... (you/tell) Claire we're taking her to the theatre?

B: Yes. Don't worry. She has no idea what we are planning!

A: Oh, I almost forgot! 8) ..... (you/check) if Sally 9) ..... (bake) the cake?

B: She just called me. It's all under control!

LIVEWORKSHEETS

Mario has written a letter to his English pen-friend. Read the letter and fill in the gaps with the correct form of the verbs in the *present perfect*.

Dear Fred,

How are things? I'm sorry I 1) ► *haven't written* **(not/write)** to you for months but I 2) ..... **(be)** really busy.

So many things 3) ..... **(happen)** to me since my last letter. I don't know where to begin! My brother 4) ..... **(just/find)** a new job, which is great news. He likes it much more than his old one and he earns more money, too. Also, do you remember my cousin Karen and her friend Simon? Well, they 5) .... **(decide)** to get married! They 6) ..... **(already/choose)** a wedding date. Isn't that wonderful?

As for me, I 7) ..... **(not/study)** much for my exams because I 8) ..... **(be)** at the swimming pool every day for the last week. My coach is very happy with me because I 9) ..... **(not/miss)** a session so far this year. Well, if I want to be an Olympic champion, I must work hard!

Well, that's all my news. Write to me soon with your news.

Best wishes,

Mario

LIVEWORKSHEETS