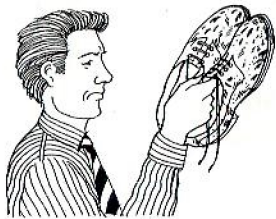


# I have done (present perfect 1)

**A**



His shoes are dirty.



He is cleaning his shoes.



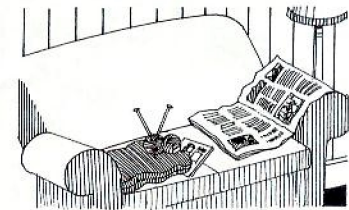
He **has cleaned** his shoes.  
(= his shoes are clean *now*)



They are at home.



They are going out.



They **have gone** out.  
(= they are not at home *now*)

**B**

**has cleaned / have gone** etc. is the *present perfect* (**have** + *past participle*):

*past participle*

I we you they	<b>have ('ve)</b> <b>have not (haven't)</b>	cleaned finished started lost done been gone
he she it	<b>has ('s)</b> <b>has not (hasn't)</b>	

<b>have</b>	I we you they	cleaned? finished? started? lost?	} <i>regular verbs</i>
<b>has</b>	he she it	done? been? gone?	

*Regular verbs*: The past participle is **-ed** (the same as the *past simple*):

clean → I have **cleaned**    finish → we have **finished**    start → she has **started**

*Irregular verbs*: The past participle is sometimes the same as the past simple and sometimes different (⇒ Appendix 2-3). For example:

*the same*: buy → I **bought** / I have **bought**

have → he **had** / he has **had**

*different*: break → I **broke** / I have **broken**

see → you **saw** / you have **seen**

fall → it **fell** / it has **fallen**

go → they **went** / they have **gone**

**C**

We use the present perfect for *an action in the past* with a result *now*:

- I've **lost** my passport. (= I can't find my passport *now*)
- 'Where's Linda?' 'She's **gone** to bed.' (= she is in bed *now*)
- We've **bought** a new car. (= we have a new car *now*)
- It's Rachel's birthday tomorrow and I **haven't bought** her a present.
- 'Bob is on holiday.' 'Oh, where **has** he **gone**?'
- Can I take this newspaper? **Have** you **finished** with it?

## EXERCISES

UNIT  
15


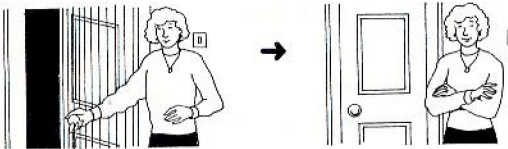
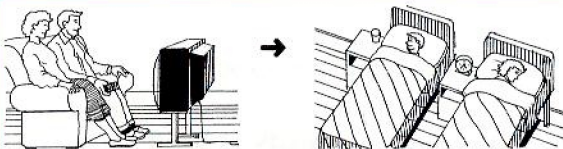
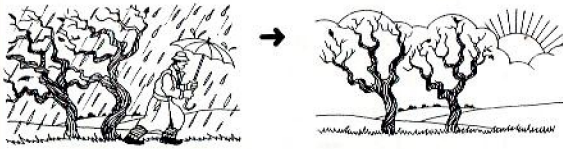
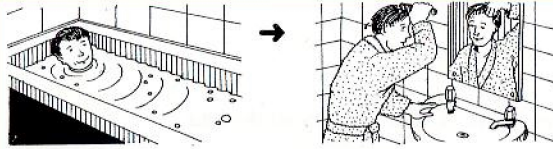
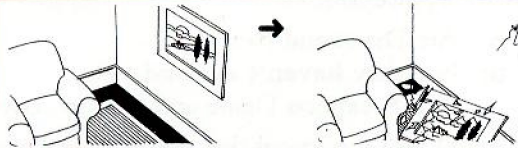
15.1

Look at the pictures. What has happened? Choose from:

go to bed   ~~clean his shoes~~   stop raining   close the door   fall down   have a bath

before

now

1		He has cleaned his shoes.
2		She .....
3		They .....
4		It .....
5		He .....
6		The .....

15.2

Complete the sentences with a verb from the list.

