
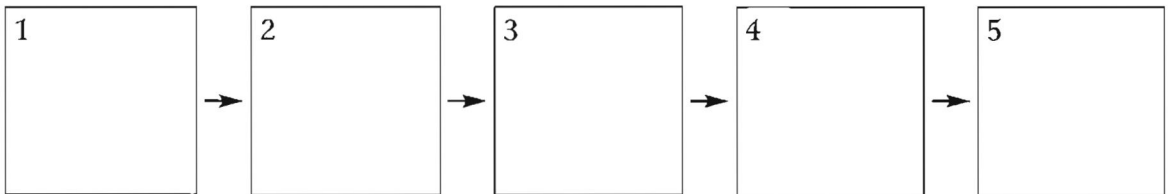



A Context listening

- 1 You are going to hear two university students, Carl and Sue, talking about an assignment. Before you listen, look at the list of activities (A–F). Put the activities in the order which you think is best when writing an assignment.

- A make notes
 B start to write
 C do research
 D make a plan
 E re-read books
 F get a book list

- 2  3 Listen to the first part of the conversation. Which five activities does Sue mention? Write the letters A–F in the correct order in boxes 1–5 on the flowchart.



- 3  3 Listen to the second part of the conversation and fill in the gaps.

- 1 Sue: I plenty of information for the assignment.
 2 Sue: When I was in the library last week, I those leaflets.
 3 Carl: I tired since I started this course!
 4 Carl: I and I'm already tired.

- 4 Look at your answers to Exercise 3 and find examples of each of the following:

- a something that only happened recently
 b something that happened at some time before now, but we do not know when
 c an action + the length of time it has been going on
 d something that happened at a stated time in the past

Which tense is used in each of the examples a–d above?

B Grammar

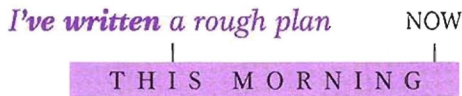
We use the present perfect when we want to show a link between the present and the past.

1 Present perfect simple

+	<i>have/has + past participle</i>	<i>She's started the assignment.</i>
-	<i>have/has not + past participle</i>	<i>I haven't started the assignment.</i>
?	<i>have/has ... + past participle?</i>	<i>Have you started the assignment?</i>

We use the present perfect simple

- ◆ to talk about a time period that is not finished (e.g. *today, this week*):
*I've **written** a rough plan **this morning**.* (it is still morning)



- ◆ to show that something happened at some point in the past before now. We don't state when it happened:

*I've **collected** plenty of information.* (at some point before now and I will use it to write my essay)

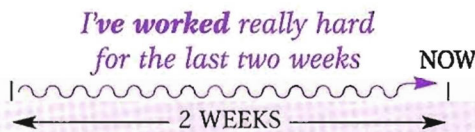
The following time expressions are often used: *ever, never, before, up to now, still, so far*.

*It's the longest I've **ever had** to write.* (at any point before now)

▲ If we state when something happened we must use the simple past:

*I **wasted** a lot of time **last week**.* (~~*not I have wasted a lot of time last week*~~)

- ◆ to talk about a present situation which started in the past, usually with *for/since*:



*I've **worked** really hard for the last two weeks.* (I've worked hard till now)

We use *for* with a length of time (e.g. *for two hours, for three days, for six months*) and *since* with a point in time (e.g. *since 2001, since Monday, since ten o'clock, since I was four, since I started the course*).

- ◆ to talk about something that happened at an unstated time in the past but is connected to the present:

*I've **read** all the books on the reading list.* (I have the notes now)

The following time expressions are often used: *recently, just, already*, and *yet* with negatives or questions.

*I've **just got** up.*

***Have you written** your assignment **yet**?*

Compare the use of the present perfect with the past simple:

Present perfect

- ◆ links the past with the present:
I've made quite a lot of notes. (at some point before now and I may make more notes)
- ◆ does not talk about a specific time in the past:
Have you read the leaflet? (at some time before now)
- ◆ uses time expressions that show the time period is unfinished:
I've read six articles this week. (the week isn't finished)

Past simple

- ◆ only talks about the past:
I made notes on the most important things. (when I did the reading and I've finished making notes)
- ◆ states a specific past time, or the time is understood:
I read the leaflets when I was in the library. (I'm not in the library now and the reading is finished)
- ◆ uses time expressions that show the time is finished:
I read five books last week. (last week has finished)

Note the position of the following time expressions that occur with the present perfect:

