

Lesson A GRAMMAR AND VOCABULARY

pay walk vacuum buy iron sweep cut put away

A Complete the sentences with verbs from the box.

- I always _____ the bills on the last day of the month.
- My brother likes to _____ the grass on Saturdays.
- Please _____ the clothes. They're on the table.
- I usually _____ the groceries on my way home from work.
- You should _____ your dog for an hour every day. Dogs need a lot of exercise.
- I don't like to _____ my clothes, so sometimes they don't look very nice!
- Don't _____ now. Your father is sleeping, and it's very noisy. You should _____ the floor instead.

B Complete the chart.

Verb	Past participle	Verb	Past participle
1. eat	<i>eaten</i>	9. take	
2. win		10. _____	told
3. have		11. _____	paid
4. _____	met	12. drink	
5. _____	gone	13. _____	put
6. sweep		14. say	
7. be		15. _____	read
8. _____	bought	16. speak	

C Complete the conversation. Use the present perfect tense.

Megan: I've got a great new movie. Do you want to come over and watch it with me?

Ashley: I can't go out yet. I (1) _____ (finish, not) my chores.

Megan: (2) _____ (clean) the kitchen?

Ashley: Well, I (3) _____ (vacuum) the living room, but I (4) _____ (wash, not) the dishes. And I (5) _____ (sweep, not) the floor in the kitchen.

Megan: Oh, that's too bad.

Ashley: What about you? (6) _____ (you, do) your homework?

Megan: Yes, I (7) _____ (finish) it.

Ashley: Great! Then you can come here and help me with my chores. I (8) _____ (not, walk) the dog!

The Grand Hotel is looking for a Director of International Guest Services. You will help our foreign guests enjoy their time in our city.

Requirements:

1. college graduate
2. classes in business administration
3. experience working in hotels
4. travel in other countries
5. driver's license an advantage

Lesson B GRAMMAR AND VOCABULARY

A Read the ad. Write questions for the job interview. Use the present perfect tense.

1. Have you graduated from college?
2. _____
3. _____
4. _____
5. _____

B Read about these people. Write sentences about their achievements. Use the present perfect tense.

Aliza Shaw

- graduate, Central College
- no classes in business administration
- worked at Pacific Hotel (secretary)
- lived in Italy (five years)
- no driver's license (failed test)

1. She has graduated from college.
2. _____
3. _____
4. _____
5. _____

Dwayne Harris

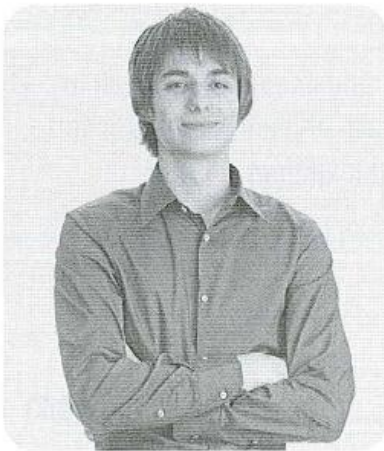
- student at Eastern University (will graduate next month)
- major: business administration
- worked at Hotel Splendid (in restaurant)
- traveled in Japan, Korea, and China
- driver's license

6. _____
7. _____
8. _____
9. _____
10. _____

C Who is the best person for the job? Explain your reasons.



▲ Aliza



▲ Dwayne