



**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

**Ying-Ying Zheng**



**Business English Present Perfect Simple Continuous:**

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