break   buy   decide   ~~finish~~   forget   go   go   invite   see   not/see   take   tell

- 'Can I have this newspaper?' 'Yes, I 've finished with it.'
- I ..... some new shoes. Do you want to see them?
- 'Where is Liz?' 'She ..... out.'
- I'm looking for Paula. .... you ..... her?
- Look! Somebody ..... that window.
- 'Does Lisa know that you're going away?' 'Yes, I ..... her.'
- I can't find my umbrella. Somebody ..... it.
- I'm looking for Sarah. Where ..... she ..... ?
- I know that woman but I ..... her name.
- Sue is having a party tonight. She ..... a lot of people.
- What are you going to do? ..... you ..... ?
- 'Where are my glasses?' 'I don't know. I ..... them.'

# I've just ... I've already ... I haven't ... yet (present perfect 2)

## A I've just ...



They **have just arrived**.

**just** = a short time ago

- A: Are Diane and Paul here?  
B: Yes, they've **just arrived**.
- A: Are you hungry?  
B: No, I've **just had** dinner.
- A: Is Tom here?  
B: No, I'm afraid he's **just gone**.  
(= he **has** just gone)

## B I've already ...



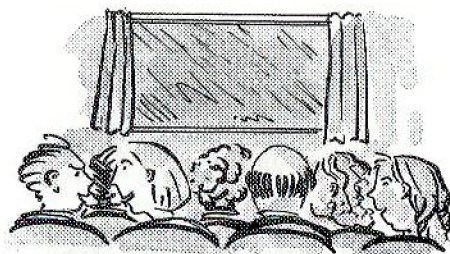
**already** = before you expected / before I expected

- A: What time are Diane and Paul coming?  
B: They've **already arrived**. (= before you expected)
- It's only nine o'clock and Ann **has already gone** to bed. (= before I expected)
- A: John, this is Mary.  
B: Yes, I know. We've **already met**.

## C I haven't ... yet / Have you ... yet?

**yet** = until now

You can use **yet** in *negative sentences* and *questions*. **Yet** is usually *at the end*.



The film **hasn't started yet**.

**yet** in *negative sentences*:

- A: Are Diane and Paul here?  
B: No, they **haven't arrived yet**.  
(but B expects Diane and Paul to arrive soon)
- A: Does John know that you're going away?  
B: No, I **haven't told him yet**.  
(but B is going to tell him soon)
- Margaret has bought a new dress but she **hasn't worn it yet**.

**yet** in *questions*:

- A: **Have** Diane and Paul **arrived yet**?  
B: No, not yet. We're still waiting for them.
- A: **Has** Linda **started** her new job **yet**?  
B: No, she starts next week.
- A: This is my new dress.  
B: Oh, it's nice. **Have** you **worn it yet**?



