

THE PRESENT PERFECT

- ✓ We form the present perfect by using the auxiliary *have* or *has* and the past participle of the verb.
- ✓ We use the present perfect to show that an action began in the past and continues to the general present.

⇒ *Production in our factories has increased a lot since we installed the new machinery.*

THE PRESENT PERFECT CONTINUOUS

- ✓ We form the present perfect continuous by using *have been* or *has been* before the verb and adding *-ing* to the end of the verb.
- ✓ We use the present perfect continuous to show that an action began in the past and continues to this moment in the present.

⇒ *I've been waiting for you for over an hour.*

In the following TOEIC test questions, you will have to choose the correct verb form from four verb choices. You must understand the meaning of the sentence and the meaning of the verb choices.

Practice: Present Tenses

DIRECTIONS: Mark the choice that best completes the sentence.

1. I only _____ to work on Monday. The rest of the week I work from home. (A) go (B) am going (C) have gone (D) have been going
2. My boss _____ to Australia next month to open a new business. (A) travels (B) is traveling (C) has traveled (D) has been traveling
3. My co-workers and I _____ at this restaurant once before. (A) eat (B) is eating (C) have eaten (D) have been eating
4. Since June, Jake _____ rather than driving to the fitness center. He has more time now that he is retired. (A) walking (B) is walking (C) has walked (D) has been walking
5. I always _____ to wish my boss a happy birthday. (A) forget (B) am forgetting (C) have forgotten (D) have been forgetting