

## Present Perfect

Learners of English in Croatia find the Present Perfect Simple and Continuous tenses difficult to learn because in Croatian there are no equivalent tenses. Therefore, this lesson aims to explain which tense is to be used in which situation. The basic difference between the simple and continuous form is that the Present Perfect Simple emphasises the product of an action while the Present Perfect Continuous emphasises the process itself. For more details please see below.

### Present Perfect Simple

Form:	have/has + past participle
Time references:	lately, recently, ever, never, always, occasionally, often, several times, since, for, all day/week/month, etc.
Use:	<ul style="list-style-type: none"><li>- recent actions when the time is not mentioned <i>I have read the instructions, but I don't understand them.</i></li><li>- recent actions that have present results <i>The management has reduced the budget.</i></li><li>- actions which occurred in the past, but could be repeated in the present <i>We've changed suppliers several times due to quality problems.</i></li><li>- with superlatives or expressions like <i>the first, the second, last time</i>, etc. <i>For the first time we have had so many tourists coming to the city.</i></li></ul>

### Present Perfect Continuous

Form:	have/has + been + verb-ing
Time references:	lately, recently, several times, since, for, all day/week/month, etc.
Use:	<ul style="list-style-type: none"><li>- actions which began in the past and are still continuing <i>We have been doing business with Matrix5 since 2010.</i></li><li>- continuous actions that have just finished and have present results <i>Mark has been working on this report for over two months.</i></li><li>- repeated actions <i>Our company has been giving money to charity for years.</i></li></ul>

A Underline the correct form of the verb.

1. I *have taken/have been taking* my camera to the repair shop twice this week.
2. I *haven't managed/haven't been managing* to speak to my boss today.
3. I can't remember whether we *have already renewed/have already been renewing* the contract with the producer.
4. We *have banked/have been banking* with that bank for 14 years and they really are the best bank.
5. The group *has invested/has been investing* in African markets for the past 10 years.
6. *Has the bank already transferred/has the bank already been transferring* the money to our account?
7. According to the report, all the airlines *have improved/have been improving* their customer service rating since 2010.
8. The parties *have negotiated/have been negotiating* the terms and conditions of a new job evaluation process for the last couple of months.
9. The company *has increased/has been increasing* its customer base by 20% this year.
10. Matrix5 *has been/has being* a supplier of ours for years.

*Key: 1. have taken, 2. haven't managed, 3. have already renewed, 4. have been banking, 5. has been investing, 6. has the bank already transferred, 7. have improved, 8. have been negotiating, 9. has increased, 10. has been*