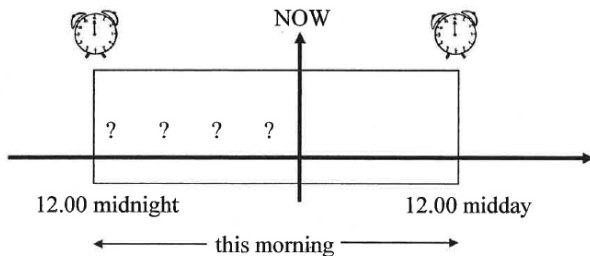
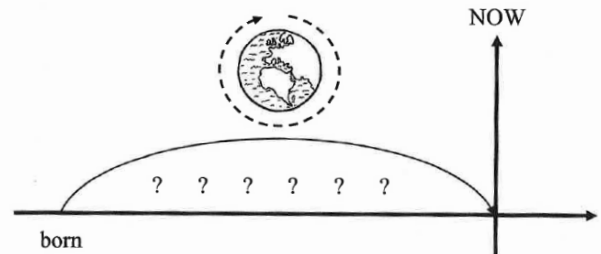


**1 PAST FINISHED ACTION**  
**IN UNFINISHED TIME FRAME (e.g. this year, today, my life)**  
 Having the experience is more important than when exactly happened

*Have you seen Joe this morning?*



*He has travelled all round the world.*

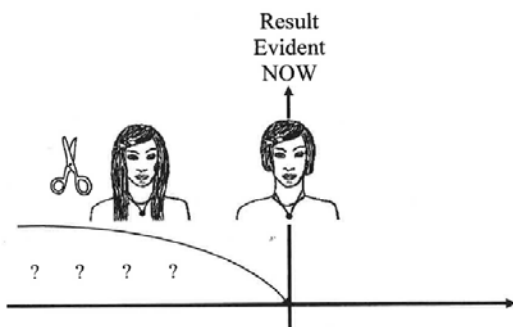


Compare:  
*I've drunk two cups of coffee today.*  
*I drank four cups of coffee yesterday.*

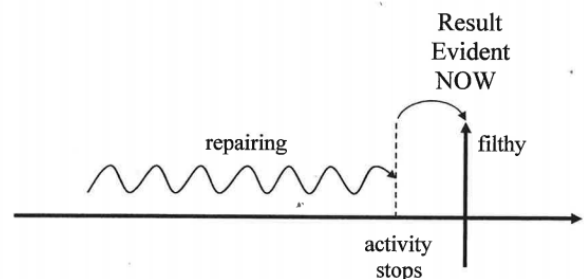
Compare:  
*Have you ever been to Japan?*  
*Did Michael Jackson ever go to Japan?*

**2 PAST FINISHED/ STOPPED ACTION**  
**RESULT IS EVIDENT IN THE PRESENT**

*"Oh, you have cut your hair."*



*He has been repairing the car. He's filthy.*

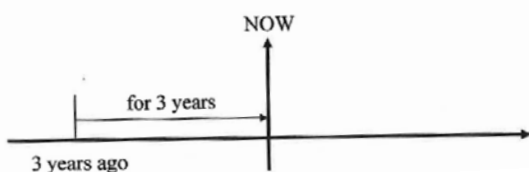


Which one sounds better?  
*There's blood everywhere - I've cut my finger.*  
*There's blood everywhere - I've been cutting my finger.*

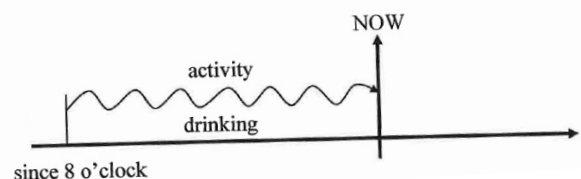
Which one sounds better?  
*I'm exhausted - I've studied.*  
*I'm exhausted - I've been studying.*

**3 PRESENT UNFINISHED ACTION, STARTED IN THE PAST**  
**Expressing the duration of this activity**

*She has worked here for 3 years.*



*He has been drinking since 8 o'clock.*



Also possible:  
*She has been working here for 3 years.*

Not possible as it the action too short term:  
*He has drunk since 8 o'clock.*

EXERCISE:

Which use of the present perfect are the following sentences?

- 1) *I've visited her only twice this year.*
- 2) *We've been friends for 12 years.*
- 3) *She's the most interesting person I've ever met.*
- 4) *They are having a trial separation because they've been fighting a lot.*
- 5) *She's been in hospital for five days.*
- 6) *He's been in hospital twice (once for a knee operation and once when he had chest pains).*
- 7) *I'm crying because I've been chopping onions, not because I'm upset.*
- 8) *How long have you been working there?*
- 9) *He's going to be late. He's had an accident.*
- 10) *I've been working on the assignment since last week.*
- 11) *She has never failed an exam.*
- 12) *He hasn't come to class for the two last weeks.*
- 13) *I'm sorry she's just stepped out of the office. Can I ask her to call you back? (on the phone)*
- 14) *Never in my life have I been so exhausted.*

EXERCISE:

These are extracts from student assignments. How could you change the tenses in bold?

*Last month, the census website of Australian Bureau of Statistics (ABS) **has broken** down.*

*Actually, cyber-attacks are a global problem that China, Thailand, Republic of Ireland and the United Kingdom also **encountered** before.*

*In their 2012 study, Peterson and Taylor **have found** that a management style did not impact on the productivity of the workers at XYZ company.*

*Much of the research carried out this century **showed** that previous notions of operational management style were inadequate.*

*Productivity in this sector **increased** dramatically this year and will almost certainly continue to do so until the end of this financial year.*

*This week the senior foreman **given** me the responsibility to manage most of the tasks.*

Timeline diagrams taken from: Workman, G. 2008 *Concept Questions and Timelines*, Gem publishing