

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.