



Present Perfect Practice Game- Meetings

Using language like that on the next page if you like, roleplay a meeting where a boss is checking what things are finished and which aren't finished, asking "Have you... (yet)?" questions.

The person answering should flip a coin and say "Yes" if they get heads but "No" if they get tails. They should also give more information, for example:

- When it was done
- Why it isn't finished yet
- When it will be finished

The boss can also ask questions about those things.

Do the same for five or six things like those on the last page, then switch roles.

Without looking on the next page for now, brainstorm possible time expressions into each of these boxes, trying to include things that the other groups don't think of. A few expressions can go in each box.

Time expressions used with Present Perfect for unfinished times	Time expressions used with Past Simple for finished times

Check your answers as a class. You will get one point for each unique correct thing you call out, but you get no points if someone else has written it down and minus one point if it is incorrect in some way. Even expressions which are only very slightly different from what other people have written will get one point.

Compare your answers with the next page. You get one point for each correct thing you wrote which isn't on those original lists.

Do something similar to the original roleplay, but this time roleplay a meeting between two colleagues and divide up the jobs which haven't been done yet between you.



Useful language

Have you... yet?	
Possible things to ask about <ul style="list-style-type: none">- adjust (the air conditioning)- apologise (to a customer)- assemble (the new desks)- attend (your performance evaluation meeting)- calculate (this quarter's profit)- change (your email password)- check your email- choose/ select (a new supplier)- collect (everyone's mobile phone numbers)- complain (to the building management)- discuss (who wants to take early retirement)- download (the map for next week's meeting)- fill (the coffee pot)- give (everyone new business cards)- install (virus protection)- invite the shortlisted candidates for interview- make (a list of everyone's mobile numbers)- move (the boxes of photocopy paper)- negotiate (cheaper photocopy paper)- organise (a Christmas party)- pay (the suppliers)- phone the Sales Director- prepare (the agenda for the meeting)- present (the new product to your customers)- print (the minutes of the meeting)- purchase (new laptop computers)- read (the new safety regulations)- repair (the sink in the toilet)- send (the new catalogues)- shortlist (20 job candidates)- sign (your new contract)- socialise (with the visiting guests)- thank (the people we visited in America)- train (the new recruits)- wrap (the retirement present)	Possible time expressions <ul style="list-style-type: none">- One or two minutes/ hours/ days/ weeks/ months ago- A couple of minutes/ hours/ days/ weeks/ months ago- A few minutes/ hours/ days/ weeks/ months ago- Around... ago/ About... ago- At least... ago- Already- Yet- (Just) before this meeting- Just- Today- This morning/ afternoon/ evening/ week/ month/ year- Yesterday (morning/ afternoon/ evening)- The day before yesterday- This week/ month/ year- Last week/ month/ year- The week before last- At seven o'clock/ half past six/ midnight- In April/ 2013/ April 2013