



“Practice Guide”

NAME: _____	DATE: _____	CLASS: _____
--------------------	--------------------	---------------------

Present perfect + *ever, for, since*

1 Complete the sentences with the past participle of the verbs in brackets.

- 1 I can't see Dede. She's not here. Where has she _____ (go)?
- 2 Have you _____ (write) to Paul recently?
- 3 Mika has _____ (work) all over the world.
- 4 Have you _____ (hear) the news?
- 5 Jean has _____ (live) in Paris all her life.
- 6 I think they've _____ (make) a mistake.

2 Write sentences in the present perfect.

- 1 you / eat / anything ?

- 2 I / not start / my homework

- 3 Jenna / arrive / ?

- 4 Sara / go / home

- 5 Eric / not see / Star Wars

- 6 you / ever / go / Italy / ?

3 Complete the sentences with *for* or *since*.

- 1 She's had the same tablet _____ she was 19.
- 2 Cleo hasn't worked here _____ a long time.
- 3 I haven't eaten any sugar _____ over a week.
- 4 We've been online _____ 5 a.m.
- 5 He's lived in this house _____ he was born.
- 6 They've known each other _____ three years.

Present perfect + *just, already, yet, so far*

4 Put the word in brackets in the correct place. Sometimes there is more than one possible answer.

- 1 Germany have scored three goals. (so far)

- 2 We've seen the latest James Bond film. (already)

- 3 I haven't phoned Harry. (yet)

- 4 Look, the train has arrived. (just)

- 5 Have you finished your internship? (yet)

- 6 I've bought it and I've broken it. (just / already)

Present perfect vs Past simple

5 Circle the correct words to complete the conversation.

- A** Paddy, where ¹ *did / has* Emily gone?
B I ² *didn't see / haven't seen* her since this morning, but I think she's ³ *gone / went* to the shops.
A Has she ⁴ *took / taken* Brenda?
B I ⁵ *didn't / haven't* see Brenda.
A When did she ⁶ *go / gone*?
B She ⁷ *left / has left* about half an hour ago.
A Thanks. When you see her, tell her I've ⁸ *went / gone* to work.
B Did you ⁹ *buy / bought* some milk?
A No, but I've ¹⁰ *wrote / written* her a note about that.

6 SPOT THE MISTAKE! Tick the correct sentences and correct the mistakes.

- 1 Jack and I are good friends. I knew him for years.
- 2 I've been shopping yesterday. I bought lots of clothes.
- 3 Marta loves this house. She's lived here since she was a little girl.
- 4 Theo's been to university for four years and then he started working.
- 5 I haven't seen Olivia for years. I'd love to know what she's doing now.
- 6 The line is still busy. How long were they on the phone?
- 7 I'm worried about the test tomorrow. I didn't learn any of the words yet.
- 8 We've visited the castle twice before, but we'd like to go again.

7 Complete the sentences with *been, gone* or *went*.

- 1 I've never _____ to Australia, but I'd love to.
- 2 He won't be long. He's just _____ to get a coffee.
- 3 There you are! Where have you _____?
- 4 I _____ to the doctor yesterday and she gave me some medicine.
- 5 Where's Al? Has he _____ to work?
- 6 Liz _____ on holiday last week – she came back yesterday.



EDUCATION

Types of school



NURSERY



PRIMARY



SECONDARY



SIXTH FORM
COLLEGE

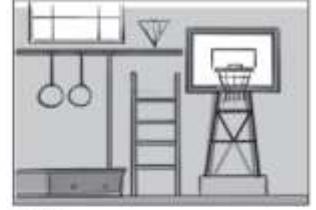
School rooms



ART ROOM



CLASSROOM



GYM



LIBRARY



MUSIC ROOM



SCIENCE LAB

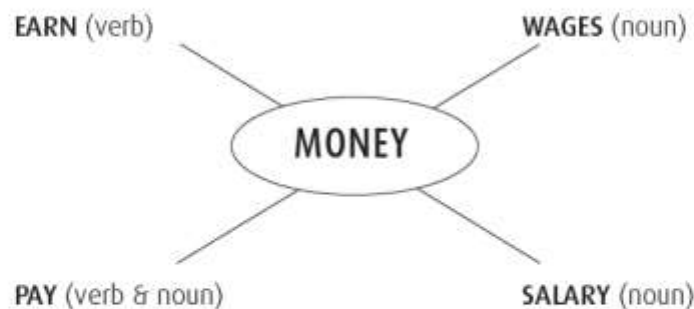
People

HEADMASTER: a male teacher in charge of a school
HEADMISTRESS: a female teacher in charge of a school
HEAD TEACHER: a male or female teacher in charge of a school
HEAD BOY: a senior male student with special duties
HEAD GIRL: a senior female student with special duties
SIXTH-FORMER: a student studying in the sixth form (age 16-18)
SCHOOL LEAVER: young person who has just left school

