

Chapter 2

The Present Perfect

2

2.1 Introduction

2.1.1 B1

Chapter explanation

The present perfect forms in English are often wrongly considered to be difficult to understand and use. Each language sees the world differently, and the secret of understanding a foreign language is to be flexible and to detach yourself from the structures of your own language. Study this chapter carefully, and you will see the logic behind the forms of the present perfect.

2.2 The past participle

2.2.1 A2

Formation of past participles

Most verbs form the past participle by adding the letters **ed** to the infinitive form of the verb:

Infinitive	Past Part.	Infinitive	Past Part.
<i>to enter</i>	<i>entered</i>	<i>to want</i>	<i>wanted</i>

Verbs which already end in **e** add only the **d**:

<i>to close</i>	<i>closed</i>	<i>to love</i>	<i>loved</i>
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Verbs which end in **y** usually drop the **y** and add **ied**:

<i>to carry</i>	<i>carried</i>	<i>to marry</i>	<i>married</i>
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However, where this **y** is preceded by a vowel, the **y** is not changed and is then followed by **ed**:

<i>to play</i>	<i>played</i>	<i>to stay</i>	<i>stayed</i>
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Verbs of one syllable with one short vowel and which end in one consonant double the consonant:

<i>to plan</i>	<i>planned</i>	<i>to stop</i>	<i>stopped</i>
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The following past participles are commonly misspelt:

<i>to develop</i>	<i>developed</i>	<i>to prefer</i>	<i>preferred</i>
<i>to quarrel</i>	<i>quarrelled</i>	<i>to travel</i>	<i>travelled</i>

(You may find other common misspellings of past participles when you correct your answers to exercises 2.2.3 & 2.2.4.)

2.2.2 A2 B1 B2 C1

Irregular verbs

Many verbs are irregular, and most of them are listed below. The more common ones – Level **A2** – are essential to even a basic knowledge of English. Those in Level **B1** are less common, but important nevertheless. The irregular verbs in Levels **B2** and **C1** are more often found in literature than everyday speech. Either use a dictionary to find out the correct translation in your own language or ask your teacher.



Be careful because many of these verbs have more than one meaning...

(See Chapters 3 and 4 for the uses of the past simple.)

Level	Infinitive	Past Simple	Past Participle	Present Participle	Translation(s)
B2	to arise	arose	arisen	arising	
B2	awake	awoke	awoken	awaking	
A2	be	was	been	being	
B1	bear	bore	borne	bearing	
A2	beat	beat	beaten	beating	
A2	become	became	become	becoming	
A2	begin	began	begun	beginning	
B1	bend	bent	bent	bending	
B1	bet	bet	bet	betting	
B2	bid	bid	bid	bidding	
B1	bind	bound	bound	binding	
A2	bite	bit	bitten	biting	
B1	bleed	bled	bled	bleeding	
B1	blow	blew	blown	blowing	
A2	break	broke	broken	breaking	
B2	breed	bred	bred	breeding	
A2	bring	brought	brought	bringing	
B2	broadcast	broadcast	broadcast	broadcasting	
A2	build	built	built	building	
A2	burn	burnt	burnt	burning	
B1	burst	burst	burst	bursting	
A2	buy	bought	bought	buying	
B2	cast	cast	cast	casting	
A2	catch	caught	caught	catching	
A2	choose	chose	chosen	choosing	
B2	cling	clung	clung	clinging	
A2	come	came	come	coming	
A2	cost	cost	cost	costing	
B1	creep	crept	crept	creeping	
A2	cut	cut	cut	cutting	
B1	deal	dealt	dealt	dealing	
B1	dig	dug	dug	digging	
A2	do	did	done	doing	
A2	draw	drew	drawn	drawing	

2.2.3

Exercise

Put these verbs into the past participle.

