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6

Present perfect 1

Over the last 18 years, the Erasmus program **has allowed** 1.2 million young people to study abroad within Europe.

International Herald Tribune website

Toyota **has set** a goal to capture 15 percent of the global car market in the next decade, and **has spent** heavily on new factories in the United States, China and elsewhere.

New York Times website



"This is goodbye, gentlemen. I have met another board of directors, and we have fallen in love."

A Form

- We form the present perfect with the auxiliary *has/have* + the past participle.

| Affirmative | Negative | Question |
|----------------------------------|--|------------------------------|
| <i>I have ('ve) worked</i> | <i>I have not (haven't) worked</i> | <i>Have I worked?</i> |
| <i>You have ('ve) worked</i> | <i>You have not (haven't) worked</i> | <i>Have you worked?</i> |
| <i>He/she/it has ('s) worked</i> | <i>He/she/it has not (hasn't) worked</i> | <i>Has he/she/it worked?</i> |
| <i>We have ('ve) worked</i> | <i>We have not (haven't) worked</i> | <i>Have we worked?</i> |
| <i>They have ('ve) worked</i> | <i>They have not (haven't) worked</i> | <i>Have they worked?</i> |

- Regular verbs like *work* form the past participle with *-d* or *-ed*. In verb tables, the second column (past simple) and third column (past participle) are the same: *work – worked – worked*.
- Irregular verbs often have a different past simple and past participle: *do – did – done*, *go – went – gone*. For a list of irregular verbs see pages 150-1.
- The contractions (in brackets) are used in speech and informal writing.

B Uses

- We use the present perfect for a situation that started in the past and continues to the present.
I've worked in marketing all my life.
I've known Kumiko since we were at university together.
- We use the present perfect to talk about a series of actions up to the present.
I've visited Spain several times.
We have made many improvements to this software in the new version.
- We use the present perfect for a past event that has a present result.
I've lost their invoice – I can't find it anywhere.
Your taxi has arrived. See you again soon – have a safe journey!
- In general, the present perfect connects the past with the present. The first two cases are 'life up to now' and the third is 'present result of a past action'.
- Notice that with the present perfect the time period is not finished or not definite.
I've worked in marketing all my life. (not finished – I continue to work in marketing)
I've visited Spain many times. (not definite – no time given)
I've lost their invoice. (not definite – no time given)
Compare with the past simple (unit 4) where the time is finished and definite.

C Been and gone

- Notice the difference between *has been to* and *has gone to*.
She's been to Paris means she went there and has now returned.
She's gone to Paris means she went there but has not yet returned. She is still there.

Exercises

6.1 Complete this verb table of irregular verbs. The last letter has been given to help you.

Check on pages 150-1.

| | Infinitive | Past simple | Past participle | | Infinitive | Past simple | Past participle |
|---|------------|-------------|-------------------|----|------------|-------------|-----------------|
| 1 | be | was | _____ <i>been</i> | 9 | have | had | _____d |
| 2 | begin | began | _____n | 10 | know | knew | _____n |
| 3 | buy | bought | _____t | 11 | make | made | _____e |
| 4 | come | came | _____e | 12 | meet | met | _____t |
| 5 | do | did | _____e | 13 | see | saw | _____n |
| 6 | get | got | _____t | 14 | think | thought | _____t |
| 7 | give | gave | _____n | 15 | take | took | _____n |
| 8 | go | went | _____e | 16 | write | wrote | _____n |



6.2 Complete this extract from an Annual Report using these verbs in the present perfect: *be, begin, buy, have, make*.

Annual Report

I am pleased to report that we (1) *have had* an excellent year. Our financial services division (2) _____ a profit of over eight million dollars, and for the first time we (3) _____ activities in the area of life insurance. Our expansion plans in Central Europe are also going well: senior managers (4) _____ there many times over the year to look at the possibilities of setting up subsidiaries, and in Slovakia we (5) _____ a controlling share in an existing local company.

6.3 Complete this email by putting the verbs into the present perfect. There are affirmative, negative and question forms.

Subject construction of new line for Bucharest metro

Jim – (1) *have you heard* (you/hear) about the plans to extend the Bucharest metro? The European Union (2) _____ (announce) that they will provide funding for another line. All construction companies are invited to make a bid. Several points occur to me:

1. Our big competitors like Alstom and Bechtel (3) _____ (not/make) any public statements yet, but I'm sure they will be interested.

2. What about us? Should we put in our own bid? I (4) _____ (prepare) a short report with my own ideas. It's attached to this email. Let me know what you think.

3. It would be good to talk to Dimitrie about this, but he (5) _____ (not/reply) to my last few emails. (6) _____ (you/see) him recently?

Anyway, my secretary will schedule a meeting on this issue at the end of March. Please discuss the matter with your team members before then.

Business Week Executive Poll Questions: Do you expect that your sales next quarter will be higher, lower, or the same as this quarter? Are you currently employing more, fewer, or the same number of people you employed a year ago? Have you tried to get financing from banks or other sources in the last six months? Did you get all the financing you needed? Does your company export goods or services to any other country?

