

Refresh your memory

Present simple

She works in London.
permanent present actions or situations

Present continuous

She's travelling in Asia.
temporary present actions or situations

Present perfect simple

She's travelled 10,000 kilometres.
life experience up to now, or present result of a past action

Present perfect continuous

She's been visiting suppliers.
action in progress up to now

► Grammar reference page 124

4.3 Grammar Present tenses

Test yourself: Present tenses

- 1 Present simple (*do / does*) or present continuous (*am / are / is doing*)? Identify and correct the 12 errors.

Jane Houseman is considering herself a happy woman. Based in London, she works as a project manager for Arbol Oil, a South American oil company which expands rapidly, especially in Asia. Jane loves travelling; at the moment she works on a project in China, which is meaning she is flying out to Beijing about once a month. She is already speaking fluent Spanish, and she learns Chinese. She isn't meeting the two other project managers in her department very often, because they are finishing a project in Saudi Arabia, but they all get on very well and are talking two or three times a week by telephone. Jane is also following an MBA course; she is submitting coursework by email and is attending three intensive weeks per year in London. Financially, Jane feels very lucky: right now, she is earning twice what most of her friends from university are bringing home, and the company is paying for her MBA. In many ways, Jane is believing she has the perfect job.

- 2 Present perfect (*have / has done*) or past simple (*did*)? Put the verbs in brackets in the correct form.

Jane (1) _____ (be) in her present position for six years. After she (2) _____ (leave) university, she (3) _____ (work) as a management trainee for four years in another oil company; she (4) _____ (never regret) the move to Arbol, since they (5) _____ (immediately put) her on their fast-track scheme for employees with the potential to become high-fliers. But today Jane faces a dilemma. In the last three weeks she (6) _____ (receive) no less than three proposals. First, her boss, an Argentinian, who Jane has always had an enormous respect for, suddenly announced his resignation. Jane (7) _____ (be) shocked and surprised, especially when, just a few days later, Arbol's HR Manager (8) _____ (call) to offer her the position. The second proposal (9) _____ (arrive) that same evening: Estelle, one of Jane's friends from the MBA course, who (10) _____ (already work) for several large multinationals, (11) _____ (invite) her to become a partner in a new consultancy. Last, but by no means least, Jane's boyfriend, Howard, (12) _____ (just ask) her to marry him. Not surprisingly, Jane has asked for more time to think about each of the proposals.

- 3 Present perfect simple (*have / has done*) or continuous (*have / has been doing*)? Put the verbs in brackets in the correct form. Each pair of answers (e.g. 1a and 1b) should have one simple and one continuous form.

Since she left university, Jane (1a) _____ (prefer) to live alone. For the last three years, she (1b) _____ (look) for a property to buy, and she (2a) _____ (just pay) a deposit on a small house near Heathrow airport. Suddenly she no longer knows if she is doing the right thing: all three of the proposals mean major changes in her lifestyle. She (2b) _____ (hope) for a promotion at Arbol; she (3a) _____ (try) to schedule an appraisal interview for months, and now she understands why her boss (3b) _____ (repeatedly postpone) it. But taking on her boss' job would undoubtedly mean moving to South America, probably losing the deposit on the house, and quite possibly losing Howard.

Howard is a divorcee with two young children; although Jane (4a) _____ (play) mum to the two kids, it (4b) _____ (never occur) to her that she might move them all to South America. On the other hand, Howard is a wonderful father; Jane has to admit to herself that she (5a) _____ (sometimes wonder) whether she should start a family before it's too late. And what about Estelle's proposal? Jane (5b) _____ (think) about running her own business ever since she was at school. After all, she (6a) _____ (not spend) most of her free time working on the MBA just to be a small cog in Arbol's big machine for the rest of her life! Jane sits down and pours herself another coffee. She (6b) _____ (already have) ten cups today, but she's no nearer a solution now than after the first cup.

Internet research

Search for the keywords *English grammar practice* to explore the many websites offering grammar explanations and exercises. In class, hold a vote to find your favourite grammar site.

Present perfect and past simple

4 You and your partner work for an international recruitment agency. Your clients are looking for:

- 1 a Spanish-speaking science graduate
- 2 an undergraduate with marketing experience
- 3 a graduate accountant, to be a future finance director
- 4 a French-speaking graduate in business
- 5 an arts undergraduate with experience in Asia
- 6 a Portuguese-speaking graduate with experience in sales.


You have each interviewed and tested five candidates. Exchange information with your partner to complete the tables and decide together which candidates are most suitable for each request.

Student A: use the information below.

Student B: turn to page 113.

Candidate	Graduation	Work experience	Management potential test
Mr Salmon	next summer, Chemistry	pullover sales in Mexico	B
Ms Bianco			
Mrs Grey	next June, Marketing	nurse in New York	B
Miss Rose			
Mr Da Silva	last December, MBA	own business in Brazil	C-
Mr Green			
Mr Schwartz	last October, Accountancy	banks in Geneva, Monaco, Portugal	A+
Miss Plum			
Ms Violeta	next spring, History	holiday club in Thailand	B
Mr Braun			

Listening: present perfect simple and continuous

5  2:04-2:13 Listen to ten situations and write down what has happened or has been happening in each. Then compare your ideas with a partner.

Asking questions

6 With a partner, take turns interviewing each other for a job.

Student A: turn to page 111.

Student B: turn to page 115.