1. to dream

3. to say

5. to fly

7. to obey

9. to dry

2. to listen

4. to play

6. to catch

8. to throw

10. to stop

Now look at the answers in the Key. Pay particular attention to any spelling mistakes and make a note of the right answers in §2.6

2.2.4

Exercise – see

Supplementary Exercises

2.3 The present perfect simple

2.3.1 **A2**

Formation of the present perfect simple affirmative

The **present perfect simple** uses the present tense of the verb **to have** and the past participle of the necessary verb :

Formation	Complete Form	Contracted Form
<i>I have + loved</i>	<i>I have loved</i>	<i>I've loved</i>
<i>She has + bought</i>	<i>She has bought</i>	<i>She's bought</i>
<i>We have + been</i>	<i>We have been</i>	<i>We've been</i>

2.3.2

Exercise

Put the following verbs into the present perfect simple and then compare your answers with those in the Key.

1. We (work)

3. I (buy)

5. We (drink)

7. He (make)

9. He (begin)

2. She (look)

4. They (do)

6. You (sleep)

8. I (walk)

10. She (see)

2.3.3 **A2**

Formation of the present perfect simple negative, interrogative and negative interrogative

Other forms of the present perfect simple are as follows :

Verb Form	Complete Form	Contracted Form
Negative	<i>I have not loved</i>	<i>I haven't loved</i> <i>I've not loved</i>
Interrogative	<i>Have I loved?</i>	—
Negative Interrogative	<i>Have I not loved?</i>	<i>Haven't I loved?</i>

2.3.4

Exercise

Put these verbs into the present perfect simple, using all the elements in brackets.

1. She (not, do)		2. (he, walk)	?
3. (I, bring)	?	4. They (not, carry)	
5. Bill (go)		6. (she, not, do)	?
7. We (not, make)		8. You (see)	
9. (it, not, finish)	?	10. (they, drink)	?

2.3.5 **A2**

Use
of the present perfect
simple – Introduction

The **present** perfect simple is a form of the **present** tense and is connected to a **present** situation. **It describes something which has already happened and which is still important in the present.**

Imagine the following: Anne has a new English teacher and he wants to know how good she is at English before he starts to teach her – so he asks her this question:

*“What books have you read in English?” – and she replies,
“I have read Animal Farm, but I haven’t read anything else.”*

The teacher asks this question in the present perfect because he wants to know what the situation (concerning her reading) is now, and in reply, Anne tells her teacher what she **has** read and what she **hasn’t** read. Note in particular that Anne **does not say WHEN** she read *Animal Farm*, but only that she **has read it**.

Consequently, with the present perfect, **the moment WHEN something happened is not important. The essential element is that the action has already taken place and that the result of this action can still be felt AT THE MOMENT.**

This form is used in **four different situations**, namely:

- 1) an undefined time (§2.3.6)
- 2) a recent event (§2.3.10)
- 3) a finished action in an unfinished period (§2.3.12)
- 4) with **for** and **since** if the action is unfinished (§2.3.14)

2.3.6 **A2**

Use
of the present perfect
simple in an
undefined time

An undefined time is when **a definite time is not given, known, presumed known or implied**. Notice the influence of this action on the present:

*He **has gone** to the cinema* (= and that is where he is **at the moment**).

*I **have passed** my driving test* (= consequently, I am **now** allowed to drive a car).

*I **haven’t heard** the news* (= consequently, I don’t know what’s happened).

2.3.7

Exercise

Put the verbs in the following sentences into the present perfect simple, using all the elements in brackets.

1. He (not, do) his homework.	1
2. She (go) to bed.	2
3. I (not, meet) the American president.	3
4. My brother (not, see) this book.	4

Chapter 4

The Present Perfect and the Past

4

4.1 Introduction

4.1.1 A2 B1 B2

Chapter explanation

This chapter will revise the present perfect and past forms and show you how to use them together. You will also look at the present forms again. Make sure you use the **same colour highlighters** for the **same verb forms** that you used in previous chapters.

