

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

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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