

**Lesson 10 – Passive Present Perfect**

Fill in the conversations with the words provided.

**Conversation 1 -** project / hear / has / meantime / refund / have / heard / frustrating

**Man:** So, do you think our tax refunds \_\_\_\_\_ been deposited?

**Woman:** I hope so. I \_\_\_\_\_ it was sent on the 15th.

**Man:** Yeah, I still haven't been paid for my last job, so I really need it.

**Woman:** Why haven't you been paid?

**Man:** The \_\_\_\_\_ I was working on has not been completed yet. No one gets paid until it's finished.

**Woman:** I am sorry to \_\_\_\_\_ that. That must be \_\_\_\_\_.

**Man:** Yeah, it's really frustrating because all of my work \_\_\_\_\_ been completed, but I need for the others to finish before I get paid.

**Woman:** Well, in the \_\_\_\_\_, let's hope our tax \_\_\_\_\_ is there.

**Conversation 2 -** my / contract / conference / buffet / me / speakers / invitations / event

**Man:** How is everything looking with the \_\_\_\_\_?

**Woman:** Good, the hotel has been booked, and the \_\_\_\_\_ have been sent out.

**Man:** Have the \_\_\_\_\_ been confirmed yet?

**Woman:** Yes, all but one has confirmed.

**Man:** What about the caterer? Food is very important at an \_\_\_\_\_ like this.

**Woman:** A \_\_\_\_\_ has been signed by a local restaurant to provide food, but the menu has not been decided on yet.

**Man:** Well, if I have \_\_\_\_\_ say, I recommend a \_\_\_\_\_. Everyone loves that.

**Woman:** Noted sir. I will look into it.

**Man:** Great. Thanks for keeping \_\_\_\_\_ posted.

**Conversation 3 -** soon / I've / shortly / there / I / changed / notified / here

**Woman:** Hey, where is everyone? I thought the meeting was at one.

**Man:** It is. The room has been \_\_\_\_\_. It is now in conference room 5.

**Woman:** \_\_\_\_\_ see. Has everyone been \_\_\_\_\_? I didn't get a message.

**Man:** No, it was changed at the last minute. \_\_\_\_\_ been told to stay \_\_\_\_\_ and tell people as they come in.

**Woman:** OK, will I see you up \_\_\_\_\_?

**Man:** Yes, I will be up \_\_\_\_\_.

**Woman:** OK, see you \_\_\_\_\_.

**Conversation 4 on Next Page****[Listen Online](#)**

**Conversation 4 -** promoted / but / though / downsized / good / thought / bad / better

**Man:** Maria, welcome back. It's so nice to see you again.

**Woman:** Thanks. I was in the neighborhood, so I \_\_\_\_\_ I would stop by and say hello to everyone.

**Man:** Well, sadly, some of the people you used to work with have been let go.

**Woman:** Oh, that is too \_\_\_\_\_. I see that Katie is still here \_\_\_\_\_. That is good to see.

**Man:** Yes, she's been transferred to HR.

**Woman:** Oh, that's good. What about Bob over there?

**Man:** Oh, Bob, yeah, he's done alright for himself. He's been \_\_\_\_\_ to VP of sales.

**Woman:** Well, it's \_\_\_\_\_ to see that some things have been for the \_\_\_\_\_.

**Man:** Yes, we've been \_\_\_\_\_ a bit, \_\_\_\_\_ we're still going strong.

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**Man:** So, do you think our tax refunds **have** been deposited?

**Woman:** I hope so. I **heard** it was sent on the 15th.

**Man:** Yeah, I still haven't been paid for my last job, so I really need it.

**Woman:** Why haven't you been paid?

**Man:** The **project** I was working on has not been completed yet. No one gets paid until it's finished.

**Woman:** I am sorry to **hear** that. That must be **frustrating**.

**Man:** Yeah, it's really frustrating because all of my work **has** been completed, but I need for the others to finish before I get paid.

**Woman:** Well, in the **meantime**, let's hope our tax **refund** is there.

**Conversation 2** - my / contract / conference / buffet / me / speakers / invitations / event

**Man:** How is everything looking with the **conference**?

**Woman:** Good, the hotel has been booked, and the **invitations** have been sent out.

**Man:** Have the **speakers** been confirmed yet?

**Woman:** Yes, all but one has confirmed.

**Man:** What about the caterer? Food is very important at an **event** like this.

**Woman:** A **contract** has been signed by a local restaurant to provide food, but the menu has not been decided on yet.

**Man:** Well, if I have **my** say, I recommend a **buffet**. Everyone loves that.

**Woman:** Noted sir. I will look into it.

**Man:** Great. Thanks for keeping **me** posted.

**Conversation 3** - soon / I've / shortly / there / I / changed / notified / here

**Woman:** Hey, where is everyone? I thought the meeting was at one.

**Man:** It is. The room has been **changed**. It is now in conference room 5.

**Woman:** I see. Has everyone been **notified**? I didn't get a message.

**Man:** No, it was changed at the last minute. **I've** been told to stay **here** and tell people as they come in.

**Woman:** OK, will I see you up **there**?

**Man:** Yes, I will be up **shortly**.

**Woman:** OK, see you **soon**.

**Conversation 4 on Next Page****[Listen Online](#)**

**Conversation 4** - promoted / but / though / downsized / good / thought / bad / better

**Man:** Maria, welcome back. It's so nice to see you again.

**Woman:** Thanks. I was in the neighborhood, so I **thought** I would stop by and say hello to everyone.

**Man:** Well, sadly, some of the people you used to work with have been let go.

**Woman:** Oh, that is too **bad**. I see that Katie is still here **though**. That is good to see.

**Man:** Yes, she's been transferred to HR.

**Woman:** Oh, that's good. What about Bob over there?

**Man:** Oh, Bob, yeah, he's done alright for himself. He's been **promoted** to VP of sales.

**Woman:** Well, it's **good** to see that some things have been for the **better**.

**Man:** Yes, we've been **downsized** a bit, **but** we're still going strong.

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