

▶ present simple, present continuous

▶ present perfect, present perfect continuous

Refresh your memory

Present simple

I work best late at night.
permanent or recurrent present actions or situations

Present continuous

I'm not working on anything special at the moment.
temporary present actions or situations

Present perfect simple

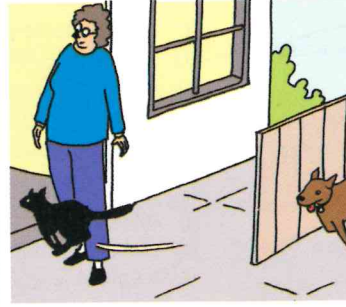
I've never worked in sales, but I have worked in a café.
life experience up to now, or present result of a past action

Present perfect continuous

I've been working too hard - I'm exhausted!
action in progress up to now

▶ Grammar and practice page 128

4.3 Grammar Present tenses



The bluffing game

1 Complete the sentences below with information about yourself that other students don't know. Use the present simple, present continuous, present perfect simple and present perfect continuous. Four of your sentences should be true, the other four should be untrue.

- | | |
|--------------------------|---|
| 1 I often ... | 5 I've never ... |
| 2 I don't usually ... | 6 I've already ... |
| 3 At the moment, I'm ... | 7 Recently, I've been ... |
| 4 Right now, I'm not ... | 8 For some time now, I haven't been ... |

2 In groups, take turns reading your sentences out and answering other students' questions. The group has to decide whether you are telling the truth or bluffing. Who is the best bluffer?

Present perfect and past simple

3 You and your partner work for an international recruitment agency. Your clients are looking for:

- a Spanish-speaking science graduate
- an undergraduate with marketing experience
- a graduate accountant, to be a future finance director
- a French-speaking graduate in business
- an arts undergraduate with experience in the Far East
- a Portuguese-speaking graduate with experience in sales.

You have each interviewed and tested five candidates. Exchange information with your partner and decide together which candidates are most suitable for each request.

Student A: use the information below.

Student B: turn to page 117.

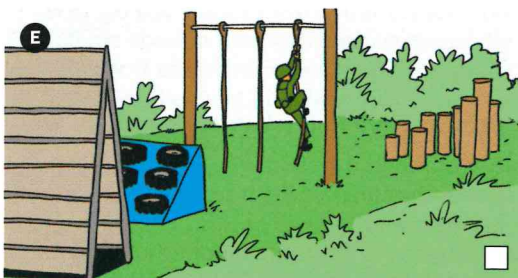
Candidate	Graduation	Work experience	Management potential test
Mr Salmon	next summer, Chemistry	pullover sales in Mexico	B
Ms Bianco			
Mrs Grey	next June, Marketing	nurse in New York	B
Miss Rose			
Mr Da Silva	last December, MBA	own business in Brazil	C-
Mr Green			
Mr Schwartz	last October, Accountancy	banks in Geneva, Monaco, Portugal	A+
Miss Plum			
Ms Violeta	next spring, History	holiday club in Thailand	B
Mr Braun			


Internet research

Search for the keywords *English grammar practice* to explore the many websites offering grammar explanations and exercises. In class, hold a vote to find your favourite grammar site.

Listening: present perfect simple and continuous

4  1:46-1:55 Listen to situations 1-10 and match them with the pictures A-J.



5  1:46-1:55 Listen again and write down what has happened or has been happening in each situation. Then compare your ideas with a partner.

Asking questions

6 With a partner, take turns interviewing each other for a job.

Student A: turn to page 115.

Student B: turn to page 118.

Glossary PAGE 155

assault course
hand
knock over
relevant
undergraduate
You're kidding

4 Careers

Present simple and present continuous

1 Match the verb forms in **bold** in the sentences below with their uses a–d below.

- 1 I **speak** English mainly in my English lessons, and sometimes when I'm on holiday.
 - 2 I'm bilingual – I **speak** French and German, like many Swiss people.
 - 3 Don't ask me now – can't you see I'm **speaking** on the phone?
 - 4 I've had a terrible argument with another team member, although we're still **speaking**.
- a) Present continuous used for an action happening around now, but not at this exact moment.
- b) Present continuous used for an action happening right now.
- c) Present simple used for a fact or permanent situation.
- d) Present simple used for a habit or routine.

2 In these mini-dialogues the tenses are correct, but there are four mistakes of form. Find and correct the mistakes.

- 1 A: You work on Saturdays?
B: No, luckily I not work on Saturdays.
- 2 C: You are going for an interview today?
D: No, I not going today – the interview is tomorrow.

3 Put one verb into the present simple and one into the present continuous in each sentence.

- 1 Have you met Freda? She _____ (come) from Berlin. Oh, there she is. She _____ (come) over here now.
- 2 Usually we _____ (have) just two hours of English a week. But this month I _____ (have) some private lessons to help me get a better grade in the exam.