## EXERCISES

16.1 Write a sentence with **just** for each picture.



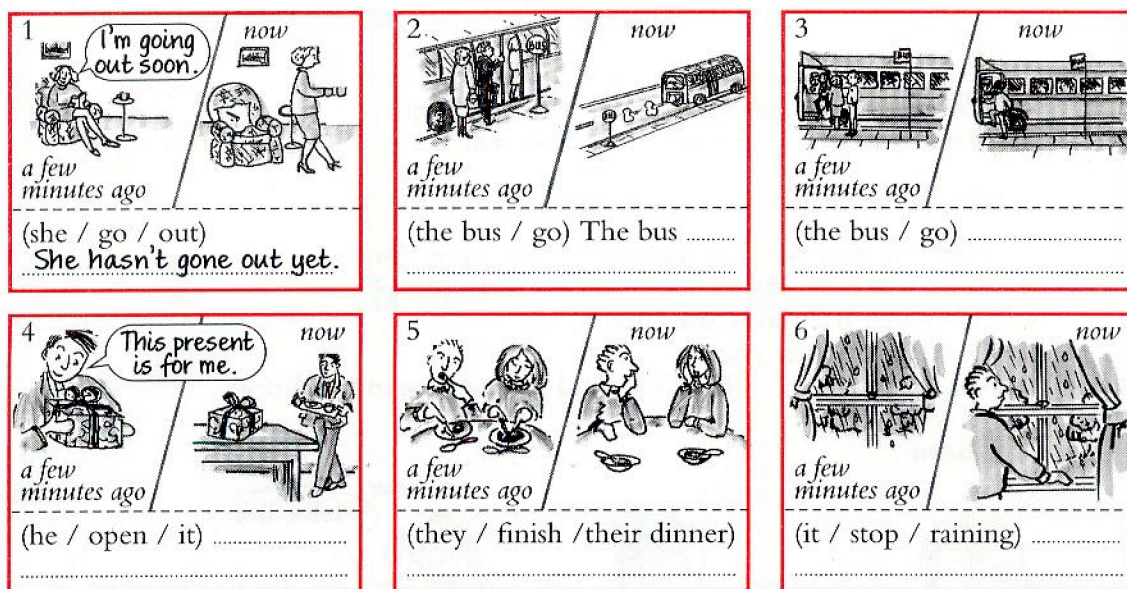
- 1 They've just arrived.  
2 He .....  
3 They .....  
4 The race .....

16.2 Complete the sentences. Use **already** + present perfect.

- 1 What time is Paul arriving?  
2 Do Sue and Bill want to see the film?  
3 Don't forget to phone Tom.  
4 When is Martin going away?  
5 Do you want to read the newspaper?  
6 When does Linda start her new job?

He's already arrived.  
No, they ..... it.  
I .....  
He .....  
I .....  
She .....

16.3 Write a sentence with **just** (They've just ... / She's just ... etc.) or a negative sentence with **yet** (They haven't ... yet / She hasn't ... yet etc.).

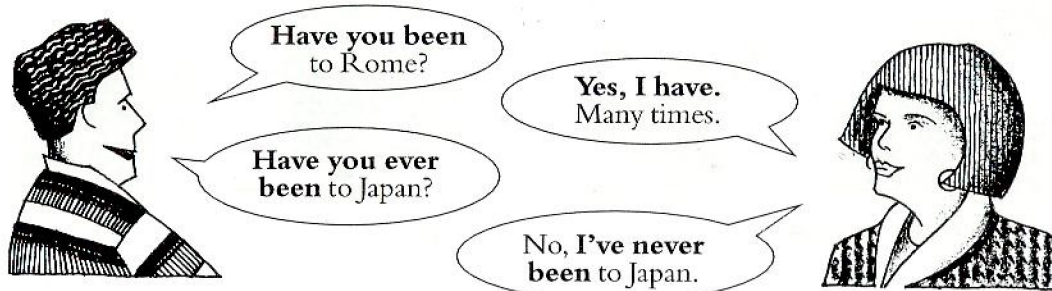


16.4 Write questions with **yet**.

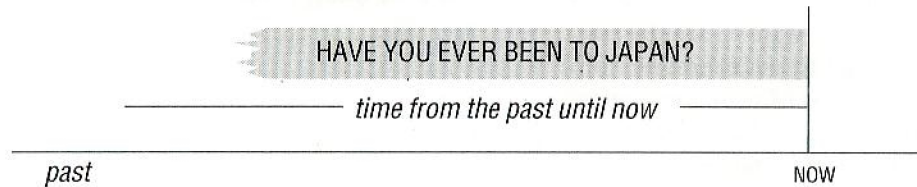
- 1 Your friend has got a new job. Perhaps she has started it. You ask her:  
Have you started your new job yet?  
2 Your friend has some new neighbours. Perhaps he has met them. You ask him:  
..... you .....  
3 Your friend must write a letter. Perhaps she has written it now. You ask her:  
.....  
4 Tom was trying to sell his car. Perhaps he has sold it now. You ask a friend about Tom:  
.....

