

## 1 Building a career

### Tense review

1 Read the conversation at a party and study the verbs in **bold**. Then answer the questions below.

- A: I (1) **haven't seen** you for ages!  
 B: No, that's right. It's been a long time.  
 A: What were you doing the last time we met? Let me try to remember. Yes, you (2) **were working** as a sales manager somewhere. You (3) **had just finished** university.  
 B: Exactly.  
 A: I hope (4) **you're enjoying** the party. And who is the guy you came with? Is he your boyfriend?  
 B: Yes, he is. Actually, we (5a) **met** while I (5b) **was doing** that sales job. He was in the same department.  
 A: Really! How long (6) **have you been going out** together?  
 B: About two years.  
 A: That's great. And do you still work together?  
 B: No, he (7) **works** at that same company, but I don't. I (8) **decided** to have a change. Now (9) I'm **working** for an advertising agency. What about you?  
 A: (10) I've **quit** my job. I'm unemployed at the moment.  
 B: Are you trying to find something else?  
 A: Oh yes, of course. (11) I've **applied** for lots of jobs over the last few weeks, but it's so difficult to get an interview.

Find an example in the conversation of each of the following:

- the present simple to show a permanent situation
- the present continuous to show a situation in progress right now
- the present continuous to show a situation in progress around now, but not right at this moment
- the past simple used alone to show a completed action
- the past continuous to show a situation in progress in the past
- the past simple followed by the past continuous to show a completed action and its background situation
- the past perfect to show a past event that happened before another past event
- the present perfect to show a situation that goes from the past up to the present
- the present perfect to show a series of actions from the past up to the present
- the present perfect to show an event in the past with a result in the present
- the present perfect continuous to show a situation in progress from the past to the present

2 Put one verb into the past simple (*did*), one into the past continuous (*was/were doing*) and one into the past perfect (*had done*).

- I \_\_\_\_\_ (work) in an IT company in Budapest at the time, but I wasn't happy and I \_\_\_\_\_ (already/decide) to give in my notice. Then, by chance, I \_\_\_\_\_ (find out) about a job in London.
- I \_\_\_\_\_ (sit) at home one evening having my dinner when my friend Andreas \_\_\_\_\_ (call) me about the London job. He \_\_\_\_\_ (hear) that there was going to be a vacancy for a systems analyst.

3 Put one verb into the present simple (*do/does*), one into the present continuous (*am/are doing*) and one into the present perfect (*has/have done*).

- An outside company \_\_\_\_\_ (design) all our sales materials. We \_\_\_\_\_ (use) the same one for many years and we're very happy with their services. We \_\_\_\_\_ (not/think) about changing right now.
- This year we \_\_\_\_\_ (exceed) our sales targets by 8%. Congratulations, everybody. But there is no room for complacency. We \_\_\_\_\_ (go through) some big changes in the market at the moment, as you \_\_\_\_\_ (know).

4 Look back at *know* in Exercise 3 sentence 2. It is a 'state' verb (not used in a continuous form even for temporary situations). Identify six other state verbs from the list below.

belong contact manage mean meet motivate  
 seem transfer understand want weigh worry

5 Put each verb into the most appropriate form, present perfect (*has/have done*) or present perfect continuous (*has/have been doing*).

- I \_\_\_\_\_ (apply for) jobs all week.
  - I \_\_\_\_\_ (apply for) five jobs this week.
- I \_\_\_\_\_ (write) the report. Here it is.
  - I \_\_\_\_\_ (write) this report since three o'clock. I need a coffee.

6 In the example below both forms are possible.

*I've worked/I've been working here for a year. ✓*

Use this example, and Exercise 5, to complete the grammar rules below. Complete each sentence 1–4 with an ending a–c.

- To talk about experiences up to now, use ...
  - To focus on the action, not the result, use ...
  - To focus on the result, not the action, use ...
  - To say 'how many' use ...
- the present perfect
  - the present perfect continuous
  - the present perfect or the present perfect continuous

7 Put each verb in this email into the most appropriate form: present simple, present continuous, past simple or present perfect. The words in **bold** give you a clue.

Hi Estera! How are you? I (1) \_\_\_\_\_ (sit) in an Internet café in Milan **at the moment** – I'm here in Italy because I (2) \_\_\_\_\_ (visit) Stefano for a few days. I have some news to tell you. A **couple of weeks ago** I (3) \_\_\_\_\_ (go) to a reunion party of all the alumni from our Business School. **Since leaving**, I (4) \_\_\_\_\_ (lose) contact with most of them except you, so it was good to see everyone again.

We had a great night. As you know, **normally** I (5) \_\_\_\_\_ (not/like) going to discos, but **that evening** we (6) \_\_\_\_\_ (go) to a really good one with 70s music like Abba and the Bee Gees.