

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 EXPRESSIONS:

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 PAST:

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