**1 Complete the sentences with past tenses and present perfect.**

1 At four pm last Tuesday I ……………………. (work) in the office.

2 When she ………………… (read) all the greetings cards, she made a short thank-you speech.

3 At four pm last Tuesday I …………………. (finish) work and went home.

4 I remember that night. You ……………………… (wear) your pretty black dress.

5 I ……………….. (phone) you four times yesterday. Where were you?

6 It was very difficult to get up this morning because I ……………… (work) very hard the last night.

7 She is nervous because she ………………………. (not fly) before.

8 She ………………….. (write) the book since 2012.

9 The music ………………… (start) when the curtains opened.

10 It …………………… (rain) and the ground was still wet.

**2 Correct any mistakes.**

1 This is the second time she has lied about the case.

2 He was head of the department in the last five years.

3 This morning I haven’t been able to concentrate very well. But it got better in the afternoon.

4 The room looks very good. Did you decorate?

5 I’ve been to Morocco three times so far. Last year I visited my aunt in the south.

6 We arrived late at the airport because there was traffic jam.

7 When has he gone to Italy?

8 He travelled all around the world by the time he reached forty.

9 This week the auditors checked half of the documents.

10 Where’s Michelle? She’s been to the shops.