# Have you ever ... ? (present perfect 3)

A



We use the *present perfect* (**have been** / **have had** / **have played** etc.) when we talk about a time from the past until now – for example, a person's life:



- 'Have you **been** to France?' (*in your life*) 'No, I **haven't**.'
- I've **been** to Canada but I **haven't been** to the United States.
- Mary is an interesting person. She **has had** many different jobs and **has lived** in many places.
- I've **seen** that woman before but I can't remember where.
- How many times **has** Brazil **won** the World Cup?
- 'Have you **read** this book?' 'Yes, I've **read** it twice.' (**twice** = two times)

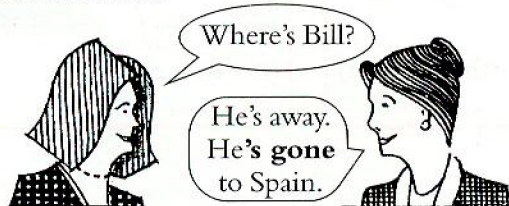
B

*present perfect* + **ever** (in questions) and **never**:

- 'Has Ann **ever been** to Australia?' 'Yes, once.' (**once** = one time)
- 'Have you **ever played** golf?' 'Yes, I often play golf.'
- My mother **has never travelled** by air.
- I've **never ridden** a horse.
- 'Who is that man?' 'I don't know. I've **never seen** him before.'

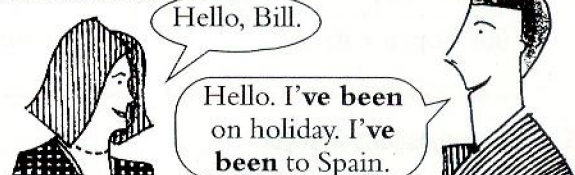
C

**gone and been**



Bill **has gone** to Spain.  
(= he is in Spain *now*)

*two weeks later*



Bill **has been** to Spain.  
(= he went to Spain but *now he is back*)

Compare:

- I can't find Susan. Where **has** she **gone**? (= Where is she *now*?)
- Oh, hello Susan! I was looking for you. Where **have** you **been**?

## EXERCISES

## UNIT 17

**17.1** You are asking Helen questions beginning **Have you ever ... ?** Write the questions.



HELEN



- 1 (London?) Have you ever been to London?
- 2 (play / golf?) Have you ever played golf?
- 3 (Australia?) Have .....
- 4 (lose / your passport?) .....
- 5 (fly / in a helicopter?) .....
- 6 (eat / Chinese food?) .....
- 7 (New York?) .....
- 8 (drive / a bus?) .....
- 9 (break / your leg?) .....

No, never.  
Yes, many times.  
No, never.  
Yes, once.  
No, never.  
Yes, a few times.  
Yes, twice.  
No, never.  
Yes, once.

**17.2** Write sentences about Helen. (Look at her answers in Exercise 17.1.)

- 1 (New York) Helen has been to New York twice.
- 2 (Australia) Helen .....
- 3 (Chinese food) .....
- 4 (drive / a bus) .....

Now write about yourself. How often have you done these things?

- 5 (New York) I .....
- 6 (play / tennis) .....
- 7 (fly / in a helicopter) .....
- 8 (be / late for work or school) .....

**17.3** Mary is 65 years old. She has had an interesting life. What has she done?



MARY

have	be
do	write
travel	meet

all over the world	a lot of interesting things
<del>many different jobs</del>	a lot of interesting people
ten books	married three times

- 1 She has had many different jobs.
- 2 She .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....

