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It is 11 o'clock. The following people all started work earlier this morning. Look at the information and say how long they have been working and how much work they have done so far, as in the example.

S1: *Sandra's been typing since 9 o'clock / for two hours.*

S2: *She's typed twenty letters so far.*

Name	Started/Activity	Completed
Sandra	9 o'clock / type	20 letters
Kim	8 o'clock / clean the house	4 rooms
Bob	10 o'clock / examine patients	3 patients
John	7 o'clock / deliver parcels	30 parcels
Helen	10 o'clock / draw pictures	4 pictures

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Fill in the gaps with *recently, how long, yet, for, always, ever, already, since, so far or just*. Sometimes more than one answer is possible.

- A: Has Tom finished his exams ...*yet*...?
B: No. He finishes next Thursday.
- A: has Janet been working at the hospital?
B: She has been working there she left school.
- A: How are you finding your new job?
B: Great. I haven't had any problems
- A: Is John at home, please?
B: No, I'm afraid he's gone out.
- A: Have you been waiting long?
B: Yes, I've been here two hours.
- A: Has Martin been to Spain?
B: No, I don't think so.
- A: Have you spoken to Matthew?
B: Yes. I phoned him last night.
- A: Can you do the washing-up for me, please?
B: Don't worry. Mike has done it.
- A: Lucy has been musical, hasn't she?
B: Yes, she started playing the piano when she was five years old.
- A: Shall we go to that new restaurant tonight?
B: Yes. I have been there. It's really nice.
- A: Your dog's been barking three hours!
B: I'm sorry. I'll take him inside.
- A: Have you finished reading that book yet?
B: No, I've started it.

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Put the verbs in brackets into the present perfect or continuous, using short forms where appropriate.

- A: How long ...*have you known*... (you/know) Alison?
B: We (be) friends since we were children.
- A: Who (use) the car?
B: I was. Is there a problem?
- A: What are Andrew and David doing?
B: They (work) in the garden for three hours.
- A: Why is Sally upset?
B: She (lose) her bag.
- A: I (always/believe) that exercise is good for you.
B: Of course, it's good to keep fit.
- A: Emily (teach) maths since she left university.
B: Yes, and she's a very good teacher, too.
- A: Fred (open) a new shop.
B: Really? Where is it?
- A: This pie is delicious.
B: Is it? I (not/taste) it yet.
- A: Have you found your umbrella yet?
B: No, I (look) for it for an hour now.
- A: You look exhausted.
B: Well, I (clean) the windows since 8 o'clock this morning.
- A: Can I have some more lemonade, please?
B: Sorry, your brother (just/drink) it all.
- A: Have you got new neighbours?
B: Yes, they (just/move) to the area.

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Put the verbs in brackets into the present perfect or the present perfect continuous.

Dear Connie,

I hope you are enjoying yourself at university. I'm sure you 1) ...*'ve been studying*... (study) hard. Everything is fine here at home. Billy 2) (just/receive) his school report. It was bad, as usual. He 3) (decide) to leave school next year and find a job. Fiona 4) (go) to the gym every day for the past two weeks. She 5) (try) to get in shape for the summer. She 6) (already/plan) her holiday in the sun. Your father 7) (sell) the old car and he 8) (buy) a new one. It's lovely – much nicer than the old one.

Anyway, write soon.

Love,
Mum