



# 1

## Review:

- Present Perfect Tense
- Present Perfect Continuous Tense
- Past Perfect Tense
- Past Perfect Continuous Tense

- Describing Actions That Have Occurred
- Describing Actions That Haven't Occurred Yet
- Discussing Duration of Activity
- Discussing Things People Had Done

## VOCABULARY PREVIEW

### Things to Do Today



take inventory



write a report



speak to the boss



go to the bank



eat lunch



give out the paychecks



set up the meeting room



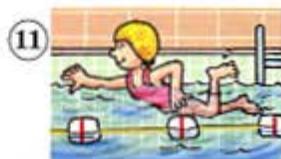
see the personnel officer



get gas



drive to the gym



swim



do sit-ups

### Things I've Done Today: I've ...

- 1. taken inventory
- 2. written a report
- 3. spoken to the boss
- 4. gone to the bank

- 5. eaten lunch
- 6. given out the paychecks
- 7. set up the meeting room
- 8. seen the personnel officer

- 9. gotten gas
- 10. driven to the gym
- 11. swam
- 12. done sit-ups

# I've Sung for Many Years



(I have)	I've	} eaten.
(We have)	We've	
(You have)	You've	
(They have)	They've	
(He has)	He's	
(She has)	She's	
(It has)	It's	

- A. Can you sing?  
 B. Yes. I've sung for many years.



1. swim  
swum



2. draw pictures  
drawn



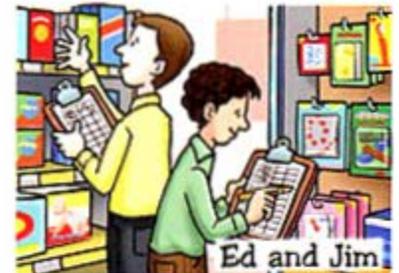
3. drive trucks  
driven



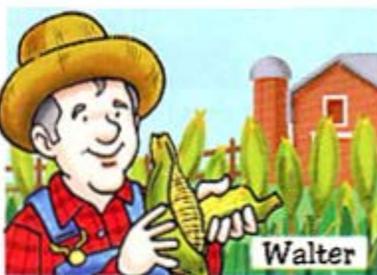
4. speak French  
spoken



5. fly airplanes  
flown



6. take inventory  
taken



7. grow corn  
grown



8. ride horses  
ridden



9. write speeches  
written

# Have You Eaten Lunch Yet?

Have { I  
we  
you  
they } eaten?  
Has { he  
she  
it }

Yes, { I  
we  
you  
they } have.  
{ he  
she  
it } has.



eat  
ate  
eaten

- A. Have you **eaten** lunch yet?  
B. Yes, I have. I **ate** lunch a little while ago.



write  
wrote  
written

- A. Has Tina **written** her composition yet?  
B. Yes, she has. She **wrote** her composition a little while ago.



go  
went  
gone

1. *you*  
*go to the post office*



give  
gave  
given

2. *Dan*  
*give out the paychecks*



take  
took  
taken

3. *you and Susan*  
*take a break*



do  
did  
done

4. *you*  
*do Room 24*



see  
saw  
seen

5. *the employees*  
*see the new copy machine*



feed  
fed  
fed

6. *Michael*  
*feed the monkeys*

# No, They Haven't

Have { I  
we  
you  
they } eaten?  
Has { he  
she  
it }

No, { I  
we  
you  
they } haven't.  
{ he  
she  
it } hasn't.

{ We  
You  
They } haven't  
(have not) eaten.  
{ He  
She  
It } hasn't  
(has not)



give  
gave  
given



go  
went  
gone

- A. Have you **given** blood recently?  
B. No, I haven't. I haven't **given** blood in a long time.

- A. Has your father **gone** fishing recently?  
B. No, he hasn't. He hasn't **gone** fishing in a long time.



write  
wrote  
written

1. *you*  
*write in your journal*



be  
was/were  
been

2. *Dorothy*  
*be sick*



get  
got  
gotten

3. *your son*  
*get a haircut*



run  
ran  
run

4. *you and your wife*  
*run in a marathon*



have  
had  
had

5. *you*  
*have a medical checkup*



wear  
wore  
worn

6. *Anthony*  
*wear his tuxedo*

# How Long?

**for**  
 five years  
 a week  
 a long time  
 many years

**since**  
 five o'clock  
 last week  
 2001  
 he started college



- A. How long have you known how to water-ski?  
 B. I've known how to water-ski for many years.



- A. How long has Alexander been a vegetarian?  
 B. He's been a vegetarian since he started college.



