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Language at work

GRAMMAR REFERENCE

Present perfect and past simple

Form

Present perfect	Past simple
has/have + past participle *I **have worked** here for five years.*	verb + *-ed* *I **worked** here two years ago.*

Use

Use both the present perfect and the past simple to talk about the past in different situations.

Present perfect	Past simple
To talk about finished actions or events when the speaker does not say, ask or know when it happened. (The time is not specified.) *We've already **done** this.* *I **haven't seen him**, I'm afraid.* ??? now	To talk about finished actions or events when the speaker says, asks or knows when something happened. (The time is specified.) *I **met** him last Saturday.* *When **did** he **leave**?* last Saturday now
To talk about actions or events that took place in a time period that has not finished, e.g. *up to now, today, this year.* *We've **manufactured** this product for over three years.* *How long **have** you **been** here?* now	To talk about actions or events that took place in a finished time period. *She **worked** here for five years, from 1999 to 2004.* five years 1999 2004 now
We often use the adverbs *just, yet* and *already* with the present perfect. We use ***just*** to show an action happened in the very recent past. We use ***yet*** in negative sentences and questions to talk about something that hasn't happened but you expect will happen. We use ***already*** to emphasize an action happened sooner than expected or planned.	We usually use time words and phrases with the past simple, e.g. *yesterday, last week, last year, in 2011, three years ago, when I arrived.*

1 Underline the correct words in *italics* to complete the sentences.

1 I *booked / have booked* the hotel yesterday.
2 *Have / Did* you ever been to India?
3 I live in London now, but I *have lived / lived* in Paris from 2010 to 2012.
4 I *haven't seen / didn't see* him recently.
5 Last year, I *have changed / changed* jobs.
6 *Have / Did* you go to the meeting last week?
7 He *hasn't arrived / didn't arrive* yet.
8 *I asked / I've asked* for this report three times already this week!

2 Complete the sentences with the past simple or present perfect form of the verbs in brackets.

1 Anna _____*has worked*_____ (work) here for ages. She still does the same job.
2 The sales office _____ (close) down over a month ago.
3 The Managing Director _____ (just / organize) a meeting with all line managers.
4 _____ (you / call) him back yet?
5 What time _____ (she / arrive)?
6 I don't think we _____ (ever / meet) before, have we?
7 We _____ (not / take) the opportunity when we had the chance.
8 Things _____ (not / improve) that much since he took over.
9 _____ (you / ever / speak) to the CEO?
10 You know a lot about this company. How long _____ (you / work) here?

3 Complete the conversation with the words from the list.

already *just* *yet*

A The presentation is in two minutes and I still haven't seen Caroline [1]_____.
B Actually, she's [2]_____ arrived – I saw her car arrive a few minutes ago.
A Great. And our speaker has [3]_____ set up in the conference room, so I think we're ready to start once Caroline comes up …
C Sorry I'm late. The traffic was terrible!

LIVEWORKSHEETS