Business Week website

A Yes/no questions

- The table below is a summary. (Full forms are given in earlier units.)

| | | |
|----------------------------|------------------------------------|------------------------------------|
| present simple | <i>Do you live in Prague?</i> | <i>Does she live in Prague?</i> |
| present continuous | <i>Are you coming with us?</i> | <i>Is he coming with us?</i> |
| past simple | <i>Did you go to the meeting?</i> | <i>Did she go to the meeting?</i> |
| past continuous | <i>Were you waiting long?</i> | <i>Was he waiting long?</i> |
| present perfect | <i>Have you ever eaten sushi?</i> | <i>Has he ever eaten sushi?</i> |
| present perfect continuous | <i>Have you been working?</i> | <i>Has she been working?</i> |
| past perfect | <i>Had you left when I called?</i> | <i>Had she left when I called?</i> |
| modals: can/could/will | <i>Can you speak German?</i> | <i>Can he speak German?</i> |

- Notice that yes/no questions are formed with an auxiliary verb + subject + main verb. The auxiliary can be *do*, *be*, *have* or a modal verb like *can*, *will*, etc.

- Notice that to make a question we take the affirmative form and then invert the subject and the auxiliary.

| | | |
|-----------------------------|---|------------------------------|
| <i>He is working</i> | → | <i>Is he working?</i> |
| <i>She has worked</i> | → | <i>Has she worked?</i> |
| <i>He was working</i> | → | <i>Was he working?</i> |
| <i>She has been working</i> | → | <i>Has she been working?</i> |
| <i>He had worked</i> | → | <i>Had he worked?</i> |
| <i>She can work</i> | → | <i>Can she work?</i> |

- The present simple and past simple do not have an auxiliary in the affirmative form. So to keep the pattern we use *do* and *did*.

| | | | |
|------------------|---|-----------------------|-----------------------------|
| <i>She works</i> | → | <i>Does she work?</i> | (NOT Works she?) |
| <i>He worked</i> | → | <i>Did he work?</i> | (NOT Worked he?) |

B Short answers

- To make a short answer we repeat the auxiliary verb, not the main verb.

| | |
|--|--|
| A: Do you speak French? | B: Yes, I do ./No, I don't . (NOT Yes, I speak .) |
| A: Are you staying at the Ritz? | B: Yes, I am ./No, I'm not . (NOT Yes, I staying .) |
| A: Did you see Michel? | B: Yes, I did ./No, I didn't . (NOT Yes, I saw .) |
| A: Were you enjoying yourself? | B: Yes, I was ./No, I wasn't . |
| A: Have you read this report? | B: Yes, I have ./No, I haven't . |
| A: Have you been waiting long? | B: Yes, I have ./No, I haven't . |
| A: Had you met him before? | B: Yes, I had ./No, I hadn't . |
| A: Can you be here at 7.00? | B: Yes, I can ./No, I can't . |
| A: Will you be late? | B: Yes, I will ./No, I won't . |

So you want to start a business. Do you have what it takes to succeed? (Part 1)

1 Do you enjoy working with other people?

A Yes, I do. B No, I don't.

2 Do you welcome responsibility?

A Yes, I do. B No, I don't.

3 Are you a good organizer?

A Yes, I am. B No, I'm not.

Asian Women in Business website

Exercises

15.1 Change each affirmative sentence into a question.

- 1 Bill thinks it's a good idea. Does Bill think it's a good idea?
- 2 Sonia is arriving on Monday. _____
- 3 He made a copy of the Excel file. _____
- 4 They've offered her the job. _____
- 5 She'll be at the meeting tomorrow. _____

15.2 Read the replies, then complete the questions about the operating system Linux.

- | | |
|---|---|
| 1 A: <u>Were you reading about IBM?</u> | B: IBM? No, I was reading about Linux. |
| 2 A: _____ | B: Linux? No, most servers use Windows. |
| 3 A: _____ | B: Falling? No, the popularity of Linux is growing. |
| 4 A: _____ | B: The eighties? No, Linux started in 1991. |
| 5 A: _____ | B: On our computers? No, we haven't installed it. |
| 6 A: _____ | B: A lot of money? No, the inventor hasn't been making a lot. The software is free! |

15.3 Write a short reply for each question, beginning as shown.

- 1 Did you speak to Kate? Yes, I did.
- 2 Have you been to Brazil? No, _____
- 3 Do you play golf? Yes, _____
- 4 Does Bill play golf? No, _____
- 5 Did you have a good trip? Yes, _____
- 6 Can you speak German? No, _____
- 7 Are you coming with us? Yes, _____
- 8 Is Maria coming with us? No, _____



15.4 Complete the dialogue with these words: *are, do, does, did, has, have, is*.

- MIKE: (1) _____ you go to the training day they told us about at the last meeting?
- SUE: (2) _____ you talking about the computer training?
- MIKE: No, not the computer training, I meant the sales training.
- SUE: Oh yes, I went to that. It was quite good. (3) _____ you ever been on that course?
- MIKE: No, I haven't.
- SUE: Well I found it very useful. It helps you to think about the type of questions we ask our clients during a sales conversation.
- MIKE: When you go on these courses (4) _____ the company pay or (5) _____ you pay yourself? I know that good training isn't cheap.
- SUE: Oh, the company pays – they can afford it. It doesn't cost us anything.
- MIKE: And (6) _____ it helped you in your day-to-day work? Be honest now.
- SUE: Yes, I think it has.
- MIKE: OK. I'm interested. (7) _____ the course running again in the near future?

