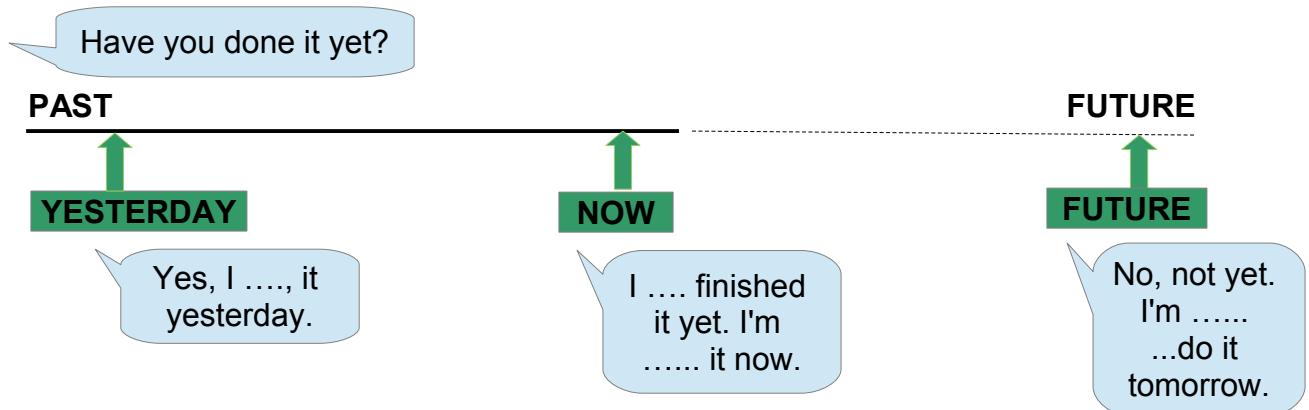


Study the time line below and complete the sentences with the correct form of the verb.



### TAKE NOTE

\*\*Present Perfect tense refers to an action or state that either occurred at an indefinite time in the past (for example: *We have agreed about it.*) or began in the past and continued to the present time (for example: *She hasn't finished her research yet.*) This tense is formed by using *have/has + the past participle*.

\*\*Simple Past tense is used to talk about the things that happened or existed before now (for example: *He visited his friends in Las Vegas.* Or *She won a gold medal in the last Olympics.*)

### CONVERSATION

- A: Have you checked the sales figures yet?  
 B: Yes, I checked them yesterday.  
 A: Good. And have you called Mr. Brown yet?  
 B: Yes, I have. I called him an hour ago.  
 A: And have you written the sales report yet?  
 B: I haven't finished it yet.  
    I'm writing it now.  
 A: OK. And have you reserved the conference room yet?  
 B: No, not yet. I'm going to do it tomorrow, if that's OK.  
 A: Yes, that's fine.

## ACTIVITY

Now, take turns being A using the information below.  
Use the dialogue above as a model.

- fax the new prices to Tokyo / before lunch
- speak with Tatsunori Aoki in Accounts / half an hour ago
- prepare the contract / now
- call Ms. Watanabi / later today
  
- reserve the meeting room / this morning
- photocopy the agenda / a few minutes ago
- order lunch / now
- e-mail Mr. Kinoshita / before I leave



## PRACTICE

Tell your teacher the things you have done and the things you haven't done yet today.

For example:

*I've made some phone calls but I haven't written my report yet. I'm going to do it tomorrow.*