- ◆ between the auxiliary and main verb (e.g. *recently, already, always, ever, just, never*)
*I've **already** written the notes.*
*I've **just** finished my essay.*
Ever is generally used with questions or negatives:
*Have you **ever** been to Buenos Aires?*
- ◆ after the main verb (e.g. *all my life, every day, yet, before, for ages, for two weeks, since 2003, since I was a child* etc.)
*I've felt tired **for weeks**.*
*I haven't flown **before**.*

If there is an object clause, the time expression comes at the end:

*I've gone to bed early **every night since then**.*
*I've written more than ten assignments **since I started this course**.*

2 Present perfect continuous

+	have/has been + verb + -ing	<i>I've been studying really hard.</i>
-	have/has not been + verb + -ing	<i>He hasn't been studying really hard.</i>
?	have/has ... been + verb + -ing?	<i>Have you been studying really hard?</i>

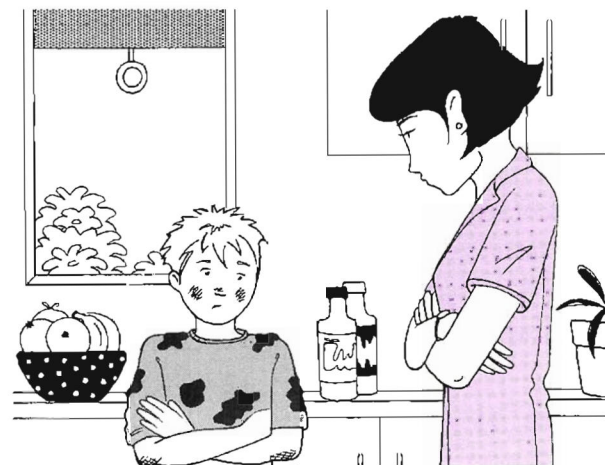
We can use either the present perfect simple or the present perfect continuous to say how long a situation or activity has been going on (often with *for* or *since*):

*I've felt tired **for weeks**.*
*I've **been feeling** tired **since** I started this course.*
*I've **worked** at the restaurant **since** I moved here.*
*I've **been working** at the restaurant **for** three years.*

Compare the different uses of the present perfect simple and the present perfect continuous:

Present perfect continuous

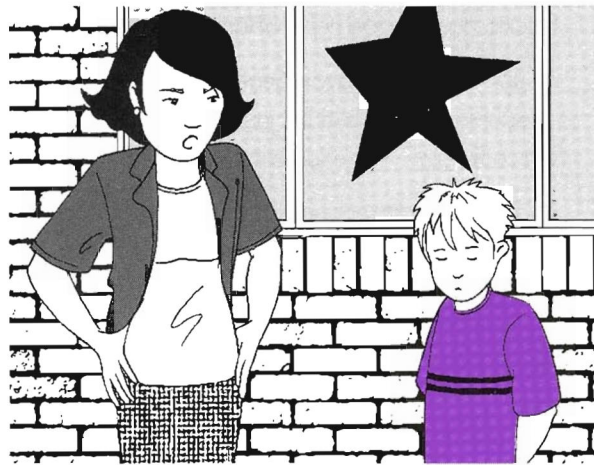
- ◆ emphasises how long:
I've been reading for the past two weeks.
- ◆ focuses on the activity itself (it does not show whether the activity is completed or not):
I've been writing my essay. (we don't know if the essay is finished or not)



What have you been doing? (the boy's mother is interested in the activity that made him so dirty now)

Present perfect simple

- ◆ says how many times:
I've read three articles.
- ◆ focuses on the result or completion of the activity:
I've written my essay. (the essay is finished but we don't know when)



What have you done? (the boy's mother is interested in the result of the action: the broken window)

▲ State verbs (see Unit 1) do not generally have a continuous form:

I've known them since I was a child. (~~*not I've been knowing them since I was a child*~~)

Grammar extra: *This is the first time etc.*

We use the present perfect tense with the following structures: *it/this/that is the first / the second / the best / the only / the worst ...*

It's the first time I've ever had to write such a long assignment.

Is this the only time you've travelled abroad?

That's the sixth cup of coffee you've had today.

C Grammar exercises

1 Tick (✓) the correct underlined verbs, and correct the verbs that are wrong.

I would like to be considered for your degree course in Zoology, starting in October next year. I feel I am a good candidate for this course as I 1 have always been interested in natural history and even as a child I 2 have enjoyed studying animals and insects in my garden. Your science faculty has a good reputation and I would very much like to be part of it.

