



Business English- Present Perfect Simple and Continuous review

Present Perfect Continuous business roleplays and presentation

- Introduce yourself, mentioning your career history
- Have a progress check meeting with your line manager, giving excuses for things which aren't finished (yet)
- Try for the fourth time today to phone someone in another company
- Arrive late for drinks with a client or meeting a foreign business contact at the airport
- You are asked about your present job in a job interview
- Complain to your friend about how hard your job in the last few weeks
- Make small talk about television programmes

Grammar presentation

Match these possible sentences to the situations above.

"I've seen it."

"I've been working like a dog!"

"I've been trying to get through to him."

"I've been working here..."

"I think I've achieved a lot."

"I've been working on..."

"I've done about 50% of it."

"I've been waiting"

"He's gone out to meet a client."

"I've been enjoying 24."

What time clauses are likely to go with the sentences above?

Can you think of any questions that are likely to be answered by those example sentences (with or without the time clauses)?

Which two Present Perfect tenses are used above? What kinds of questions go with the two tenses?

Match these statements to the two tenses:

- Often used when talking about how long
- Often used when talking about how many or how much
- Focuses on the result/ achievement
- Focuses on the action

What are the general differences in meaning between the Present Perfect (Simple) and the Present Perfect Continuous?

Business English Present Perfect Simple Continuous

Wenbin Ji



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