

## Grammar: yet and already

6 Look at the examples and complete the rules with **yet** and **already**.

### yet and already

We often use **yet** and **already** with the present perfect tense.

We've **already had** time to think.

We've **had** time to think **already**.

Have you **finished yet**?

Perhaps you **haven't given** them the opportunity **yet**.

### Rules:

- 1 We use \_\_\_\_\_ when something has happened before now – earlier than someone expected.
- 2 We use \_\_\_\_\_ in question and negative forms. It means that something hasn't happened up to now.
- 3 We can put \_\_\_\_\_ before the main verb or at the end of the sentence.
- 4 We can only put \_\_\_\_\_ at the end of the sentence.

7 Write some sentences with **yet** and **already**. Use the verbs in the box.

see eat write give think ring

- 1 You gave your colleague a book to pass on to your friend. You don't know if he has. What do you ask?  
*Have you given that book to Peter yet?*
- 2 You asked your assistant to phone your advertising agency. You don't know if she has. What do you ask?
- 3 You finished writing a report for your boss yesterday. Today he asks, 'How are you getting on with that report?' What do you say?
- 4 Your boss wants to know what your colleague thinks about the new product design. You haven't shown it to him. What do you say?
- 5 Your colleague asks if you want to go to the restaurant for lunch. You had your sandwiches half an hour ago. What do you say?
- 6 Your boss told you to think of a name for a new product. You're trying but it's difficult and it could take another week. Your boss asks, 'What are we going to call this product?' What do you say?

8 Work with a partner. Choose two or three of the situations in exercise 7 and roleplay the conversations.

## Speaking: Explaining decisions



9 Work in pairs. Decide what to do in these situations. Choose a or b or think of an idea of your own.

- 1 You want someone to write a radio ad for your product. Will you ...
  - a contact an advertising agency?
  - b have a competition to see which employee can write the best one?
- 2 You need to cut costs. Will you ...
  - a send an email to all employees asking for cost saving ideas?
  - b put some suggestion boxes around the office?
- 3 Your marketing team haven't been very creative recently. Will you ...
  - a offer a bonus for the best creative idea?
  - b fire the marketing manager?
- 4 You need to think of a name for your new product. Will you ...
  - a organize a meeting to brainstorm ideas?
  - b look at the names of other products and choose something similar?
- 5 You want to organize a staff training day on creativity. Will you ...
  - a contact a staff training organization?
  - b ask HR to think of some ideas?

10 It is now a week later. Join with another pair and discuss what you have done.

- A: *What have you done about the radio ad? Have you contacted an agency yet?*  
B: *No, we think that'll be too expensive, but we've organized a competition to see who can write the best one.*