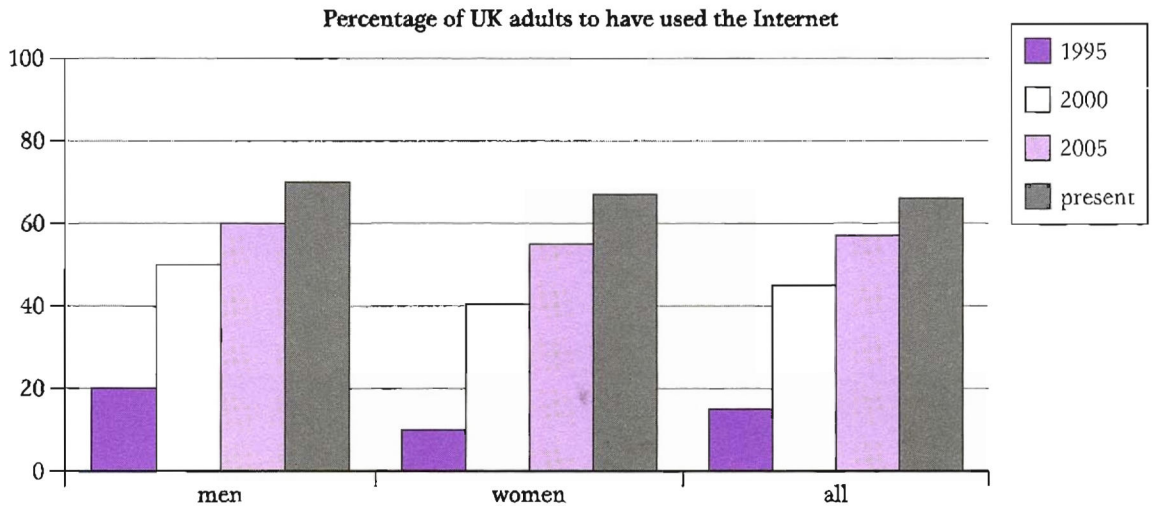
As you 3 already saw in Section A of this application, I have a good academic record and I 4 just received the results of my recent exams, all of which 5 have been excellent.

In addition, your university attracts me because I enjoy sports and I 6 have read in your prospectus about the large number of sports on offer. Last year I 7 have represented my school at badminton and I 8 played in football teams since I was eleven. I 9 have recently joined a basketball team which competes at a national level.

I 10 did not travel abroad much yet, although as a young child I 11 have been to Singapore and Hong Kong with my family. I realize that I 12 have not spent much time away from home up to now, but am keen to become more independent.

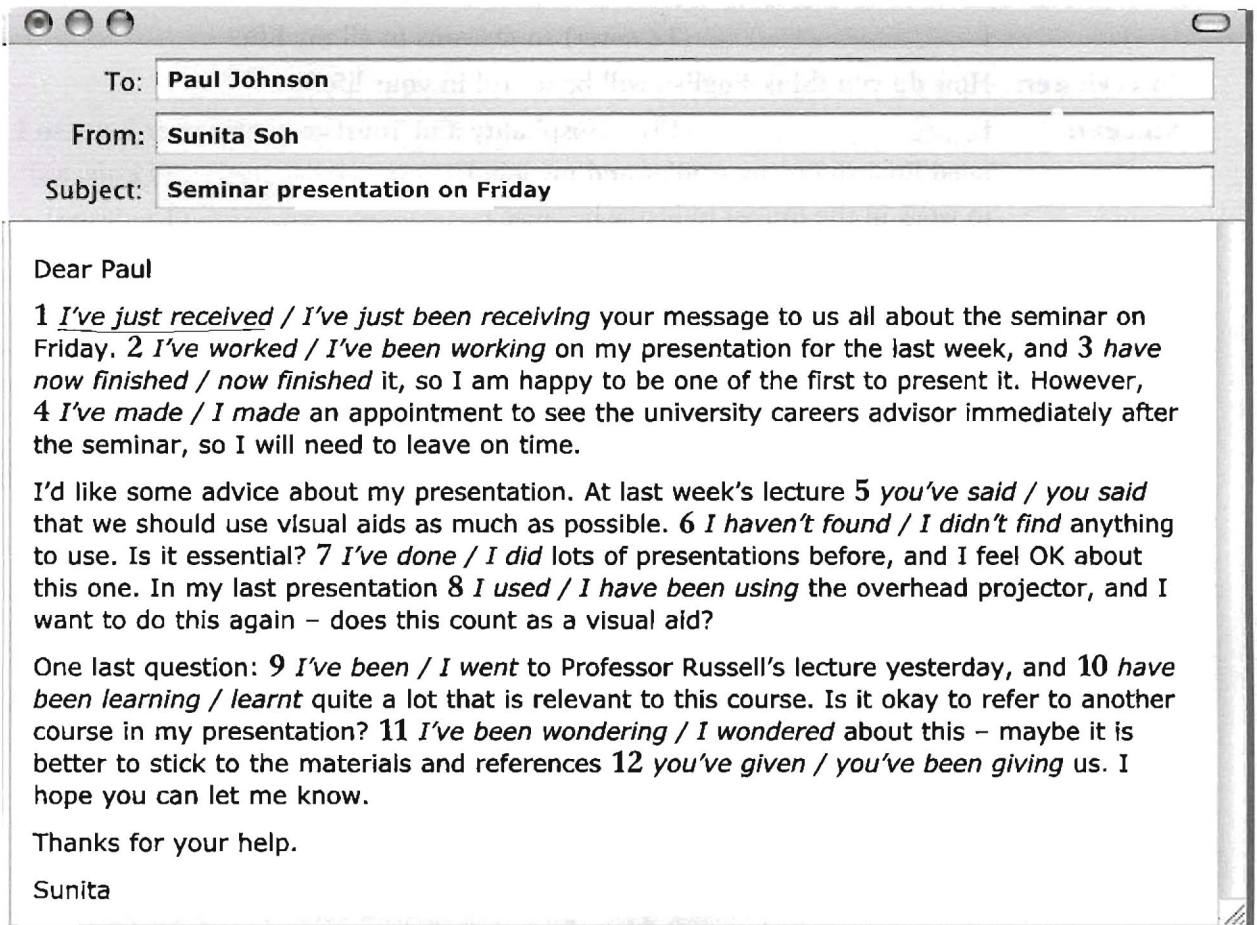
- 1 ✓
- 2 enjoyed
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

