

The present perfect simple - form

The present perfect simple tense is made with **has/have + the past participle**. (The auxiliary verb **have** changes to **has** with he/she/it.)

The past participle of verbs is used in the present perfect simple.

Regular verbs take the ending **-ed**. e.g. *talked, phoned, walked, visited*. Other verbs are irregular.

Perfect Simple - Positive

I have worked at ABC since 2002.

You have worked at ABC since 2002.

He / she / it has worked at ABC since 2002.

We have worked at ABC since 2002.

They have worked at ABC since 2002.

Present Perfect Simple - Negative

I haven't worked at ABC since 2002.

You haven't worked at ABC since 2002.

He / she / it hasn't worked at ABC since 2002.

We haven't worked at ABC since 2002.

They haven't worked at ABC since 2002.

Present Perfect Simple - Question

Have I worked there?

Have you worked there?

Has he / she / it worked there?

Have we worked there?

Have they worked there?

The present perfect simple has different uses.

It is used to talk about an action which began in the past and continues to the present.

I have worked for this company for the last six years.
I have sent a lot of emails in the last few minutes.
How long have you worked here?



It is used with words like **since, this week/year/month, over the last few weeks, for the last six months etc.** and **today**.

These words describe an unfinished time.

I have worked here since 2000.
I have interviewed four applicants this morning.
I have worked with her for two years.



Note: It is **never** used with time words like **last week, last year, yesterday, five minutes ago, in 1998** etc. These words describe a finished time. We use the past simple with these words.

Wrong: ~~I have worked for ABC last year.~~ **Correct:** I worked for ABC last year.

The present perfect simple is used to talk about an action that happened in the past where the time is not mentioned.

I have had three different offices at ABC.
 (He has had three different offices at ABC in the past. He does not tell us when. The present perfect simple is used.)

If the time is mentioned, the simple past tense is used.

I moved into my first office in 2002 when I began working at ABC. In 2004 they promoted me so I got a bigger office on the top floor. I moved into my current office in 2005. I really like it.
 (This tells us when he moved into different offices. The simple past tense is used.)

The present perfect simple is used to talk about experiences.

I have worked for three other companies but this company is the best!

The present perfect simple is used in questions with **ever**. It is used with **never** and **yet**.

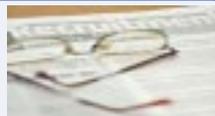
Have you ever slept at work? No, I've never slept at work.

The present perfect is used to talk about something that has happened **recently** (*not long ago*); to give news.

My boss has just shouted at me!

The present perfect simple is used with **just, already** and **recently**.

I have just resigned.
I have already looked for jobs in the newspaper.

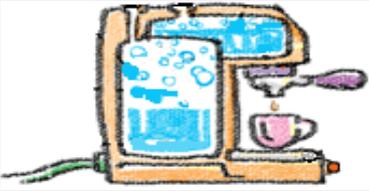


Exercise 1

Read the short description. Then answer the questions by completing the sentences.

One is done for you as an example.

Hi, my name's Andrew. I have been a consultant for six years. I have worked for ABC for the last four years. This is the office where I do all my work. My desk faces the window so I can look outside when I need to think.



This coffee machine makes great coffee. I have had it for over a year. During that time lots of staff have come in and served themselves coffee because the cafeteria downstairs makes horrible coffee.

This afternoon I haven't been very busy. I've only written a few emails and made two phonecalls. I've had three cups of coffee.

1. How long have you been a consultant? I have been a consultant _____.

Example answer: *I have been a consultant for six years.*

2. How long have you worked for ABC? I have worked here _____.

3. How long have you had this coffee machine? I _____ this coffee machine for over a year.

4. How many staff have used it? _____ it.

5. Have you been busy this afternoon? No, _____ this afternoon.

6. How many phonecalls have you made this afternoon? I _____ this afternoon.

Exercise 2

Choose either the **simple past tense** or the **present perfect simple** in the sentences below.

1. *Have you ever been / were you ever* rude to your boss?

2. No, I *have never been / was never* rude to my boss.

3. Well, I *have shouted / shouted* at my boss twice!

4. I *have shouted / shouted* at her last night when she asked me to work late. And I *have been rude / was rude* to her one night at an office party.

5. My parents *have always told / always told* me to be polite to the boss. They *have been / were angry* with me when I told them that I was rude to my boss at the office party.



Answer Key:

Exercise 1

2. I have worked here for the last four years. 3. I have had this coffee machine for over a year. 4. Lots of staff have used it. 5. I haven't been busy this afternoon. 6. I've made two phonecalls this afternoon.

Exercise 2

1. Have you ever, 2. have never been, 3. have shouted, 4. shouted, was rude, 5. have always told/were.