**17.4** Put in **gone** or **been**.

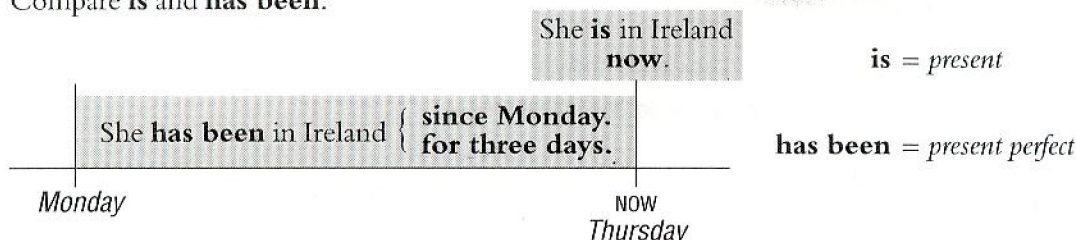
- 1 Bill is on holiday at the moment. He's gone to Spain.
- 2 'Where's Jill?' 'She's not here. I think she's ..... to the bank.'
- 3 Hello, Sue. Where have you ..... ? Have you ..... to the bank?
- 4 'Have you ever ..... to Mexico?' 'No, never.'
- 5 My parents aren't at home this evening. They've ..... out.
- 6 There's a new restaurant in town. Have you ..... to it?
- 7 Ann knows Paris well. She's ..... there many times.
- 8 Helen was here earlier but I think she's ..... now.

# How long have you ... ? (present perfect 4)

- A** Jill is on holiday in Ireland. She is there now.  
She arrived in Ireland on Monday.  
Today is Thursday.  
How long **has she been** in Ireland?  
She **has been** in Ireland { **since Monday.**  
**for three days.**



Compare **is** and **has been**:



- B** Compare:

*present simple*

*present perfect simple (have been/have lived/have known etc.)*

Mark and Liz <b>are</b> married.	They <b>have been</b> married <b>for</b> five years. (not 'They are married for five years.')
<b>Are</b> you married?	<b>How long have you been</b> married? (not 'How long are you married?')
<b>Do</b> you <b>know</b> Sarah?	<b>How long have you known</b> her? (not 'How long do you know her?')
I <b>know</b> Sarah.	I've <b>known</b> her <b>for</b> a long time. (not 'I know her for ...')
Linda <b>lives</b> in London.	<b>How long has she lived</b> in London? She <b>has lived</b> there <b>all her life</b> .
I <b>have</b> a car.	<b>How long have you had</b> your car? I've <b>had</b> it <b>since</b> April.

*present continuous*

*present perfect continuous (have been + ing)*

I'm <b>learning</b> German.	<b>How long have you been learning</b> German? (not 'How long are you learning German?')
David <b>is watching</b> TV.	I've <b>been learning</b> German <b>for</b> two years. <b>How long has he been watching</b> TV? He's <b>been</b> (= He <b>has been</b> ) <b>watching</b> TV <b>since</b> 5 o'clock.
It's <b>raining</b> .	It's <b>been</b> (= It <b>has been</b> ) <b>raining</b> <b>all day</b> .

## EXERCISES

## 18.1 Complete these sentences.

- Jill is in hospital. She has been in hospital since Monday.
- I know Sarah. I have known her for a long time.
- Linda and Frank are married. They ..... married since 1989.
- Brian is ill. He ..... ill for the last few days.
- We live in Scott Road. We ..... there for ten years.
- Catherine works in a bank. She ..... in a bank for five years.
- Alan has a headache. He ..... a headache since he got up this morning.
- I'm learning English. I ..... English for six months.

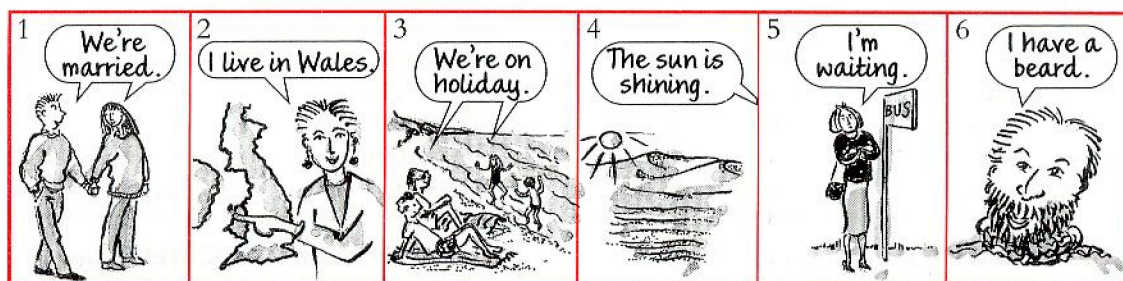
18.2 Make questions with **How long ... ?**

- Jill is on holiday.
- Mike and Judy are in Brazil.
- I know Margaret.
- Diana is learning Italian.
- My brother lives in Canada.
- I'm a teacher.
- It is raining.

