Language at work | Present perfect (1)

1 24▷ **Listen to two people discussing a new type of CV.**

1 How is it different from normal CVs?
2 Do you think it's a good idea?

2 24▷ **Listen again and underline the verb forms you hear.**

1 *Did you ever see / Have you ever seen* a video CV?
2 I *never saw / 've never seen* one.
3 I *read / have read* an article about them a few days ago.
4 Some companies *already started / have already started* offering video CV services.
5 Someone *emailed / has emailed* me a CV today.
6 I *didn't watch / haven't watched* it yet.

3 **Work with a partner. The past simple and the present perfect both describe past actions. Look at the sentences in 2. Decide if the verb forms are in the past simple or present perfect. Then complete the rules.**

1 Use the _____ to talk about past actions where the time includes the present.
2 Use the _____ when the time does not include the present.
3 The present perfect is formed with _____ / _____ + the past participle of the main verb.
4 With the present perfect, use the following time expressions: *ever*, _____, _____, _____.

4 **Look at the time expressions in sentences 1–7 and decide if they take the past simple or the present perfect. Then complete each sentence about yourself.**

1 This month I _____.
2 Yesterday I _____.
3 Last year I _____.
4 I _____ never _____.
5 When I was at school I _____.
6 Today, I _____ already _____.
7 I _____ yet.

5 **Work with a partner. Take turns to say your sentences without the time expression and for your partner to guess what the time expression is.**

6 25▷ **Naomi Hasselin is applying for a job as project manager for a big non-profit organization with operations in Africa. Listen to this extract from her video CV. Where has Naomi worked?**

7 25▷ **Make the questions that the interviewer on the video asked, using the prompts to help you. Listen again and check your answers.**

1 when / start / non-profit sector? _____
2 ever / work for / big organization? _____
3 Africa / in the last year? _____
4 what / do there? _____
5 happy / results? _____

8 25▷ **What were Naomi's answers to the questions? Listen and check your answers.**