1.- SINCE OR FOR? CHOOSE THE RIGHT ANSWER:

a.- Sheena hasn't visited the Palmeira office January

b.- FREDDY¨S has been a succesful company about sixty years

c.- Our new sales manager has studied languages he was young

d.- Have you worked here a long time?

e.- My new employee has been ill two weeks

f.- This product has only been in the market last September

g.- I have had some problems with the IT manager my computer broke down

2.- COMPLETE THE SENTENCES WITH THE FOLLOWING TIME EXPRESSSIONS:

EVER	ALREADY	YET	NEVER	YESTERDAY	LAST	WHEN	SO FAR	FOR	SINCE

a.- Have you been abroad?

b.- She hasn't read all the CVs

c.- I have earned €250

d.- We have visited Marocco. Is it nice?

e.- They have been the market leader twenty years

f.- Pau met the CEO

g.- did your sales rep arrive?

h.- Sam has applied for the job. He has got an interview on Thursday

i.- I sent my CV weekend

j.- My wife has had private healthcare she started working there

3.- FILL IN THE BLANKS USING THE VERBS IN BRACKETS INTO THE SIMPLE PAST OR THE PRESENT PREFECT:

a.- They (not SIGN) their new contract yet

b.- Mary (GO) on maternity leave last Monday

c.- Our new manager (OFFER) us gym membership

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d.- you ever (WORK) for an employment agency?

e.- Your cousin already (DEAL) with this issue.

f.- Jack (VISIT) the Delhi Office last week

g.- you (READ) that article about e-recruitment last Sunday?

h.- you (SEE) the report yet?

i.- We (GAIN) work experience since we (JOIN) the company

j.- Sarah (LEARN) a lot in her last job

4.- BEEN OR GONE?

a.- Anna has to Thailand. She is back now

b.- Hello! Is Mónica there? No, she has out

c.- My son has to Dublin for a year in a student exchange. He won't be back until June

d.- Have you to the post office? Yes, this morning

e.- Susan is not here. She has to the dentist

f.- Have you ever to Africa? Yes, twice

5.- FILL IN THE GAPS WITH A SUITABLE WORD:

a.- Have you for the promotion yet?

b.- She is going on maternity next week.

c.- You need to fill in this form

d.- I have been shortlisted for a job

e.- As a sales rep, I need a to visit my customers

f.- I save €150 a month for a pension

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