4.1.2 A2 B1 B2

Examples of verb forms used in Chapters 2 and 3

Here are examples of the most important verb forms used in Chapters 2 and 3:

He has just returned from the U.S.A. (Present perfect simple)
I've been standing here all this morning. (Present perf. cont.)
She went to New York three years ago. (Past simple)
The snow was getting deeper and deeper. (Past continuous)

4.1.3

Mixed Exercise

When you are sure you have understood Chapters 2 and 3, continue with this exercise.

Put the following verbs into the correct form. Notice that key words are becoming more and more important. In the first ten questions they are shown **like this**. After question number 10, use a highlighter to indicate the key words yourself.

Choose between the present perfect simple / continuous and the past simple / continuous. Supply **for** or **since** where necessary.

Always read the complete sentence before writing in your answers.

1. I (a. meet) her last week .	1a
2. While he (a. ride) to fetch help, he (b. fall) off his horse and (c. hurt) his back.	2a
	2b
	2c
3. He (a. work) in that factory (b. f/s) he (c. leave) the army a couple of years ago .	3a
	3b
	3c
4. Mary (a. just , receive) an email from her boyfriend. He (b. go) to New York last May and he is not coming back until next September.	4a
	4b
5. We (a. write) to them a month ago , but they (b. still, not , reply).	5a
	5b
6. He (a. swim) across the Channel in 2013 but he (b. not , try) again since .	6a
	6b
7. John (a. not , be / go) to the library this week , but last year he (b. go) at least three times a week.	7a
	7b

8. When my grandmother (a. be) a little girl, she (b. always, go) to market on Saturdays.	8a
	8b
9. “ How long (a. you, study) English for”	9a
“I (b. start) learning it when my parents (c. move) to Australia .”	9b
	9c
10. He (a. live) in the house next door (b. f/s) 2012 but he (c. rarely , speak) to us.	10a
	10b
	10c
11. I (a. read) his first book as soon as it (b. be) published, but I (c. not yet, read) his second one.	11a
	11b
	11c
12. “Although it’s nearly midday, I (a. not, see) my boss all morning.”	12a
“Oh, he (b. be / go) to London yesterday. He’s coming back tonight.”	12b
13. She (a. not, contact) me (b. f/s) she (c. come) to see me a year ago.	13a
	13b
	13c
14. “How long (14a. you, know) about this?”	14a
“(14b. f/s) the police (14c. phone) me about it.”	14b
	14c
15. He (a. hear) the doorbell ring, (b. put) down his paper and (c. go) to the window, where he (d. see) a man who (e. look) up at his window. He (f. take) the revolver off the table and (g. begin) moving towards the door. However, while he (h. still, walk) down the long corridor, the bell (i. ring) again, just once, and then (j. stop).	15a
	15b
	15c
	15d
	15e
	15f
	15g
	15h
	15i
	15j

4.2 When, ago, first & last

4.2.1 A2

Use
of **when** with
the past tense

Notice the importance of the word **when** in connection with the past tense. **NEVER use when with the present perfect if talking about something that happened in the past.** The correct constructions are:

When did he write this letter?

It **didn't snow when** we **were** in Switzerland.

Do you remember **when** we **went** to see that film?

When he **was** a boy, he never **brushed** his teeth.

4.2.2 A2 B2

Use
of **ago**, **first** and **last** with
the past tense

Ago indicates that **the time is stated** and, consequently, that the **past tense should be used**:

They **emigrated** to Australia ten years **ago**.

Bill **left** the office three hours **ago**.

With **first** and **last**, the time is presumed known :

He **first / last rang** me on my mobile a week later.
The **first / last time I saw** him, he was washing his car.

A similar construction may be found with ordinal numbers :

The **second time I went** there, I took a bottle of wine.
The **fourth time it happened**, I wrote to the manager.



B2 However, the use of ordinal numbers with **to be** in the present is followed by the present perfect simple :

It **is** / This **is** the **first / second time** (that) I've drunk herb tea.
(Recent past – non-continuous)
It **is** / This **is** the **fifth** email (that) he's sent them.

