**WEEK 1&2**

***Preparing for a Job Interview***

***+***

***The Use of Present Perfect Tense***

* 1. **Read the dialogue between Mike and Tom.**



Adam: Could you help me try and figure out how to get ready for my job interview?   
Bob: The most important thing to do is to make sure you know the company and what services or products it provides. Do you know all about them?  
Adam: Yes, I pretty much understand the company.  
Bob: Well, after you've done your research, you have to decide whether the company is casual or formal. Have you decided what they are yet?   
Adam: Yes, I've been observing them.  
Bob: When you are choosing what to wear, keep all of that in mind. Have you chosen what to wear?  
Adam: I already have something to wear.  
Bob: I would always be ready to go shopping with you! Should we talk about other basics?  
Adam: I am ready to think of other things.  
Bob: You need to make sure you arrive on time, smile, be pleasant and friendly, look the person in the eye and answer all questions to the best of your ability. You'll do great!

**1.2 Vocabulary:**

*Figure sth/ sb. out:* ***to finally understand something or someone, or find the solution to a problem after a lot of thought***

*product:* ***something that is made to be sold, usually something that is produced by an industrial process or, less commonly, something that is grown or obtained through farming***

*provide:* ***to give someone something that they need***

*keep smt. in mind:* ***to have a plan or intention***

*pleasant:* ***enjoyable, attractive, friendly, or easy to like***

**1.3 Read the dialogue between Adam and Bob again and answer the questions below.**

1. What does Adam need?

2. What is the most important thing to do for a job interview ( according to Bob)?

3. What does Bob suggest Adam?

**1.4 Grammar Point**

**Present Perfect Tense**

Read the lines below.

*Well, after you'****ve done*** *your research…*

***Have*** *you* ***chosen*** *what to wear?*

**What’s common in both lines?**

You notice the auxiary verb **have** and the **past participle forms** ( V3) of the verbs:

*( have done, have chosen )*

aux. verb V3 aux. verb V3

**Form of the Present Perfect:**

We form the Present Perfect with **have** and the **past participle**  
(regular verbs: infinitive + -ed; irregular verbs: 3rd column of the table of the irregular verbs)

**have/has** + **past participle**

**has**: 3rd person singular (he, she, it)

**have**: all other forms

**past participle**:   
- regular verbs: **infinitive** + **-ed**  
- irregular verbs: **V3**

## *Affirmative sentences*

|  |  |
| --- | --- |
| **regular verbs** | **irregular verbs** |
| I/we/you/they **have** **opened** the window. | I/we/you/they **have** **gone**to the supermarket. |
| He/she/it **has** **opened** the window. | He/she/it **has gone** to the supermarket. |

**NOTE:**We use **has**in the 3rd person singular (he, she, it).

## *Negative sentences*

|  |  |
| --- | --- |
| **regular verbs** | **irregular verbs** |
| I/we/you/they **have not** **opened** the window. | I/we/you/they **have not gone**to the supermarket. |
| He/she/it **has not** **opened** the window. | He/she/it **has not gone** to the supermarket. |

**NOTE:** We use **has**in the 3rd person singular (he, she, it).

## *Questions*

|  |  |
| --- | --- |
| **regular verbs** | **irregular verbs** |
| **Have** I/we/you/they **opened**the window? | **Have** I/we/you/they **gone** to the supermarket? |
| **Has** he/she/it **opened** the window? | **Has** he/she/it **gone**to the supermarket? |

**NOTE:** We use **has**in the 3rd person singular (he, she, it).

**Some Common Irregular Verbs in English**

|  |  |  |
| --- | --- | --- |
| be | was/were | been |
| begin | began | begun |
| break | broke | broken |
| breed | bred | bred |
| bring | brought | brought |
| broadcast | broadcast | broadcast |
| build | built | built |
| catch | caught | caught |
| choose | chose | chosen |
| come | came | come |
| cost | cost | cost |
| creep | crept | crept |
| cut | cut | cut |
| do | did | done |
| draw | drew | drawn |
| drink | drank | drunk |
| drive | drove | driven |
| eat | ate | eaten |
| fall | fell | fallen |
| feed | fed | fed |
| feel | felt | felt |
| forget | forgot | forgotten |
| get | got | got, gotten (AE) |
| give | gave | given |
| go | went | gone |
| have | had | had |
| hear | heard | heard |
| keep | kept | kept |
| know | knew | known |
| leave | left | left |
| lend | lent | lent |
| make | made | made |
| read | read | read |
| rid | rid | rid |
| ride | rode | ridden |
| run | ran | run |
| say | said | said |
| see | saw | seen |
| sell | sold | sold |
| send | sent | sent |
| stand | stood | stood |
| steal | stole | stolen |
| swim | swam | swum |
| swing | swung | swung |
| take | took | taken |
| teach | taught | taught |
| tear | tore | torn |
| tell | told | told |
| think | thought | thought |
| understand | understood | understood |
| wake\* | woke | woken |
| wear | wore | worn |
| win | won | won |
| write | wrote | written |

**The use of Present Perfect:**

**USE 1 Unspecified Time Before Now**

http://www.englishpage.com/images/verbs/presentperfect.gif

We use the Present Perfect to say that an action happened at an unspecified time before now. The exact time is not important. You CANNOT use the Present Perfect with specific time expressions such as: yesterday, one year ago, last week, when I was a child, when I lived in Japan, at that moment, that day, one day, etc. We CAN use the Present Perfect with unspecific expressions such as: ever, never, once, many times, several times, before, so far, already, yet, etc.

