

Present Perfect for Time

Asking about the status of a report.

Intermediate English—Sound Grammar

B1 Lesson 20 Conversation 2



Part 1: Listen to the conversation and answer the questions.

1	What is not finished?	2	What has not been checked yet?	3	What has she finished?
a	A report	a	The spelling	a	Revising it
b	A spreadsheet	b	The calculations	b	Writing it
c	A presentation	c	The grammar	c	Editing it

Part 2: Underline the mistake in the text. Write the correction in the space to the right.

Man: Have you <u>send</u> the report?	1	sent
Woman: Not, I haven't.	2	
Man: Why haven't you finish?	3	
Woman: I haven't had time to checks the spelling.	4	
Man: Have you finished write it?	5	
Woman: Yes, I having. Almost done!	6	

Part 3: Match the questions with the answers.

1	Have you ever made a report?	I use WhatsApp or Instagram.
2	How do you send messages?	Yes, my uncle is a famous author.
3	Do you know any writers?	Yes, I have an assignment due soon.
4	Do you write often?	No, I don't write at all.
5	Are you on any deadline?	I have for a school project.

Part 4: Now it is your turn! What are your answers to these questions? Discuss with a partner.

Bonus: Go online to ello.org/book to hear more. Do the Grammar Puzzle!

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Man: Have you send the report ?	1	sent
Woman: Not , I haven't.	2	no
Man: Why haven't you finish ?	3	finished
Woman: I haven't had time to checks the spelling .	4	check
Man: Have you finished write it ?	5	writing
Woman: Yes, I having . Almost done!	6	have

Part 3: Match the questions with the answers.

1	Have you ever made a report?	2	I use WhatsApp or Instagram.
2	How do you send messages?	3	Yes, my uncle is a famous author.
3	Do you know any writers?	5	Yes, I have an assignment due soon.
4	Do you write often?	4	No, I don't write at all.
5	Are you on any deadline?	1	I have for a school project.

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