4.2.3

Exercise

Before you do this exercise, reread §§4.2.1 to 4.2.2.

Supply the correct form, past simple or present perfect simple. Read the complete question before writing in the answers.

1. When I (a. buy) these eggs, I'm sure they (b. not, be) cracked.	1a
	1b
2. I (a. last, speak) to him a couple of weeks ago.	2a
3. Ruth (a. first, meet) Rodger at a cricket match.	3a
4. This is the third letter of complaint I (a. now, write) to them about it.	4a
5. It's the last time I (a. ever, see) him.	5a
6. I never asked them to send me their magazines, but this is the fifth one they (a. send) me.	6a
7. When (a. they, say) they were coming?	7a
8. This is the first cup of coffee I (a. have) to drink (b. f/s) yesterday.	8a
	8b
9. It's the fourth time they (a. show) this film on T.V. (b. f/s) Christmas.	9a
	9b
10. To be quite honest, the first time I (a. meet) you, I (b. not, like) you.	10a
	10b

4.2.4

Exercise – See Supplementary Exercises

4.3 How long? Since when? How long ago? for & since

4.3.1 **B1**

Use of **How long?**, **Since when?** and **How long ago?**

Look at the following questions :

- Qu.1** *How long has John been living in London for?*
- Qu.2** *Since when has Robert been living in London?*

Both questions imply that John and Robert **still live** in London today. However, in the next two questions, the implication is different :

- Qu.3** *How long did Mary live in New York for?*
- Qu.4** *How long ago did Helen live in New York?*

Here, both questions imply that Mary and Helen **no longer live** in New York.



Consequently, in Qu.1 and Qu.2, **the present perfect implies that the action is still continuing**, but in Qu.3 and Qu.4 **the past tense implies that the action has finished**.

Now supply the correct forms in these answers to Qu.1 to Qu.4:

An.1 John (live) in London for over ten years and is very happy there.	1
An.2 Robert (live) in London since 2009 and doesn't want to move.	2
An.3 Mary (live) in New York for ten years and then returned to England.	3
An.4 Helen (live) in New York fifteen years ago.	4

4.3.2 B1 B2

Use
of *for* and *since*

1) For

- indicates a length of time and corresponds to the question **For how long?** (cf. §2.3.14);
- may necessitate the use of either the present perfect or the past forms – it all depends on the context, cf. §§2.3.14 & 3.4.2 – and also §4.3.1 in Qu.1 + An.1 and Qu.3 + An.3.
If the action is still continuing, use the present perfect continuous; if the action has finished, use the past simple tense.

*I **have been trying** to help him **for** a long time, but he never seems to make any progress.*

*They **have been coming** to stay in my hotel **for** the last fifteen years, and they always say how much they enjoy it. She **did** English **for** eight years when she was at school, but gradually forgot it.*

*Last summer we **travelled** round the U.S. **for** a couple of months.*

2) Since and B2 ever since

- indicate a point in time and correspond to the question **Since when?** (cf. §2.3.14);
- generally indicate that you should use the present perfect:

*He's **been skiing** (ever) **since** the age of six. (cf. §2.3.14)*



Remember that **since** and **ever since** are often found in combination with **both** a present perfect (because of **since**) and a past tense (time presumed known cf. §3.2.5):

*He **has been skiing** (ever) **since** he **was** six.*

*I **have known** him (ever) **since** we **were** at school together.*

*Darling, (ever) **since** you **came** into my life, I **have been** the happiest person on earth.*



3) Do not confuse **When?** with **Since when?**:

***When did** you **get** here? (cf. §4.2.1)*

***Since when has** he **been getting** these texts? (cf. §4.3.1)*

4) Notice the use of **last** with **for**, **since** and **during**:

*He **has been painting** his house **since last** week.*

*He **has been painting** his house **for the last** week. (cf. §2.3.14)*

***During the last** twelve months, we **have received** several letters from them.*



The present perfect is very often found in the continuous form, but this form **cannot** be used with non-continuous verbs (cf. §1.5.1) or in the cases mentioned in §§2.4.9 to 2.4.12.

