

13

Present Perfect Simple and Continuous Words that sound the same Expressions in letter writing

Earning a living

Present Perfect Simple

1 What's new?

T B.1 Complete the letter with a verb from the box in the Present Perfect or the Past Simple.

meet	hear
be	go (x 2)
find	leave
try	agree
win	fall
see	get
have to	



Dear Heike
How are you? I (1) haven't heard from you for a while, so I thought I'd drop you a line and give you some of our news. The most important thing to tell you is that we (2) _____ a new house to buy! We (3) _____ to see it last week, and we think it's wonderful. We (4) _____ on a price last night, and with a bit of luck, we might be in it in a couple of months' time. We (5) _____ n't _____ to sell our house yet, but I don't think it will be difficult.

I'm going to the estate agent's this afternoon.
The children are all fine. Did you know that Joanna (6) _____ in the Far East for the past six months? She was in Melbourne for a while, but now she (7) _____ Australia and (8) _____ to Indonesia. She's going to spend a few weeks there and then she's coming home. She's having a really good time. Jason (9) _____ in love with a lovely girl called Rosene! He (10) _____ her at a party last week, and he thinks she's the most beautiful girl he (11) _____ ever _____. I don't know how long the romance will last - we'll see!

Maggie has some good news, too! She (12) _____ first prize in a ballet competition last week. She (13) _____ go to the Royal Ballet School in London for the whole day, and this morning we (14) _____ a letter saying that she had won, so we're all delighted.

That's all for now! I hope you're all well. Write soon.

Love
James

2 yet and already

Angela and Jean-Pierre are getting married. Look at their list of things to do and complete the sentences. Use the Present Perfect with *yet/already*.



THINGS TO DO!!

ANGELA

- Book the hotel for the reception ✓
- Order the cake X
- Order the flowers X
- Buy a dress ✓

JEAN-PIERRE

- Book the church ✓
- Order the champagne ✓
- Buy a suit X
- Buy the wedding rings X

BOTH

- Send the invitations X
- Decide where to go for the honeymoon ✓

- 1 Angela *has already booked* the hotel for the reception.
- 2 But she _____ the cake.
- 3 Jean-Pierre _____ the church.
- 4 But he _____ a suit.
- 5 They _____ the invitations.
- 6 But they _____ where to go for their honeymoon.

3 Questions and short answers

1 **T B.2** Ask questions with *yet* about Angela and Jean-Pierre. Then give short answers.

1 Angela/flowers

A *Has Angela ordered the flowers yet?*

B *No, she hasn't.*

2 Angela/dress

A _____

B _____

3 Jean-Pierre/champagne

A _____

B _____

4 Jean-Pierre/wedding rings

A _____

B _____

5 they/invitations

A _____

B _____

4 *been or gone?*

Complete the sentences with *been* or *gone*.

- 1 I've _____ to most countries in Europe, but I've never _____ to Russia.
- 2 A Is Annie in her bedroom?
B No. She's _____ to work.
- 3 (Sign outside a shop) ' _____ to lunch. Back soon.'
- 4 Sorry I'm late. I've _____ stuck in a traffic jam for an hour!
- 5 You look very brown! Have you _____ on holiday?
- 6 A Can I speak to Mr Thompson, please?
B I'm afraid he's just _____ out of the office.

Present Perfect Continuous

5 What has Ann been doing?

Match a line in A with a line in B.

A	B
1 Ann's been sunbathing.	a She's furious.
2 She's been shopping.	b She's got paint in her hair.
3 She's been working in the garden.	c She's crying.
4 She's been reading for hours.	d Her back hurts.
5 She's been watching a sad film.	e She hasn't got any money left.
6 She's been waiting for a bus for hours.	f She's a bit sunburnt.
7 She's been doing the housework.	g She's covered in soap and water.
8 She's been decorating the bathroom.	h The house smells of onions and garlic.
9 She's been cooking.	i She's got a headache.
10 She's been bathing the children.	j Everything's so clean.

6 Making questions

Complete the questions. Put the verbs in the Present Perfect Continuous.

