

Language at work | Present perfect (1)

- 1 What questions do interviewers often ask at job interviews? Which questions are the most difficult to answer?
- 2 ▶ 6.2 Naomi Hasselin has an interview for a job as a team leader with a large non-profit organization. Listen to the extract. What experience does she have?



- 3 ▶ 6.2 Listen again and underline the verb forms you hear.
 - 1 When did you start / have you started working in this field?
 - 2 I left / have left university in 2009.
 - 3 Did you ever work / Have you ever worked for a big organization?
 - 4 No, I didn't have / 've never had the chance.
 - 5 Did you go / Have you been to Africa?
 - 6 I spent / 've spent some time in Tanzania.
 - 7 Oh really? What did you do / have you done there?
- 4 Look at the sentences in 3. Decide if the verb forms are in the past simple or present perfect. Then complete the explanations in the *Language point*.

Tip | been and gone

Been and *gone* are both used as past participles of the verb *go*. *Been* means that they went and came back:

*Have you ever **been** to the USA for a holiday?*

Gone means that they are still there:

*He's not here. He's **gone** to Paris for the weekend.*

LANGUAGE POINT

- 1 We use the _____ to ask/talk about general experience in the past.
- 2 We use the _____ to ask/talk about actions at specific times in the past.
- 3 We form the present perfect with _____/has(n't) + past participle.
- 4 We form questions in the present perfect with _____/has + subject + _____.

» For more information, go to **Grammar reference** on page 117.

- 5 ▶ 6.3 The interviewer asks Naomi more questions. Complete questions 1–5 using the prompts. Then listen and check your answers.

Example: When did you go to Tanzania?

- 1 When / go / Tanzania? _____
- 2 How long / stay there? _____
- 3 What other projects / work on? _____
- 4 Ever / manage a team? _____
- 5 Why / decide / work in this field? _____

Language at work

GRAMMAR REFERENCE

Present perfect (1)

Form

Positive: *have/has* + past participle form

I have (I've) finished my work.

He has (He's) written three letters today.

Negative: *have/has* + *not* + past participle

They haven't done the work this week.

The post hasn't arrived yet.

Questions: Put *have/has* before the subject.

Have you met the new Production Manager?

Where has she been today?

Use

- To talk about past actions where the time includes the present.
I've made three presentations today/this week/this month.
- To ask someone about general experiences in their life, we can use *ever*.
Have you ever seen the Taj Mahal?
No, never.
- We also use the present perfect to talk about actions which started in the past and are continuing now. For more information, see page 129.
I've worked here for three years (and I still work here now).
- For past actions where the time doesn't include the present, use the past simple.
I haven't seen him today, but I saw him yesterday.
- For regular verbs, the past participle form is *always* the same as the past simple: verb + *-(e)d*
- For irregular verbs, the past participle and past simple forms are *sometimes* the same. Common irregular verbs include:

Verb	Past simple	Past participle
<i>become</i>	<i>became</i>	<i>become</i>
<i>do</i>	<i>did</i>	<i>done</i>
<i>find</i>	<i>found</i>	<i>found</i>
<i>go</i>	<i>went</i>	<i>gone</i>
<i>have</i>	<i>had</i>	<i>had</i>
<i>know</i>	<i>knew</i>	<i>known</i>
<i>make</i>	<i>made</i>	<i>made</i>
<i>see</i>	<i>saw</i>	<i>seen</i>
<i>speak</i>	<i>spoke</i>	<i>spoken</i>
<i>take</i>	<i>took</i>	<i>taken</i>

For a list of irregular verbs, see page 159.

- 1 A manager is talking about his department. Complete the text with the present perfect form of the verbs in brackets.

This month ¹(not / be) *hasn't been* a very good one for me. Three more members of my team ²(tell) _____ me that they are leaving the company. Two of them ³(not / find) _____ another job, but they say that the pressure of work ⁴(become) _____ too much for them. It's true that there ⁵(be) _____ a big increase in their work this year because two other customer service assistants ⁶(leave) _____ the department and we ⁷(not / recruit) _____ anybody to replace them.

I ⁸(ask) _____ my boss several times if we can employ some new people for the team, but each time he ⁹(say) _____ that we need to reduce our salary costs. But I know we ¹⁰(lose) _____ some business because we ¹¹(not / have) _____ enough people to deal with customer calls.

The situation can't continue like this. I ¹²(not / made) _____ a final decision on this, but I'm thinking of leaving the company myself.

- 2 Choose the correct answer from the words in *italics* to complete questions 1–8. Then match them with responses a–h.

- Did you read / Have you read* that article about e-recruitment last week? *f*
 - Did you / Have you* seen the new Dali exhibition? _____
 - Have you ever / Did you* applied for a job online? _____
 - Have you had / Did you have* any work experience before you joined this company? _____
 - Has / Have* she made any more calls today? _____
 - Have / Did* all the candidates come for their interviews yesterday? _____
 - Have you been / went* to the USA? _____
 - When have you sent / did you send* that letter? _____
- a No, never. But I'd really like to go.
b Yes, once. But I didn't get the job!
c Just one or two this afternoon.
d Yes, I did. I had several jobs when I was a student.
e Two or three days ago.
~~f Yes, it was very well-written.~~
g There was just one who wasn't there.
h No, I haven't had time.