4 The time expression can give a clue about which verb tense to use. Look at the time expression in **bold** then put the verb into the correct form.

- 1 **Right now** I _____ (do) two assignments, one for Economics and one for Quantitative Analysis.
- 2 **Every semester** we _____ (have) an exam on all the material we've studied.
- 3 **Once a day** I _____ (check) all my emails.
- 4 **This week** a friend from Ireland _____ (stay) with me.
- 5 **At the moment** I _____ (wait) to hear from an IT company who I sent my CV to.
- 6 **From time to time** I _____ (do) a bit of work in my father's company – usually during the summer.

5 Some verbs (called 'state' verbs) are not usually used in a continuous form. Tick (✓) the verb forms that are correct. Change the incorrect forms in **bold** into the present simple.

- 1 The soup is **tasting** delicious!
- 2 The soup is **boiling**.
- 3 Sorry, I'm **not following** you.
- 4 Sorry, I'm **not understanding** you.
- 5 What **are you saying**?
- 6 What **are you meaning**?
- 7 This book is **belonging** to me.
- 8 This book is **selling** for €15 on Amazon.
- 9 Please don't interrupt me – I'm **doing** a grammar exercise.
- 10 This grammar exercise is easy – I'm **knowing** all of the answers.

Common state verbs

be believe belong cost depend know
like mean measure need see seem taste
think understand want weigh

Present perfect

6 Match the verb forms in **bold** in the sentences below with their uses a–c.

- 1 I've **worked** here for nearly a year.
 - 2 I've **worked** in several different bars and restaurants since leaving university.
 - 3 I put my old camera for sale on eBay and I've **sold it!** With the money I'll be able to buy a better one.
- a) Present situation caused by a past event.
- b) People's experiences up to now (*when* they happened is not important).
- c) Something that started in the past and continues up to the present.

7 Complete the grammar explanations in the box with these words: *present simple, present continuous, present perfect*.

- The _____ has several uses, but it shows that the speaker is looking back from the present to the past.
- The _____ has several uses, but it shows that a present action or situation is temporary.
- The _____ has several uses, but it shows that a present action or situation is permanent.

Now look back at all the example sentences on this page and compare with the explanations.

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.'

Internet research

Search for the keywords *interview advice tips* to find out how to succeed in job interviews.

4 The candidates in Exercise 2 used these expressions. Put the words in **bold** in the correct order.

- 1 I applied **what learned I**.
- 2 I'm able **being unpopular with to cope**.
- 3 I see myself **performing as top a a employee company in leading**.
- 4 I plan **experience to gain new and skills learn**.
- 5 I would be ready **more a move to position up with to responsibility**.
- 6 I realized that knowing **well you're how motivated essential doing is to staying**.
- 7 I'm aware **there that on that areas are can I improve**.
- 8 I don't feel **weaknesses I any have that significant**.
- 9 I would say **my organization is that one of strengths**.
- 10 I managed **on finish to the time project**.

5 Read the quotation and mark the interview questions a–h as type 1 or type 2 questions.

The good news is that there are only two interview questions. That is, regardless of what you're asked, the employer really only wants to know:

- 1 What value can you add to my enterprise as an employee (and can you prove it)?
- 2 Why do you want this job?

- a) What are your strengths and weaknesses?
- b) Why do you want to work for us?
- c) What is your greatest achievement?
- d) How do you make sure things get done?
- e) Why do you want to leave your present job?
- f) Tell me about a time when you successfully handled a difficult situation.
- g) What sort of environment would you prefer not to work in?
- h) What are the most difficult kinds of decisions for you to make?

With a partner, ask and answer the questions using expressions from Exercises 3 and 4, inventing any details as necessary.

Roleplay

6 With a partner, roleplay an interview for one of the jobs below.

Interviewer

Interview the candidate for the job they have chosen. Invent further information about the job as necessary. For each of your questions, note whether the answer is satisfactory or not. At the end of the interview, give the candidate feedback on how well they performed.

Candidate

Let the interviewer lead the conversation initially, but try to develop an exchange by asking questions about the job and the organization.

Glossary PAGE 155

achievement
cope with
rapport
regardless of
strengths
weaknesses

eWorkbook

Now watch the video for this unit.

Multinational oil company

seeks **future managers** to lead development teams for alternative energies in Norway, Indonesia and South America.

Strong leadership and communication skills essential.

Motivating compensation package.

