



Become a global TM with Aspire's Business English Fundamentals

In today's Business English Fundamentals, we will be reviewing present perfect. (現在完了)

Present perfect

- To make positive statement use have/has + past participle.
- To make negative sentences use haven't/hasn't + past participle.
- To make questions use have/has + subject + past participle.
- To form the past participle of regular verbs (order, arrive, etc.) add -ed to the verb.

Example Dialogue

Eric: Where's Mio?

Eric: Have you sent the order yet?

Aya: No, I haven't.

Eric: Why not? I've posted them the invoice already!

Aya: The order's not ready. The Production Department is having some problems.

Eric: Oh, I haven't spoken to Steve from Production today, so no one told me.

Aya: The packing machine has broken down and they haven't fixed it yet.

Eric: OK, I'll call the customers and explain.

Your Turn!

Let's take turns to ask what Mr. Tanaka has done.

Example. A. Has he checked the database? Yes, he has.

- Upgrade the servers
- Contact the vendors
- Email the department manager about the meeting with Fab4
- Call Steve
- Arrange next visit for college students
- Confirm the shipment with Logistics

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