Examples:

* I **have seen** that movie twenty times.
* I think I **have met** him once before.
* People **have traveled** to the Moon.
* People **have not traveled** to Mars.
* **Have** you **read** the book yet?
* Nobody **has** ever **climbed** that mountain.
* A: **Has** there ever **been** a war in the United States?  
  B: Yes, there **has been** a war in the United States.

**How Do You Actually Use the Present Perfect?**

**TOPIC 1 Experience**

You can use the Present Perfect to describe your experience. It is like saying, "I have the experience of..." You can also use this tense to say that you have never had a certain experience. The Present Perfect is NOT used to describe a specific event.

Examples:

* I **have been** to France.  
  *This sentence means that you have had the experience of being in France. Maybe you have been there once, or several times.*
* I **have been** to France three times.  
  *You can add the number of times at the end of the sentence.*
* I **have** never **been** to France.  
  *This sentence means that you have not had the experience of going to France.*
* I think I **have seen** that movie before.
* He **has** never **traveled** by train.
* Joan **has studied** two foreign languages.
* A: **Have** you ever **met** him?  
  B: No, I **have** not **met** him.

**TOPIC 2 Change Over Time**

We often use the Present Perfect to talk about change that has happened over a period of time.

Examples:

* You **have grown** since the last time I saw you.
* The government **has become** more interested in arts education.
* Japanese **has become** one of the most popular courses at the university since the Asian studies program was established.
* My English **has** really **improved** since I moved to Australia.

**TOPIC 3 An Uncompleted Action You Are Expecting**

We often use the Present Perfect to say that an action which we expected has not happened. Using the Present Perfect suggests that we are still waiting for the action to happen.

Examples:

* James **has not finished** his homework yet.
* Susan **hasn't mastered** Japanese, but she can communicate.
* Bill **has** still **not arrived**.

**Time Expressions with Present Perfect**

When we use the Present Perfect it means that something has happened at some point in our lives before now. Remember, the exact time the action happened is not important.

http://www.englishpage.com/images/verbs/presentperfect.gif

**USE 2 Duration From the Past Until Now (Non-Continuous Verbs)**

http://www.englishpage.com/images/verbs/presentperfectcontinuous.gif

With [Non-Continuous Verbs](http://www.englishpage.com/verbpage/types.html) and non-continuous uses of [Mixed Verbs](http://www.englishpage.com/verbpage/types.html), we use the Present Perfect to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday" are all durations which can be used with the Present Perfect.

Examples:

* I **have had** a cold for two weeks.
* She **has been** in England for six months.
* Mary **has loved** chocolate since she was a little girl.

Although the above use of Present Perfect is normally limited to Non-Continuous Verbs and non-continuous uses of Mixed Verbs, the words "live," "work," "teach," and "study" are sometimes used in this way even though they are NOT Non-Continuous Verbs.

**Exercises:**

**Change the verb into the correct form.**

1.I\_\_\_\_\_\_\_\_\_\_\_ (read) your book several times.

2. She \_\_\_\_\_\_\_\_\_\_ (wear) that skirt many times.

3. My family \_\_\_\_\_\_\_\_\_\_\_\_ (visit) Brazil a few times.

4. I \_\_\_\_\_\_\_\_\_\_\_\_ (eat) already.

5. Marta \_\_\_\_\_\_\_\_\_\_\_ (finish) her homework.

6. You  \_\_\_\_\_\_\_\_\_\_\_\_\_\_(break) the glass again.

7. They \_\_\_\_\_\_\_\_\_\_\_\_\_ (see) everything.

8. I \_\_\_\_\_\_\_\_\_\_\_\_ (meet) Anna once.

9. We \_\_\_\_\_\_\_\_\_\_\_\_ (talk) to him before.

10.I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(have) a snake.

11. Peter \_\_\_\_\_\_\_\_\_\_\_\_ ( not be ) here since last summer.

12. \_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_ ( meet) Susan?

13. \_\_\_\_\_\_\_\_ she \_\_\_\_\_\_\_ ( call) the doctor?

14. I \_\_\_\_\_\_\_\_\_\_\_\_\_ ( not think) that option.

15. The film \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( not start) yet.

16. \_\_\_\_\_\_ Mike \_\_\_\_\_\_\_\_\_\_ ( write) the mail?

**Note**: You can have a look at the web site: <http://www.dersimizingilizce.com/ingilizce-present-perfect-tense.html> for Turkish explanations.

**ANSWER KEY**

**WEEK 1&2**

**1.3**

1. Adam needs to figure out how to get ready for his job interview.

2. The most important thing to do for a job interview is to make sure you know the company and what services or products it provides.

3. Bob suggests him to arrive on time, smile, be pleasant and friendly, look the person in the eye and answer all questions to the best of his ability.

**Exercises:**

1.**I have read** (read) your book several times.  
2. She **has wore** (wear) that skirt many times.  
3. My family  **has visited** (visit) Brazil a few times.  
4. I **have eaten** (eat) already.  
5. Marta  **has finished** (finish) her homework.  
6. You  **have broken** (break) the glass again.  
7. They have seen (see) everything.

8. I **have met** (meet) Anna once.  
9. We **have talked** (talk) to him before.

10.I **have had** (have) a snake.

11. Peter **hasn’t been** (not be) here since last summer.

12. **Have** you **met** ( meet) Susan?

13. **Has** she  **called** ( call) the doctor?

14. I **haven’t thought** ( not think) that option.

15. The film **hasn’t started**  (not start) yet.

16. **Has** Mike **written** ( write) the mail?