1. *be married*  
 ten years



2. *have a toothache*  
 ten o'clock this morning



3. *be in the hospital*  
 last week



4. *own this car*  
 thirty-two years



5. *have a British accent*  
 she moved to London



6. *know each other*  
 2001



7. *play the violin*  
 he was in first grade



8. *like hip hop music*  
 a long time



9. *want to be an actress*  
 she was four years old

## READING

### A VERY BUSY DAY AT THE OFFICE



#### Things to Do Today

- go to the bank
- take the mail to the post office
- write my monthly report
- meet with the personnel officer about my maternity leave
- speak to the boss about my salary
- send a fax to the company's office in Tokyo
- read the office manager's memo about recycling
- see the training video about the new computer system

Allison is having a very busy day at the office. She has done some of the things she has to do today, but there are many other things she hasn't done yet. She has gone to the bank, but she hasn't taken the mail to the post office yet. She also hasn't written her monthly report. She has already met with the personnel officer about her maternity leave, but she hasn't spoken to the boss yet about her salary. She has sent a fax to the company's office in Tokyo. She hasn't read the office manager's memo about recycling. And she hasn't seen the training video about the new computer system. Allison is probably going to stay late at the office today so she can do all the things she hasn't done yet.

## ✓ READING CHECK-UP

### Q & A

Allison's co-workers are asking her about the things she has done today. Using this model, create dialogs based on the story.

- A. Allison, have you \_\_\_\_\_ yet?
- B. { Yes, I have. }  
{ No, I haven't. }

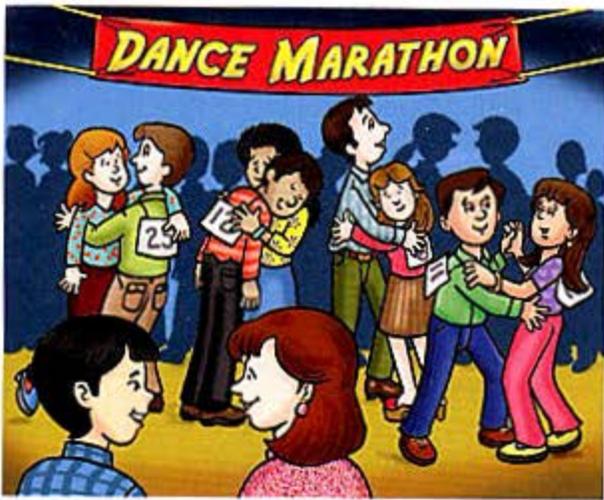
## LISTENING



Carl is going to have a party at his apartment this Saturday night. This is the list of things that Carl needs to do to get ready for the party. Check the things on the list that Carl has already done.

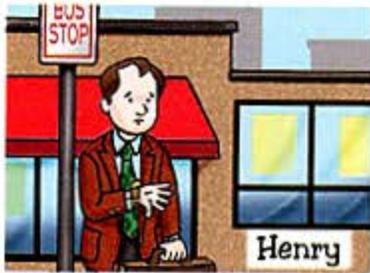
- go to the supermarket
- clean the apartment
- get balloons at the party store
- buy some new dance music
- hang up the decorations
- make the food
- tell the neighbors about the party
- give the dog a bath

# They've Been Dancing for Ten Hours

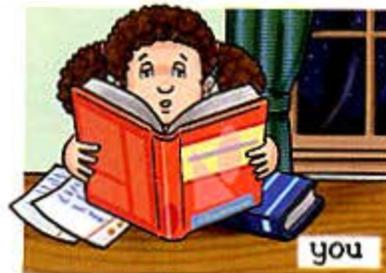


(I have)	I've	} been working.
(We have)	We've	
(You have)	You've	
(They have)	They've	
(He has)	He's	
(She has)	She's	
(It has)	It's	

- A. How long have your friends been dancing?
- B. They've been dancing for ten hours.



1. wait for the bus since 8 o'clock



2. study for five hours



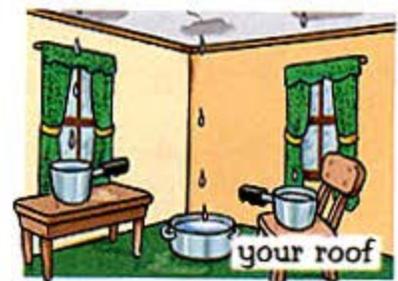
3. work here for thirty-five years



4. argue since we got here



5. go out for three months



6. leak since last week



7. live in Florida since they retired



8. snore all night



9.