How long has she been on holiday. ?

- How long ..... ?
- How long ..... you ..... ?
- ..... ?
- ..... ?
- ..... ?
- ..... ?

## 18.3



Look at the pictures and complete the sentences. Your sentence must end with one of these:

for ten minutes   all day   all her life   ~~for ten years~~   since he was 20   since Sunday

- They have been married for ten years.
- She .....
- They .....
- The sun .....
- She .....
- He .....

## 18.4 Which is right?

- Mark ~~is~~ / has been in Canada since April.   has been is right
- Jane is a good friend of mine. I know / have known her very well.
- Jane is a good friend of mine. I know / have known her for a long time.
- 'Sorry I'm late. How long are you / have you been waiting?' 'Not long. Only five minutes.'
- Martin works / has worked in a hotel now. He likes his job very much.
- Linda is reading the newspaper. She is / has been reading it for two hours.
- 'How long do you live / have you lived in this house?' 'About ten years.'
- 'Is that a new coat?' 'No, I have / I've had this coat for a long time.'
- Tom is / has been in Spain at the moment. He is / has been there for the last three days.

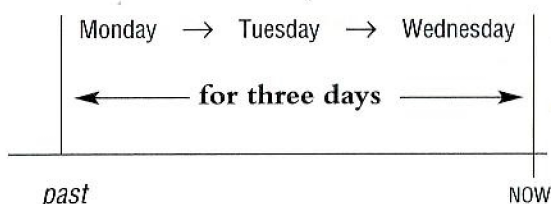
# for since ago

## A for and since

We use **for** and **since** to say *how long*:

- Jill is in Ireland. She **has been** there { **for three days.**  
**since Monday.**

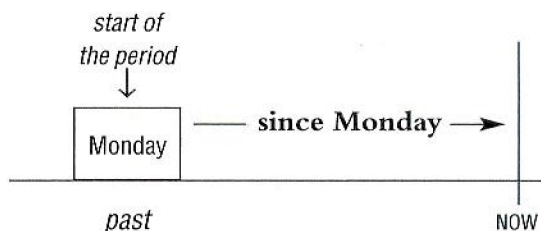
We use **for** + *a period of time* (**three days** / **two years** etc.):



for	
three days	ten minutes
an hour	two hours
a week	four weeks
a month	six months
five years	a long time

- Richard has been in Canada **for six months.** (*not* 'since six months')
- We've been waiting **for two hours.** (*not* 'since two hours')
- I've lived in London **for a long time.**

We use **since** + *the start of the period* (**Monday** / **9 o'clock** etc.):



since	
Monday	Wednesday
9 o'clock	12.30
24 July	Christmas
January	I was ten years old
1985	we arrived

- Richard has been in Canada **since January.** (= from January to now)
- We've been waiting **since 9 o'clock.** (= from 9 o'clock to now)
- I've lived in London **since I was ten years old.**

## B ago

**ago** = *before now*:

- Susan started her new job **three weeks ago.** (= three weeks before now)
- 'When did Tom go out?' '**Ten minutes ago.**' (= ten minutes before now)
- I had dinner **an hour ago.**
- Life was very different **a hundred years ago.**

We use **ago** with the *past* (**started/did/had/was** etc.).