- Sorry I'm late. _____ (wait) long?
- So you play chess, do you? How long _____ (play)?
- The streets are wet. _____ (rain)?
- The children are filthy! What _____ (do)?
- I didn't know you could speak Chinese. How long _____ (learn) it?
- Hi! I'm your new neighbour. _____ (live) here long?
- Why is your hair wet? _____ (swim)?
- A I'm a postman.
B How long _____ (work) as a postman?

Tense review

7 Choosing the correct tense

Choose the correct form of the verb.

- 1 I'm hot because *I've run / I've been running!*
- 2 *I've cut / I've been cutting* my finger!
- 3 *Have you heard / Have you been hearing* Paul Simon's latest record?
- 4 She's tired because *she's shopped / she's been shopping* all day.
- 5 Sorry. *I've broken / I've been breaking* one of your glasses.
- 6 How long *have you had / have you been having* this book?
- 7 *They live / They've been living* here for three years.
- 8 *I've painted / I've been painting* the living room, but I haven't finished yet.
- 9 *I've lost / I've been losing* my wallet. Where did I last have it?
- 10 Look what Pat *has given / has been giving* me for my birthday! A bike!
- 11 There's my wallet! *I've looked / I've been looking* for it for ages.

8 Forming the correct tense

T 13.3 Put the verbs in brackets in the correct tense, Present or Past Simple, Present Perfect Simple or Continuous.

- 1 I (1) _____ (learn) Italian for the past three years. My teacher is very good, and I (2) _____ (like) her very much.
I (3) _____ (be) to Italy three times. I (4) _____ (go) there last year with my family, and we (5) _____ (stay) in Florence.
I (6) _____ (enjoy) it a lot, but there (7) _____ (be) too many people.
- 2 My daughter (1) _____ (try) to find a job for months. She (2) _____ (leave) university in June, and since then she (3) _____ (have) one or two part-time jobs. She (4) _____ (work) in a café for the last two weeks.
She (5) _____ (want) to work in publishing. She (6) _____ (write) hundreds of letters of application, and she (7) _____ (have) a few interviews, but no job offers yet.

- 3 We (1) _____ (live) in our new house for several months. Since we (2) _____ (move) in, we (3) _____ (be) very busy. Everyone (4) _____ (help) to get the house ready. So far we (5) _____ (decorate) the living room and the kitchen. Soon after we arrived the central heating (6) _____ (break) down, so we (7) _____ (have) to spend a lot of money to repair it.
We (8) _____ (like) gardening very much, but we (9) _____ (not have) time to do anything to the garden yet. And it (10) _____ (rain) very heavily recently, so we'll just wait till the weather gets better.

9 A conversation between old friends

T 13.4 Put the verbs in brackets in the correct tense, Present or Past Simple, Present Perfect Simple or Continuous.

- Jane** Hello, Peter! I (1) _____ (not see) you for ages! How are you?
- Peter** Hi, Jane. I'm fine, thanks. And you?
- Jane** I'm OK. What (2) _____ you _____ (do) since I last (3) _____ (see) you?
- Peter** Well, I (4) _____ (start) a new job last month. It's still in advertising, but with a new company.
- Jane** How long (5) _____ you _____ (work) in advertising?
- Peter** For five years. I really (6) _____ (enjoy) it. Anyway, what about you?
- Jane** Well, I'm still writing books. I (7) _____ (write) a couple of novels, and for the past year I (8) _____ (research) a book on local history.
- Peter** That sounds very interesting.

Vocabulary

10 Words that sound the same

- 1 Some words are pronounced the same, but they are spelt differently and have different meanings.

here – Come here!

hear – I can't hear you.

Tick the word in the box which matches the sound of the word on the left.