8. The face of the clock.	8
9. The face of Sue.	9
10. The paper that comes on Sunday.	10
11. A holiday of six weeks.	11
12. The voice of his master.	12
13. The imports of Switzerland.	13
14. The rudeness of his son.	14
15. A field for playing on.	15
16. The computer of John Fisher.	16
17. The windscreen of the car.	17
18. The socks of my sister.	18
19. The snowstorm of yesterday.	19
20. The photo of my wife.	20

16.5.3

Put these words into the singular wherever possible. If the nouns cannot be made singular, please indicate this.

1. men	2. potatoes
3. cattle	4. lives
5. pianos	6. taxes
7. halves	8. dogs
9. fathers-in-law	10. thieves
11. teeth	12. women
13. scissors	14. babies
15. foxes	16. tomatoes
17. churches	18. feet
19. trousers	20. rubies

16.5.4

Put these words into the plural if possible. If they are uncountable, and if they cannot be made plural, please indicate this by writing U.

1. tomato	2. thief
3. fish	4. skating-rink
5. tray	6. ruby
7. architecture	8. piano
9. class	10. leaf
11. foot	12. transport
13. tooth	14. bus
15. half	16. chief
17. luggage	18. pass
19. baby	20. self

Key

Note that most verbs are given in their contracted forms, but that the complete forms may be used unless otherwise stated. The numbers following the answers are section numbers; refer

back to them if your answer is wrong. **Where no number is given, look at the section(s) immediately preceding the exercise.**

Chapter 1

1.2.2

1. drink
2. work
3. drives
4. eat
5. goes
6. looks
7. plays
8. wishes
9. catches
10. hurries

1.2.5

1. live
2. Do you see
3. Doesn't he work
4. don't make
5. Do you understand
6. reads
7. Does Bob look
8. doesn't come
9. Doesn't Jim run
10. doesn't do
11. Don't they do
12. Don't you try
13. doesn't eat
14. Does Jill drink
15. Doesn't Jane go
16. carries
17. love
18. Do you want
19. swim
20. watches

1.2.8

1. needn't buy / don't need to buy 1.2.7
2. cannot carry / can't carry 1.2.6
3. needs to pay 1.2.7
4. Can you understand 1.2.6
5. Do you need to wash / Need you wash 1.2.7
6. Aren't I 1.2.6
7. mustn't stay 1.2.6
8. Do I need 1.2.7
9. can't follow / cannot follow 1.2.6
10. may stay 1.2.6

1.2.11

1. buys 1.2.9
2. does 1.2.9
3. gets 1.2.10
4. Do you always go 1.2.9
5. arrives 1.2.10

6. generally run 1.2.9
7. usually walk 1.2.9
8. writes 1.2.9
9. Don't they make 1.2.9
10. never gets 1.2.9

1.3.2

1. imagining
2. cleaning
3. cancelling
4. hitting
5. lying
6. staring
7. shining
8. being
9. winning
10. preferring

1.3.3

1. agreeing
2. occurring
3. spinning
4. offering
5. injuring
6. dining
7. developing
8. hoping
9. ordering
10. admitting
11. dying
12. considering
13. permitting
14. tying
15. escaping
16. opening
17. suffering
18. mentioning
19. inviting
20. spying

1.4.2

1. are drinking
2. are working
3. is driving
4. are beginning
5. are hitting
6. is walking
7. is raining
8. is running
9. am playing
10. is swimming

1.4.4

1. am living
2. Are you working
3. Isn't she reading
4. aren't making
5. aren't coming

6. is running
7. Is John sleeping
8. isn't doing
9. Isn't he doing
10. Aren't they going
11. is living
12. aren't eating
13. Are you starting
14. Is it raining
15. Isn't it snowing
16. are taking
17. is thinking
18. isn't sitting
19. are writing
20. Isn't he speaking

1.4.6

He is coming tomorrow morning.
What are you doing this afternoon.
I am seeing the doctor on Thursday.
John is buying a new car next week.

