3. 区分have gone to去了。。。

have been to去过。。。(before/ 次数/ever)

have been in呆在。。。(for+一段时间)

4. 套路^-^：

---Have you done….yet?

---Yes. (I have)

----When/Where did you do…?

How long have you done…?

5. 短暂---延续的转换

短暂性动词可用于现在完成时，但如果句中出现了表示一段时间的时间状语，要将短暂动词换成延续性动词或表示状态的词、短语

buy → have had,

borrow → have kept

begin; start → have been on

finish, end → have been over

die → have been dead

come; arrive; move; get to; reach → have been in…

leave → have been away

join+组织→ have been in

return, come back → have been back

catch/ get a cold → have had a cold

get/wake up → have been up

Fall asleep → have been asleep