Compare **ago** and **for**:

- When did Jill arrive** in Ireland?  
She **arrived** in Ireland **three days ago.**
- How long has she been** in Ireland?  
She **has been** in Ireland **for three days.**

## EXERCISES

### 19.1 Write for or since.

- 1 Jill has been in Ireland since Monday.
- 2 Jill has been in Ireland for three days.
- 3 My aunt has lived in Australia ..... 15 years.
- 4 Margaret is in her office. She has been there ..... 7 o'clock.
- 5 India has been an independent country ..... 1947.
- 6 The bus is late. We've been waiting ..... 20 minutes.
- 7 Nobody lives in those houses. They have been empty ..... many years.
- 8 Mike has been ill ..... a long time. He has been in hospital ..... October.

### 19.2 Answer these questions. Use ago.

- 1 When was your last meal? Three hours ago.
- 2 When was the last time you were ill? .....
- 3 When did you last go to the cinema? .....
- 4 When was the last time you were in a car? .....
- 5 When was the last time you went on holiday? .....

### 19.3 Complete the sentences. Use the words in brackets (...) + for or ago.

- 1 Jill arrived in Ireland three days ago. (three days)
- 2 Jill has been in Ireland for three days. (three days)
- 3 Linda and Frank have been married ..... (20 years)
- 4 Linda and Frank got married ..... (20 years)
- 5 Dan arrived ..... (ten minutes)
- 6 We had lunch ..... (an hour)
- 7 Silvia has been learning English ..... (six months)
- 8 Have you known Lisa ..... ? (a long time)
- 9 I bought these shoes ..... (a few days)

### 19.4 Complete the sentences with for or since.

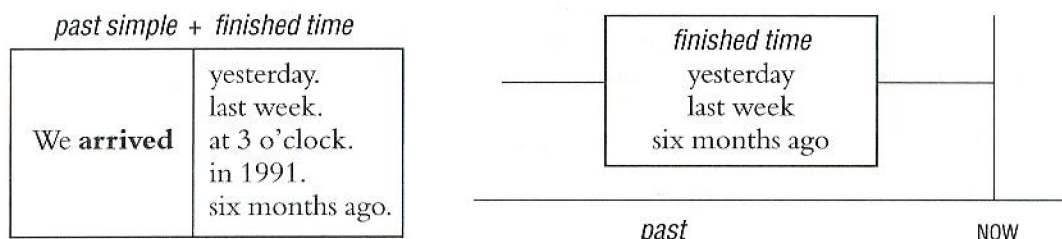
- 1 Jill is in Ireland now. She arrived there three days ago. She has been there for three days.
- 2 Jack is here. He arrived here on Tuesday. He has .....
- 3 It's raining. It started an hour ago. It's been .....
- 4 I know Sue. I first met Sue two years ago. I've .....
- 5 I have a camera. I bought it in 1989. I've .....
- 6 They are married. They got married six months ago.  
They've .....
- 7 Liz is studying medicine at university. She started three years ago.  
She has .....
- 8 Dave plays the piano. He started when he was seven years old.  
Dave has .....

### 19.5 Write sentences about yourself. Begin with the words in brackets (...).

- 1 (I've lived) .....
- 2 (I've been) .....
- 3 (I've been learning) .....
- 4 (I've known) .....
- 5 (I've had) .....

# I have done (present perfect) and I did (past simple)

**A** With a *finished time* (**yesterday / last week etc.**), we use the past (**arrived/saw/was etc.**):



Do *not* use the present perfect (**have arrived / have done / have been etc.**) with a finished time:

- I **saw** Paula **yesterday**. (*not* 'I have seen')
- Where **were** you **on Sunday afternoon**? (*not* 'Where have you been')
- We **didn't have** a holiday **last year**. (*not* 'We haven't had')
- 'What **did** you **do last night**?' 'I **stayed** at home.'
- William Shakespeare **lived from 1564 to 1616**. He **was** a writer. He **wrote** many plays and poems.

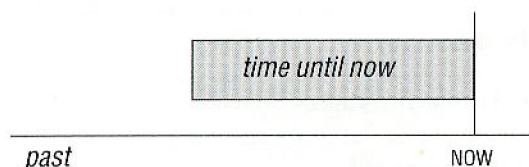
Use the past simple to ask **When ... ?** or **What time ... ?**:

- **When did** they **arrive**? (*not* 'When have they arrived?')

