

## Past simple and present perfect

### **E** Complete the telephone conversation with the correct form (past simple or present perfect) of the verbs in brackets.

- Rose: Hi, Michelle. I'm calling about our advert for the post of personal assistant. *Has anybody expressed* (anybody / express)<sup>1</sup> any interest yet?
- Michelle: Yes, it's all going very well. We ..... (receive)<sup>2</sup> 31 applications so far and yesterday alone about ten people ..... (phone)<sup>3</sup> for further details of the job.
- Rose: Excellent. So how many applicants ..... (you / select)<sup>4</sup>?
- Michelle: Well, I ..... (start)<sup>5</sup> working on the selection as soon as I ..... (arrive)<sup>6</sup> this morning. I'm afraid I ..... (not / finish)<sup>7</sup> yet, but I ..... (already / select)<sup>8</sup> eight candidates, all with the right qualifications and experience.
- Rose: Very good. .... (you / invite)<sup>9</sup> them for interview yet?
- Michelle: Well, no. I ..... (think)<sup>10</sup> you'd like to have a look at all the applications yourself first.
- Rose: I won't be back in the office until Friday, I'm afraid, so just go ahead, Michelle. You know I trust you 100 per cent!
- Michelle: Thanks. OK then. I'll finish selecting candidates and invite them for interview as soon as I ..... (finish)<sup>11</sup> the conference programme. I ..... (not / have)<sup>12</sup> time to deal with it yesterday, with all those phone calls.