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

1 At four pm last Tuesday I was working in the office.

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

3 At four pm last Tuesday I finished work and went home.

4 I remember that night. You were wearing your pretty black dress.

5 I phoned you four times yesterday. Where were you?

6 It was very difficult to get up this morning because I had been working very hard the last night.

7 She is nervous because she hasn’t flown before.

8 She has been writing the book since 2012.

9 The music started when the curtains opened.

10 It had been raining and the ground was still wet.

**2 Correct any mistakes.**

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

2 He has been head of the department in the last five years.

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

4 The room looks very good. Have you been decorating?

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 had been traffic jam.

7 When did he go to Italy?

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

9 This week the auditors have checked half of the documents.

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