1.6.1

- 1a is making 1.4.5
- 2a belongs 1.5.1.7
- 3a does this word mean 1.5.1.8
- 4a am sending 1.4.6
- 5a looks 1.5.1.1
- 6a are you going 1.4.5
- 7a understand 1.5.1.5
- 7b am talking 1.4.5
- 8a don't want 1.5.1.9
- 9a looks 1.5.1.1
- 10a smells 1.5.1.6
- 11a Isn't he working 1.4.5
- 11b don't know 1.5.1.5
- 12a catches 1.2.9
- 13a am reading 1.4.5
- 14a has 1.2.9
- 14b is having 1.4.5 / 1.5.1.7
- 15a am looking 1.4.5
- 15b can't 1.5.1.2
- 16a dislikes 1.5.1.3
- 16b adores 1.5.1.3
- 17a have 1.2.9
- 18a are having 1.4.6
- 19a Don't you want 1.5.1.9
- 20a tastes 1.5.1.6
- 21a is coming 1.4.6
- 22a hardly ever writes 1.2.9
- 22b usually phones 1.2.9
- 23a think 1.5.1.8
- 24a leaves 1.2.10
- 24b arrives 1.2.10
- 25a are you doing 1.4.5
- 25b am thinking 1.4.5 / 1.5.1.8
- 26a needs 1.5.1.2

- 27a always phones 1.2.9
- 27b never forgets 1.2.9
- 28a Do you think 1.5.1.8
- 29a wants 1.5.1.9
- 30a wish 1.5.1.9
- 30b is always doing 1.4.7
- 31a seldom eats 1.2.9
- 32a Aren't I going 1.4.6 / 1.2.6
- 33a owns 1.5.1.7
- 34a Do you realise 1.5.1.5
- 35a do you owe 1.5.1.7
- 36a are you laughing 1.4.5
- 36b looks 1.5.1.1
- 37a are going 1.4.6
- 37b go 1.2.9
- 38a Do you remember 1.5.1.5
- 39a don't know 1.5.1.5
- 39b belong 1.5.1.7
- 39c smell 1.5.1.6
- 40a do you do 1.2.9
- 40b am 1.5.1.4

1.6.2

- 1a mustn't 1.2.6
- 1b know 1.5.1.5
- 1c is listening 1.4.5
- 2a can't you 1.2.6
- 3a detest 1.5.1.3
- 3b is 1.5.1.4
- 3c has 1.5.1.7
- 4a is having 1.5.1.7
- 5a rarely notices 1.2.9
- 6a always drink 1.2.9
- 6b usually have 1.2.9
- 7a hates 1.5.1.3
- 7b realises 1.5.1.5
- 8a are always doing 1.4.7
- 8b is 1.5.1.4
- 9a are you doing 1.4.5
- 9b am trying 1.4.5
- 9c is always asking 1.4.7
- 9d am doing 1.4.5
- 9e am not making 1.4.5
- 10a doesn't earn 1.2.9
- 10b is buying 1.4.6
- 11a does his father do 1.2.9
- 11b is 1.5.1.4
- 12a remember 1.5.1.5
- 13a know 1.5.1.5
- 13b is going 1.4.6
- 14a am watching 1.4.5
- 14b am going 1.4.6
- 15a suppose 1.5.1.8
- 15b are getting 1.4.6
- 16a do I owe 1.5.1.7
- 17a does John want 1.5.1.9
- 17b wants 1.5.1.9
- 18a does 'vacation' mean 1.5.1.8
- 18b means 1.5.1.8

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a

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