For details visit www.nuenergy.com

Leading consultancy requires business graduates to train as auditors and consultants

Vacancies in London, Paris, New York, Tokyo
Candidates should be analytical, independent and able to develop a rapport with clients in all sectors
Competitive salary and benefits
Send CV to Jane O'Hara – johara@acc.jobs.org

Music major seeks dynamic tour managers to organize and manage promotional tours for top pop, rock, and R&B acts

80% of time on tour
Successful candidates will have strong intercultural, negotiation, people- and crisis-management skills
Salary and performance-related bonus

Contact Sue – sue.rhodes@mjmc.biz

- ▶ CV structure
- ▶ appropriate language
- ▶ writing a CV

4.5 Writing A CV

Discussion

1 Discuss why you agree or disagree with the following statements about writing CVs or résumés.

- 1 You should never use more than one page.
- 2 You should describe your experience first, then your qualifications.
- 3 You should list five or six people who can be contacted for a reference.
- 4 You should always include a photograph.

Model

2 Decide in what order you expect the following categories to occur in a CV. Then read the CV below to check.

general additional skills personal details positions of responsibility
 qualifications references voluntary roles work experience

Robert Khan

Date of birth 29 April 1991
 Nationality British
 Current address 27 Keats Road, London SE4 3KL (until 30 June)
 Tel: 020 8088 8965

Permanent address 247 Newmarket Road, Norwich NR4 1ET
 Tel: 01603 443143



EDUCATION

2010–2013 BA in Business Studies at Chelsea School of Business
 (Exam results to date 2:2; Expected final grade 2:1)
 2007–2010 Norwich School: 3 'A' levels: Economics (A), Maths (B), History (C)
 2003–2007 Norwich School: 10 GCSEs, including Maths and English

WORK HISTORY

Jan–June 2012 *Work placement, Atherton Consultants*
 I played an integral part in a team of consultants working on IS projects. This position required familiarity with networking solutions and Web design and involved liaising with a client's parent company in Germany.
 July–Sept 2011 *Vacation Trainee, Jardine, White & Partners*
 I coordinated an office reorganization project.
 2010–2011 *Sales Assistant, Kaufhaus des Westens, Berlin*
 I was responsible for managing the outdoor exhibition of camping equipment. I ran a language training programme for members of the department.

POSITIONS OF RESPONSIBILITY

2011–2012 *President of CSB Students' Union*
 I represented over 400 members in faculty meetings and organized and chaired conferences with visiting speakers.
 2011 to present *Captain of CSB Squash Team*
 I run training sessions and am responsible for organizing matches and motivating the team.

OTHER

Fluent German
 Advanced computer literacy: Office software, networking and Web design
 3rd trombone in the London Students' Jazz Orchestra
 Clean driving licence

REFERENCES

See next page

Internet research

Search for the keywords *résumé style* to find out about different *résumé* styles to consider, including *functional*, *skills* and *chronological* styles.



Analysis

3 Underline all the verbs in Robert's CV in Exercise 2. What do you notice?

Language focus

4 Read the CV again. How has Robert formulated the following information in more appropriate language?

- 1 I sometimes phoned people in Germany. *work history*
- 2 I'm good with computers. *other*
- 3 I was the contact for the removal company for the transfer to new offices. *work history*
- 4 I gave some colleagues some English lessons. *work history*
- 5 I spoke on behalf of 400 students in meetings with teachers. *positions of responsibility*
- 6 I was the general assistant to the computer consultants. *work*
- 7 I sold tents.
- 8 I had to learn how to set up a LAN.
- 9 I'm the only member of the team who believes we can win.
- 10 My job was to introduce the speakers and thank them at the end.

Output

5 Read the facts about Justine Collier and organize the information under the five headings used in Robert Khan's CV. Then write Justine's CV using relevant language and expressions from Exercise 4.

- Voluntary work since 2008 - OUTLOOK, charity for disabled children - parties, visits, etc.
- Play violin in string quartet
- University basketball team - my job to bring drinks
- 2005-2007 Northern High School 'A' level Maths (A), Economics (B), French (B)
- Secretary, Newcastle Junior Chamber of Commerce in 2009 - minutes of meetings, monthly newsletter, etc. Sometimes phoned VIP to invite to receptions, etc.
- June-Sept 2004 Holiday job, Newcastle Social Security; entered personnel data into new HR management software. Confidential, very boring. Visitor from Spanish government, three days.
- References - tutor, Mr. Bowers, Newcastle University, Mrs Broadbent, Principal, Northern High School
- Typing speed 90 wpm
- Justine Dominga Collier
- 14 Green Street, Newcastle NE13 8BH Tel: 01879 122 7789
- Oct-Mar 2005 Internship Arbol Oil: finance department, small jobs, learned accounts software, email from S America
- Bilingual Spanish
- 4/11/89, Auckland NZ
- 2007-2010 BA Economics, Newcastle University (maybe 2:1 if I'm lucky)

6 Write (or update) your own CV.