2 Look at the chart and fill in the gaps with the past simple or present perfect simple of the verbs in brackets to make true sentences.



- 1 The chart shows the percentage of British adults who have used (use) the Internet since 1995.
- 2 The number of women who have ever used the Internet (increase) by more than 60% since 1995.
- 3 The percentage of men who have accessed the Internet (rise) to 60% in 2005.
- 4 The number of women to have accessed the Internet (rise) each year.
- 5 The percentage of men who used the Internet (be) greater than the percentage of women from 1995 to 2005.
- 6 However, British women (overtake) British men in Internet usage since 2005.
- 7 The total number of people accessing the Internet (grow) each year although the most significant rise (occur) between 1995 and 2000.

3 Underline the correct form of the verbs.



To: Paul Johnson

From: Sunita Soh

Subject: Seminar presentation on Friday

Dear Paul

1 I've just received / I've just been receiving your message to us all about the seminar on Friday. 2 I've worked / I've been working on my presentation for the last week, and 3 have now finished / now finished it, so I am happy to be one of the first to present it. However, 4 I've made / I made an appointment to see the university careers advisor immediately after the seminar, so I will need to leave on time.

I'd like some advice about my presentation. At last week's lecture 5 you've said / you said that we should use visual aids as much as possible. 6 I haven't found / I didn't find anything to use. Is it essential? 7 I've done / I did lots of presentations before, and I feel OK about this one. In my last presentation 8 I used / I have been using the overhead projector, and I want to do this again – does this count as a visual aid?

One last question: 9 I've been / I went to Professor Russell's lecture yesterday, and 10 have been learning / learnt quite a lot that is relevant to this course. Is it okay to refer to another course in my presentation? 11 I've been wondering / I wondered about this – maybe it is better to stick to the materials and references 12 you've given / you've been giving us. I hope you can let me know.

Thanks for your help.

Sunita

4 Fill in the gaps with a verb from the box in the present perfect simple or present perfect continuous. You will need to use some verbs more than once.

be do feel have live pass study start take travel want work

Interviewer: How long have you been living (1 *you*) here?
Student: I (2) in London for the past three years. I come from Japan originally. I (3) at a college here since I arrived.
Interviewer: (4 *you*) any travelling over the past three years?
Student: Yes, I (5) really lucky. I have long holidays so I (6) all over Europe. I especially liked Spain.
Interviewer: What is the most interesting thing you (7) recently?
Student: Well, I (8) to play tennis, and I (9) singing lessons for a few months now too. But the thing that I am most proud of is that I (10 *just*) my driving test. It's the first time I (11) it so I'm really pleased but I (12 *never*) so nervous in all my life!
Interviewer: How do you think English will be useful in your life?
Student: I (13) a Hospitality and Tourism course over here, so I need English for my studies and my job. I (14 *always*) to work in the tourist industry because I (15 *always*) interested in history and cultural sites, and I (16 *already*) as a tour guide in my home town.

Now answer these questions about yourself.

- 17 How long have you been studying English?
.....
- 18 Have you studied any other languages? (Which ones? For how long?)
.....
- 19 Have you travelled very much? (Where have you been to?)
.....
- 20 What have you been doing to prepare for this exam?
.....
- 21 How has your life changed over the past ten years?
.....