**B** Compare:

*present perfect*

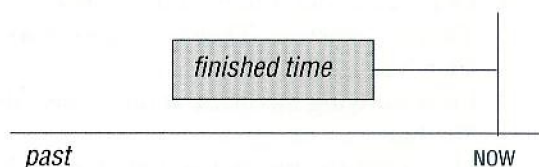
- I **have lost** my key.  
(= I can't find it *now*)
- Bill **has gone** home.  
(= he isn't here *now*)
- **Have you seen** Ann?  
(= where is she *now*?)



- **Have you ever been** to Spain?  
(= in your life, until *now*)
- My friend is a writer. He **has written** many books.
- The letter **hasn't arrived** yet.
- We've **lived** in Singapore for six years.  
(= we live there *now*)

*past simple*

- I **lost** my key **last week**.
- Bill **went** home **ten minutes ago**.
- **Did you see** Ann **on Saturday**?



- **Did you go** to Spain **last year**?
- Shakespeare **wrote** many plays and poems.
- The letter **didn't arrive yesterday**.
- We **lived** in Glasgow for six years but now we live in Singapore.

## EXERCISES

UNIT  
20

**20.1** Use the words in brackets (...) to answer the questions.

- 1 Have you seen Ann?
- 2 Have you started your new job?
- 3 Have your friends arrived?
- 4 Has Sarah gone away?
- 5 Have you worn your new shoes?

(5 minutes ago)	Yes, I saw her 5 minutes ago.
(last week)	Yes, I ..... last week.
(at 5 o'clock)	Yes, they .....
(on Friday)	Yes, .....
(yesterday)	Yes, .....

**20.2** Right or wrong? Correct the verbs that are wrong. (The verbs are underlined.)

- 1 I've lost my key. I can't find it.
- 2 Have you seen Ann yesterday?
- 3 I've finished my work at 2 o'clock.
- 4 I'm ready now. I've finished my work.
- 5 What time have you finished your work?
- 6 Sue isn't here. She's gone out.
- 7 Jim's grandmother has died in 1989.
- 8 Where have you been last night?

RIGHT

WRONG: Did you see .....

**20.3** Put the verb in the present perfect or past simple.

- 1 My friend is a writer. He has written (write) many books.
- 2 We didn't have (not/have) a holiday last year.
- 3 I ..... (play) tennis yesterday afternoon.
- 4 What time ..... (you/go) to bed last night?
- 5 ..... (you/ever/meet) a famous person?
- 6 The weather ..... (not/be) very good yesterday.
- 7 My hair is wet. I ..... (just/wash) it.
- 8 I ..... (wash) my hair before breakfast this morning.
- 9 Kathy travels a lot. She ..... (visit) many countries.
- 10 'Is Sonia here?' 'No, she ..... (not/come) yet.'

**20.4** Put the verb in the present perfect or past simple.

<p>1 A: <u>Have you ever been</u> (you/ever/be) to Florida?</p> <p>B: Yes, we <u>went</u> (go) there on holiday two years ago.</p> <p>A: ..... (you/have) a good time?</p> <p>B: Yes, it ..... (be) great.</p>	<p>3 Rose works in a factory. She ..... (work) there for six months. Before that she ..... (be) a waitress in a restaurant. She ..... (work) there for two years but she ..... (not/enjoy) it very much.</p>
<p>2 A: Where's Alan? ..... (you/see) him?</p> <p>B: Yes, he ..... (go) out a few minutes ago.</p> <p>A: And Julia?</p> <p>B: I don't know. I ..... (not/see) her.</p>	<p>4 A: Do you know Martin's sister?</p> <p>B: I ..... (see) her a few times but I ..... (never/speak) to her. .... (you/ever/speak) to her?</p> <p>A: Yes. I ..... (meet) her at a party last week. She's very nice.</p>