PRACTICAL GRAMMAR
Teaches real language in natural situations

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Past simple and present perfect simple

Presentation

Past simple

You use the past simple to talk about finished actions and events in the past. If there is no clear reference to a specific time, the past simple is often used if the reference is clearly implied or understood:

I saw a great film last night.

Past perfect

Can refer to both a past time or a past time in the past, which is necessary or important, or when the past action is a result of the past action.

I had his level by the time I was ten.

Present perfect

Can refer to a past action that happened at any time before the present time. It is often used in conjunction with the present perfect tense to indicate an action that has occurred since the present time.

I had just arrived when the phone rang.

Exercises

1. Read about Simon Reeve. Circle the correct form of the verb.

Simon Reeve is a author and TV presenter. Several of his books and TV programmes have been translated into international sounds. In 2008 he made a series of fascinating travel documentaries for the BBC. .

2. Write questions using the present perfect simple or past simple.

Where are you going to travel in the future?

3. Complete the interview using the present perfect simple or past simple of the verbs in brackets. Then listen and check.

A: What is the most exciting thing you have ever done?

4. Read aloud or write the dialogue. Add only one word per dialogue. Then listen and check.

A: Have you been to Africa?

A: I have been to Africa.

A: Is there anything you can do to help?

A: No, the war is over.

A: I have never been to Africa.

A: I am going to the Arctic Circle.

A: I have just arrived in the Arctic Circle.

A: I have visited the Arctic Circle.

A: I have never visited the Arctic Circle.

A: She has never read a book about it.

A: She has read a book about it.

A: I have visited the Arctic Circle.

A: I have never visited the Arctic Circle.

A: I have just arrived in the Arctic Circle.

Listening and pronunciation

Two audio CDs provide listen and check support and key pronunciation of the grammar item.

Real Language in natural situations

Dialogues, short texts, emails, pictures and diagrams present the grammar in a familiar context and at the appropriate language level.

Pages taken from Practical Grammar Level 3
Tips

Common errors and characteristics of English grammar are highlighted.

Presentation

You can use both the present perfect simple and the present perfect continuous to talk about:

- recent past events and news stories.
- a past event or action that has an effect or influence now or in the future.

The police have released the video from the incident standards.
We've just finished talking about the film at the studio.
- a past event or action that has an effect or influence now or in the future.

Present perfect simple:

The police have released the video from the incident standards.

Present perfect continuous:

We've just finished talking about the film at the studio.

Use the present perfect continuous to talk about an action that was in progress until recently. I've just been talking on the phone.

Quantity and duration:

Use the present perfect simple to talk about a specific number of times you have done something in the past or for a specific time period. You've been waiting for the bus for half an hour.

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Use the present perfect continuous to talk about an action that was in progress until recently. We've just been talking on the phone.

Exercises

1. Look at the pictures and write sentences in the present perfect continuous.

   A. I've just been writing a letter.
   B. I've just been reading a book.
   C. I've just been listening to music.
   D. I've just been watching TV.

2. Choose the correct form of the verbs.

   A. I've been taking a break.
   B. I've been taking a break.
   C. I've been taking a walk.
   D. I've been talking to Mary.

3. Look at the verbs in bold. Which should not be in the present perfect continuous? Write the verbs in the present perfect simple.

   A. I've been working hard all morning. I'm taking a break.
   B. I've been writing a page of the report. I've written.
   C. They've been playing really well all season.
   D. We've been winning the last sixteen matches.

4. Complete the conversation using the present perfect simple or present perfect continuous form of the verbs in brackets. Then listen and check.

   A: Why haven't you seen the new film? (just started)
   B: Not yet. We haven't decided (see) it yet.
   A: Well, we haven't seen it yet.
   B: Yes, I haven't seen it yet.

   A: Yes, they have.
   B: Yes, they've been really big in the last few weeks. I've been (decide) to get them after seeing them in the last few weeks.
   A: That's great. I've been (decide) to get them after seeing them in the last few weeks.
   B: Well, good luck to him, I say.
1. Two-page review after every 4 units.

2. Progress tests for every 10 units at the back of the book.

3. Collect cool

4. MyPG Online

Free pincode with every book provides extensive additional online practice

Sample pages and tests are available at elt.heinle.com/practicalgrammar
Practical Grammar aims to:

- teach grammar at elementary to upper intermediate level
- improve grammar accuracy
- help students use grammar in real-life situations, including conversations

Organisation of the book

100 units, divided into modules of five
Each module examines a particular area of grammar. The grammar is set in short, everyday conversations.

Students examine the form, meaning and use of language
Grammar is then practised in a variety of activity types.

A Review section concludes each module and Progress Tests at the back of the book
Students’ progress is regularly checked.

Appendices
1. Punctuation
2. Spelling rules
3. Irregular verbs
4. Summary of main verb forms

Answer key

Tapescript

Also packaged in the book are the two audio CDs and the pin code for accessing MyPG*

*MyPG offers extensive additional online practice.

Grammar in real contexts

The rules of grammar are important but it’s also important to see the grammar being used in a real-life situation. For this reason, each unit introduces grammar through a short conversation or text. After the presentation of the grammar, there are exercises that practise the new language in authentic contexts with recordings on the CDs to hear the language in use.
Practical Grammar is for self-study or classroom use.

The series takes students through key aspects of English grammar from elementary to upper intermediate levels.

Level 1 – Elementary to Pre-intermediate A1 to A2 (KET)
Level 2 – Low Intermediate to Intermediate A2 to B1 (PET)
Level 3 – Intermediate to Upper Intermediate B1 to B2 (FCE)

Key features

- **Real Language in natural situations**
  Dialogues, short texts, emails, pictures and diagrams present the grammar in a familiar context and at the appropriate language level.

- **Listening and pronunciation**
  Two audio CDs provide listen and check support and key pronunciation of the grammar items.

- **Tips**
  Common errors and characteristics of English grammar are highlighted.

- **Review and Progress Tests**
  A two-page review after every 4 units and a progress test for every 10 units gives students the opportunity to check their learning.

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