

## Business English Useful Expression BIN12

Have you been waiting long?  
No, I just got here.

Grammar Focus:

Present Perfect Tense:

We make the Present Perfect tense with the correct form of the auxiliary verb **have** (have/has) and the **third form** (past participle) of the main verb. To form the past participle of the regular verbs, we add **ed** to the infinitive.

*Examples:*

*I have worked as a secretary for two years. Have you ever visited the Disneyland?  
The film hasn't started yet.*

### Present Perfect - Positive Sentences

|      |     |                                  |
|------|-----|----------------------------------|
| I    | 've | been to Moscow.                  |
| You  | 've | finished the exercise.           |
| He   | 's  | just gone home.                  |
| She  | 's  | already had a holiday this year. |
| It   | 's  | broken!                          |
| We   | 've | seen this film before.           |
| They | 've | bought a new car.                |

Have + PP (past participle)

**Exercise: Fill in the gaps with the correct form of the verb in brackets.**

Example: *I (see) my new teacher.*

- The train to Newcastle already (leave).
- Alan (be) married twice.
- The Browns (have) a baby!
- I (break) my leg once.
- We (live) here for a year.

Please don't show the students the answer key.

### Answers

- The train to Newcastle ---has already ---left (leave).
- Alan ---'s been (be) married twice.
- The Browns ---have had (have) a baby!
- I---'ve broken (break) my leg once.
- We---'ve lived (live) here for a year.

## 1Pronunciation

### The sound of AOsas in ought, caught

**Pronounce these words in pairs:**

boat-bought, coat-caught, hole-hall, sew-saw, toll-tall

*I often walk and talk all day.*

## 2Vocabulary

1. ready-(adj) - Prepared.\*

## 3Reading

Hiro : Sorry to keep you waiting.  
Johnson : No problem. Are you ready?  
Hiro : Yes. have you been waiting long?  
Johnson : No, I just got here. shall we go?  
Hiro : Yes, but just a minute.  
I want to tell *the front* something .  
Johnson : The front? Oh, the front desk clerk?  
Is something wrong?  
Hiro : No, It`s OK now.  
Johnson: What`s OK now?  
Hiro : The airconditioner.It works now.  
Johnson : That`s good . Go tell him.

## 4 Vocabulary

1. Dinner will be \_\_\_\_\_ in twenty minutes.

## 5 Focus on Grammar

### A. Identify

The **present perfect** is used in two cases.

1. To describe something that is true both in the past and the present: "I have lived here for three years."
2. To describe something that happened at an unspecified time in the past: "She has eaten lunch."

How is the present perfect used in the sentence(s) below?

1. have you been waiting long?

### B. Practice - Sentence Writing

Write original sentences using the grammar in this exercise.

1.

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2.

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3.

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4.

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5.

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*present\_perfect*