College

COURSE
COURSE WORK
ESSAY
LECTURE
LECTURER
TERM
TIMETABLE
GRADUATION: day when a college student receives their certificate

JOBS & WORK



Job interviews

APPLICANT
APPLICATION (FORM)
APPLY
CANDIDATE
CV
INTERVIEW
STRENGTHS
WEAKNESSES

Employment

CAREER
COLLEAGUE
EMPLOYER/EMPLOYEE
OCCUPATION: your current work
PROFESSION: well-qualified and respected job like doctor, lawyer or accountant
RETIRE: stop working when you reach 60 or 65, or for health reasons



EDUCATION

1 Match the words 1-10 with the descriptions a-j.

- | | |
|----------------------|----------------|
| 1 nursery | 6 classroom |
| 2 primary | 7 gym |
| 3 secondary | 8 library |
| 4 sixth-form college | 9 music room |
| 5 art room | 10 science lab |

- a place where you can paint or draw
- a place where you can play instruments
- the first school that young children go to
- a place where you can do exercise
- a school for students aged around 11-16
- a place where a teacher gives lessons
- a place where you learn physics, chemistry, etc.
- a place where you can read or borrow books
- a place for very young children or babies
- in some countries, a school for students over 16

2 Put the words into the correct columns. Some words go into more than one column.

head boy school leaver headmistress
 sixth-former headmaster head girl head teacher

Male Adult	Female Adult
Male Young person	Female Young person

3 Complete the sentences with the correct word.

graduation lecture essay timetable lecturer
 course term course work

- I've finally finished my _____. It's 5,000 words long!
- Jill's family travelled 200 miles to watch her _____.
- My _____ is five years long, because I'm studying medicine.
- Three weeks to go until the end of _____!
- I've got so much _____ to do, I can never go out!
- Have you got your _____ for this year yet? Wednesday is my busiest day.
- My favourite _____ is a world-famous expert in his subject.
- Martin was unhappy to find out that his first _____ started at 9 am.

JOBS & WORK

1 Match the words 1-8 with the descriptions a-h.

- | | |
|----------------------|--------------|
| 1 applicant | 5 CV |
| 2 application (form) | 6 interview |
| 3 apply | 7 strengths |
| 4 candidate | 8 weaknesses |

- Document that you prepare which lists your education and work experience. _____
- Send your details in response to a job advert. _____
- Things that you do very well. _____
- Meeting where employers try to find out if you're suitable for a job. _____
- Person who responds to a job advert and hopes to be selected. _____
- Personal qualities or skills that you need to improve. _____
- Document that you must complete if you're interested in a job. _____
- Person who answers an employer's questions to see if they're suitable for a job. _____

2 Complete the sentences with the correct word.

wages salary job work employer
 employees occupation profession pay earns

- Mark _____ a lot of money. He has five cars!
- My father worked as a doctor for 42 years. He left the medical _____ when he was 70.
- I have a monthly _____ of £1,000.
- I've got a lot of _____ to do today.
- My brother isn't working at the moment. He's looking for a _____.
- My bank has more than 5,000 _____ around the world.
- How much does your boss _____ you?
- My old _____ never liked me. She always gave me boring work to do.
- Teaching is an interesting _____, but it's not very highly paid.
- I worked in a shop, but they paid very low _____.

3 Circle the correct words.

- A *career* / An *occupation* is the job or jobs you do all your life. A *career* / An *occupation* is the job you have now.
- A *colleague* / An *employee* is someone who works for a company. A *colleague* / An *employee* is someone you work with.
- To *work* / *retire* is to do a job, usually for money. To *work* / *retire* is to stop working, usually when you are old.
- A *job* / *profession* is a type of work that usually needs special training or a good education. A *job* / *profession* is any kind of work you do to earn money.