- | | | | |
|--------------|---------------------------------|---------------------------------|----------------------------------|
| <i>fair</i> | <input type="checkbox"/> fear | <input type="checkbox"/> fire | <input type="checkbox"/> fare |
| <i>hire</i> | <input type="checkbox"/> higher | <input type="checkbox"/> hair | <input type="checkbox"/> high |
| <i>one</i> | <input type="checkbox"/> when | <input type="checkbox"/> won | <input type="checkbox"/> own |
| <i>sweet</i> | <input type="checkbox"/> suit | <input type="checkbox"/> sweat | <input type="checkbox"/> suite |
| <i>court</i> | <input type="checkbox"/> coat | <input type="checkbox"/> caught | <input type="checkbox"/> cut |
| <i>threw</i> | <input type="checkbox"/> though | <input type="checkbox"/> tough | <input type="checkbox"/> through |
| <i>tie</i> | <input type="checkbox"/> tea | <input type="checkbox"/> Thai | <input type="checkbox"/> toe |
| <i>peace</i> | <input type="checkbox"/> pies | <input type="checkbox"/> piece | <input type="checkbox"/> peas |

- 2 Think of two spellings for these words in phonemic script.

- /breɪk/ _____
- /nju:/ _____
- /sʌn/ _____
- /blu:/ _____
- /ðeə/ _____
- /peə/ _____
- /tʃek/ _____
- /bɑ:/ _____
- /wi:k/ _____
- /raɪt/ _____
- /weɪst/ _____

Writing

11 Expressions in letter writing

- 1 Match the types of letter in **A** with the expressions in **B**. Some expressions can go with more than one letter.

A	B
<p><i>Informal letters</i></p> <ol style="list-style-type: none"> Giving news Inviting Accepting an invitation Thank-you letter after a weekend visit <p><i>Formal letters</i></p> <ol style="list-style-type: none"> Thanks and requests Inviting Paying a bill 	<ol style="list-style-type: none"> Thank you for inviting me to ... Please find enclosed a cheque for ... George and I are having a party on Saturday, and we'd love you to come. I look forward to hearing from you soon. Just a quick note to say thank you ... Sorry I haven't written for so long, but I've been terribly busy. RSVP I'd love to come. See you then! Could I please have a receipt? Give my regards to ... Let us know if you can come. It was lovely to see you again after so long ... International Shippers request the pleasure of your company at a buffet supper to be held on ... You very kindly sent me a brochure of holiday cottages. Unfortunately you forgot to include a price list. I would be very grateful if you could send me one.

12 Formal and informal letters 2

- 1 Here are two invitations. One is formal, the other is informal. Complete the invitations with the words and phrases in the box.

champagne reception	celebrate
Saturday	6
requests	Saturday the eleventh of November
you can come	Sally and Tim
your company	birthday party
Mr and Mrs Cantarelli	our house

To _____
Worldwide Publishings Inc.
_____ the pleasure of _____
at a _____
to _____ their new language series
on _____ at _____ p.m.
FORMAL DRESS REQUIRED RSVP

Dear _____
We're having a _____ for Linda
next _____ at _____
from 8 p.m. onwards.
Let us know if _____
Love from
Jayne and Ivan

- 2 Choose one of these letters and write it out in full. Use some of the expressions in 1.

INFORMAL LETTERS

Giving news

Write to an English friend. Give news of a recent holiday you had. Say where you went, who with, and what you did. Give some news about what you are doing at the moment, and how your family is.

Inviting

Invite a friend to come to stay at your house for a weekend. Suggest some dates. Say what you'd like to do during the weekend. Suggest how the friend could travel, and offer to meet him/her.

Accepting an invitation

Reply to the invitation above. Your friend has invited you to come to stay for a weekend. Accept the invitation, and say thank you. Give some information about how you'll travel, and when you expect to arrive.

Thank-you letter

The parents of a friend of yours lent you their house in the country for a week. Write to them to thank them. Say how kind they were, and describe what you did during the week's holiday.

FORMAL LETTERS

Thanks and requests

You recently stayed in a hotel. You left a coat in the wardrobe in your room. You wrote to the hotel, asking them to send the coat to you, and also asking for a brochure for the hotel. The hotel sent the coat but not the brochure. Write to the hotel again, thanking them for sending the coat and asking for a brochure.

Paying a bill and requesting

A bookshop has sent you some books by post, and the bill. Write to the bookshop enclosing a cheque, and asking for a receipt. Also, a friend has recommended a cookery book called *The Italian Kitchen* but could not remember the author. Ask if the bookshop has this book and can send it to you.