

8 Underline the correct words in bold.

- I've been a student at this university **for** / **since** I was 19.
- I've been a student at this university **for** / **since** three years.
- I had a great time **for** / **during** my university days.
- I had a great time **for** / **during** the first two years at university, but after that there was a lot of work.
- I was a student at that university **since many years** / **many years ago**.

9 Complete the rules in the box using these words: ago, during, for, since.

- _____ : used with periods of time; used with the past simple and present perfect; answers the question 'how long?'
- _____ : used with periods of time; used with the past simple; answers the question 'when?'
- _____ : identifies the point an event began; used with the present perfect.
- _____ : used to say how far back in the past something happened; used with the past simple.

10 Complete the sentences with these words associated with the present perfect: ever, never, already, just, yet.

- Erica? She's _____ left. If you go out to the car park, you'll catch her.
- Erica? She's _____ left. In fact, she left several hours ago.
- Erica? She hasn't left _____. If you go up to the second floor, you'll catch her.
- Have you _____ been really late for an interview? What happened?
- We've _____ received so many application forms for one job. It's amazing!

Present perfect and present perfect continuous**11 Read sentences 1–8. A tick (✓) means correct, and a cross (X) means incorrect.**

- I've lived** here since last summer.
- I've been living** here since last summer.
- She's been interviewing** since 8am – she must be tired.
- She's interviewed** since 8am – she must be tired.
- She's interviewed** James Matthews and **has offered** him the job.
- She's been interviewing** James Matthews and **has been offering** him the job.
- I've written** two assignments this week.
- I've been writing** two assignments this week.

Refer to the examples above to complete the grammar rules in the box. Write *present perfect*, *present perfect continuous*, *present perfect or present perfect continuous*.

- When you talk about people's experiences up to now, you use the _____ or _____.
- When you focus on the action itself, not the result, you use the _____.
- When you focus on the result, not the action, you use the _____.
- When you say 'how many' you use the _____.

12 Put each verb into the correct form: present perfect simple or present perfect continuous. Some sentences may use the same form twice.

- I _____ (send off) job applications all summer but I still _____ (not/have) any luck.
- I _____ (send off) about 20 job applications this summer – perhaps I _____ (apply) for the wrong kind of job.
- Joanna looks really disappointed – she _____ (just/receive) her exam results and I'm sure she _____ (fail).

Choosing forms: more practice**13 Put each verb into the correct form: present simple, present perfect or past simple.**

- Sales _____ (go up) by 5% last year.
- Sales _____ (go up) by 5% so far this year.
- Sales _____ (go up) by 5% every time we have an advertising campaign.
- I _____ (work) for Johnson & Johnson for two years. It's a good company, but now I think it's time for a change.
- After university I _____ (work) for Johnson & Johnson for two years. Then I was invited to join Novartis.
- I _____ (work) for Johnson & Johnson. There's a great atmosphere in my department.

14 Complete the text by using each of these forms once: present simple, present continuous, present perfect, present perfect continuous, past simple.

'I really (1) _____ (want) that job I (2) _____ (apply) for a few weeks ago. I (3) _____ (wait) for ages – I wonder if they (4) _____ (decide) anything? I (5) _____ (sleep) so badly at the moment.'