

**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.