

Present Perfect: Contrast With Other Tenses

a. Read Bob Johnson's e-mail to a friend. Circle the correct form of the verb.

From: Bob Johnson <johnson@binghamadvertising.com>
To: Dick Anders
Subject: Time for a change

Dear Dick,

I'm going to be 35 next week and I think it's time for a change. I (1) *have had / had* enough of my job. I (2) *have been doing / was doing* the same thing for too long. It's been almost seven years since I first (3) *have started / started* work at Bingham Advertising. I know I (4) *have been promoted / was promoted* last year and I (5) *was given / have been given* a lot of extra responsibility at that time, but I think I (6) *have had / had* enough of the advertising business. It's time to move on.

I (7) *have made up / made up* my mind to buy a jeep and travel. I (8) *haven't decided / didn't decide* on India or South America yet, but I know I'll be happy doing that, at least for the time being.

Bob

b. Read Dick Ander's reply. Write the correct form of the verb in brackets.

From: Dick Anders <dicka@kenyonbarnett.co.uk>
To: Bob Johnson
Subject: Time for a change

Dear Bob,

Are you sure you (1) _____ (want) to leave Bingham Advertising? After all, you (2) _____ (work) there for a long time and (3) _____ (gain) a lot of experience. You (4) _____ (put in) too many hours of overtime, just to give it all up now. I remember how you (5) _____ (use) to love the advertising business. You (6) _____ (tell) me you would never give it up. There's just one thing. If you do go, think about taking me with you!

Let's meet for a talk.

Dick





Unit 7

Sending A Package

Family

- a. Do you remember Deidre from the computer lesson? Later, she called her mother-in-law back and left the following voice mail message. Read the message and complete it with the phrases below.

I'll leave this message • you had it specially wrapped • you haven't heard from me
parcel of clothes you sent

Thanks for your call, Irene. I'm sorry (1) _____, but you know how the baby keeps me busy. I guess you're busy right now so (2) _____. The (3) _____ arrived safely and as (4) _____, the baby had great fun opening it by himself. The clothes are beautiful and I'm going to try them on him right now. I'll catch you later. Bye.

- b. When Deidre tried the clothes on her baby, she saw that they were too small for him. What should she do? Discuss your answer with a partner.

Deidre should _____.



- c. Deidre received some more voice mail messages on her answering machine. When she phoned the people back, she had to leave voice mail messages herself. Match Deidre's messages with the replies that she gave.

Deidre's Messages

☐ a. This is a message for Mrs. Deidre Thomas from the Little Bookworm Children's Bookshop. The baby books you ordered have arrived. Would you like us to bill you and send them on – or do you prefer to come in to the shop and pick them up yourself?

☐ b. Hi Deidre. This is Mrs. Rodriguez, your neighbor from upstairs. A parcel of baby clothes arrived for you when you were out this morning. The delivery man asked me to sign for the package. You can come up and collect it any time today, but not tomorrow because I'm going out for the day.

☐ c. Hello, Deidre? It's your mom speaking. I've sent you a package containing some toys for the baby and some clothes for you. Let me know when you get it and if you like the presents. You can always send them back to the shop and change them if you don't like anything. Talk to you soon.

Deidre's Replies

1. Hi, it's Deidre from downstairs. Thanks so much for taking my parcel. I'll come by later today to take it from you – if that's convenient.
2. This is Mrs. Thomas speaking. I'm glad the books I ordered have finally arrived. I'll pop into the shop sometime this week to get them, so don't bother sending them on to me.
3. Mom, I haven't received anything yet. When did you send the parcel? I hope it hasn't got lost in the mail. We're in this evening, so try to give me a call so we can talk. Bye for now.



- d. With a partner, practice a short phone conversation between Deidre and one of the people from activity c.

Sending a Package

- a. Did you understand the instructions for sending a package in the computer lesson? Here are some post office instructions for preparing packages before you send them. Read the instructions and then write the headings from the next page above the correct paragraphs.

SIMPLE STEPS FOR PREPARING A PACKAGE

(1) _____

If the object you are sending could be easily damaged, it should be packed in a box. Choose a box with enough room for cushioning material around the contents. If you are reusing an old box, make sure that you cover all the previous labels and addresses with heavy black pen or sticky labels. It is also a *good idea* to include a label inside the box with the address where your parcel is to be sent.



(2) _____

Soft material should be placed all around the object to be sent. You can use old newspaper, *packing paper* or bubble wrap. Close and shake the box to see if you have enough cushioning. If you hear the object moving, you need to add some more cushioning.



(3) _____

The box should be sealed with 2-inch-wide (5 cm) *adhesive* tape. You should use special packing tape, which is stronger than regular tape. Don't use string because it can get caught in the machines that the post office uses for processing the mail.



(4) _____

Write clearly on the front of the *package* the complete name and address of the person to whom you are sending the package. On the back you should write your own name and address, in case the package gets lost. You should always try to include the correct postal code.



(5) _____

If you know how much your package weighs and you have the correct number of *stamps*, it can be dropped into a post office collection box. If your package contains something valuable, it should be sent registered mail so that you have a record if your parcel doesn't arrive. To send a parcel registered mail, you must take it to the post office and *fill* out a special form.