27

Conditionals 1: zero and first conditional

A Conditions and results

- Conditional sentences are explained in units 27–30. Compare:

| | Time reference | Name |
|---|------------------|--------------------|
| <i>If sales go up, I usually get a bonus.</i> | general | zero conditional |
| <i>If sales go up next month, I'll get a bonus.</i> | future: likely | first conditional |
| <i>If sales went up next month, I'd get a bonus.</i> | future: unlikely | second conditional |
| <i>If sales had gone up last month, I'd have got a bonus.</i> | past | third conditional |

- The *if ...* part of the sentence is the condition, and the other part of the sentence is the result. The condition can come second.

I'll get a bonus if sales go up.

I'd get a bonus if sales went up.

Note that there is no comma in writing *if* the condition comes second.

Those are my principles. If you don't like them, I have others.

Groucho Marx

B Zero conditional

- The form of a zero conditional is:

| Condition | Result |
|--|---|
| - present simple or present continuous <i>If you fly first class,</i> <i>If business is going well,</i> <i>If the lift isn't working,</i> | - present simple or imperative <i>you get amazing service.</i> <i>everyone is happy.</i> <i>take the stairs.</i> |

- We use a zero conditional to talk about things that are always or generally true. In this type of conditional we are not referring to one specific event.
- In a zero conditional, *if* is the same as *whenever* or *every time*.
If/whenever/every time interest rates rise, we pay more for our bank loans.

*If you build it, they will come.
Or will they? Eight tips to drive
Internet traffic to your website.*

Fripp website

C First conditional

- The form of a first conditional is:

| Condition | Result |
|---|---|
| - present simple or present continuous <i>If sales go up next month,</i> <i>If you're leaving at six am,</i> <i>If anyone calls,</i> | - <i>will/won't</i> or imperative <i>I'll get a bonus.</i> <i>I won't see you in the morning.</i> <i>say I'm in a meeting.</i> |

- We use a first conditional to talk about future events that are likely to happen.
- Note that we do not use *will* in the *if ...* part of the sentence.
(NOT ~~If sales will go up next month, I'll ...~~)
(NOT ~~If anyone will call, say I'm ...~~)

Exercises

27.1 Complete each sentence 1–6 with the best ending a) or b).

- | | | |
|-----------------------------------|--------------------------|---|
| 1 If you have any questions, | <input type="checkbox"/> | a) I deal with them at the end of the talk. |
| 2 Whenever I get questions, | <input type="checkbox"/> | b) I'll deal with them at the end of my talk. |
| 3 If you wait here, | <input type="checkbox"/> | a) I'll be right back. |
| 4 If you wait in an airport, | <input type="checkbox"/> | b) it gets really boring after an hour or so. |
| 5 Whenever I fly Executive Class, | <input type="checkbox"/> | a) I'll take my laptop with me. |
| 6 If I fly to Sydney next week, | <input type="checkbox"/> | b) I take my laptop and try to do some work. |

27.2 Underline the correct words.

- If Klaus speaks/will speak in a meeting, he usually mentions/will mention the importance of our brand image.
- If Klaus speaks/will speak in the meeting tomorrow, I'm sure he mentions/will mention the importance of our brand image.
- Every time I do/will do it, I make/I will make the same mistake.
- It's time to leave. We are/We'll be late if we aren't/we won't be careful.
- If we don't reach/we won't reach an agreement soon, I think they walk away/they'll walk away from the negotiation.
- Whenever I use/I will use this computer, there's/there'll be a problem.
- If you see/you will see Nicole, send her/you will send her my regards.
- If you order/you will order from our website, we always send/will send an email confirmation.



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27.3 You are talking to a colleague. Study the first conditional sentences.

If I work hard, I'm sure I'll get a promotion after a year. If I get a promotion, I'll have more responsibilities. But ... if I have more responsibilities, I won't have so much free time in the evenings. If I don't have so much free time, I won't be able to go the gym. If I don't go the gym, I'll get fat. Life isn't easy.

Now complete what you say in another conversation, using first conditional sentences each time. Use contractions ('ll for will, etc).



I've just heard that there might be a strike in the factory. If (1) there's (there/be) a strike, (2) _____ (we/lose) a lot of production. And if (3) _____ (we/lose) production, (4) _____ (we/not be able) to ship the goods to our customers on time. If (5) _____ (our customers/not be) happy, (6) _____ (they/go) to other suppliers. So it's really important that we negotiate with the unions and try to avoid a strike. If (7) _____ (we/not negotiate) now, I'm sure (8) _____ (there/be) bad labour relations for years to come.