



**LESSON:** 9  
**TOPIC:** Use of Verb Tenses  
**(Present Perfect and other Tenses)**  
**TASK:** 2 of 2

**1. Use Present Simple, Present Continuous or Present Perfect for the verbs in brackets:**

**Write down full forms as in the example:**  
**knows, always knows, does not know, does he know**

My friend Mike (1-live) ..... in Cambridge but each winter he (2- move) ..... to Spain. He (3- attend) ..... several Spanish language courses since he started going there and now he (4-speak) ..... Spanish quite well. While he is in Spain, he (5-go) ..... mountain climbing and he (6-climb) ..... all the important mountains at least once. Unfortunately, he broke his leg last month, so at the moment he (7-read) ..... and (8-watch) ..... a lot of television. Usually he (9-not, watch) ..... a lot of television, but since last month he (10-see) ..... at least two films every day.

**2. Read the text and choose the right tense form if the verb:**

**A Job Reference**

Diana Cole has been working for Trusty Catering Services PLC since January 2001. She was initially employed as a clerical assistant. But was promoted to office manager in June 2002. Her duties ... (1) all aspects of office administration and her organizational abilities ... (2) in a dramatic increase in office efficiency. Her people skills ... (3) highly developed and she is popular with her colleagues. She ... (4) herself to be hardworking, trustworthy, and has risen to the challenge of a managerial position admirably. Ms Cole will be missed at Trusty Catering, but we ... (5) that she will be better able to further her career in a larger organization.

Paul McBain

Human Resource Manager

1	a) are including	b) has included	c) include	d) includes
2	a) have resulted	b) results	c) is resulting	d) result
3	a) have been	b) are being	c) has been	d) are
4	a) shows	b) has shown	c) is showing	d) have shown
5	a) realizes	b) are realizing	c) have realized	d) realize

**3. Read the text and fill in the gaps with the words derived from the given in brackets:**

Bob (1) ..... on the dole since he was made redundant last year. He (2) ..... the Situations Vacant columns (3) ..... every week. He was a foreman at a factory until the board decided to make cutbacks because of falling (4) ..... . Bob is just one of thousands of (5) ..... who have been laid off in the manufacturing sector recently.

BEING  
SCANNER  
HOPE

PROFITABLE  
EMPLOY

**4. Read the sentences and write out ONE ODD word in each sentence:**

- 1) The story will tell you why do people from different countries travel.
- 2) There were so many of questions about him at the press conference.
- 3) That was a kind of agreement no one could afford him to sign.
- 4) Her friends have pretended that they are agree to leave her alone.
- 5) I know that his family has been a tiny house not far from the city.