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B1 JOB INTERVIEWS ≈ 27 MIN

Describing Work Experience — *practise your timeline*

Tell your career story clearly: current duties, ongoing periods, and finished roles with the right tense.

Current role + duration with for/since → **present perfect** · current duty without a duration → present simple · finished role + date → **past simple**

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT BY TENSE · APPROX. 4 MIN ●○○

Sort each statement by its time signal. Write current roles with **for/since** on the left and finished roles with a closed time expression on the right.

I've handled key accounts for two years.
I was a buyer at Adler Technik from 2016 to 2019.
I've been with Fischer Elektronik since 2022.
I left Hansa Möbel three years ago.
I've supervised warehouse staff for eighteen months.
I worked at König Pharma in 2020.
I've led customer support since April.
I managed exports from 2017 to 2021.
I've held this sales role for six months.
I completed my traineeship two years ago.

PRESENT PERFECT + FOR/SINCE	PAST SIMPLE + CLOSED TIME

BRICK 2 · COMPLETE THE VERB · APPROX. 6 MIN ●●○

Put the verb in brackets into the correct form. First check: is the role still continuing with a duration, or is the time finished?

01 I _____ (work) at Rheinblick Energy for three years.
02 Lena _____ (join) Bergmann Systems in 2018.
03 We _____ (be) with Nordstern Consulting since May.
04 Before this role, I _____ (manage) orders at Seidel Foods from 2019 to 2022.
05 My current supervisor _____ (lead) the service team for four years.
06 I _____ (leave) Albrecht Media three years ago.
07 Since 2024, I _____ (coordinate) supplier audits for Reuter Medical.
08 In my previous role, I _____ (develop) a booking system in 2021.

YOUR BUILD | 1 · SORTING | 2 · FILL-IN | 3 · CORRECT | 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each sentence contains exactly one mistake with the tense or time expression. Underline it and write the whole sentence correctly.

01 I work at Fischer Elektronik for three years.

02 I have been a purchasing assistant since two years.

03 I have coordinated supplier audits from 2023.

04 I have managed exports at Kern Pharma from 2018 to 2020.

05 I was a sales assistant at Eichenberg Systems in three years ago.

06 I have left Heller Logistik in 2019.

BRICK 4 · WRITE ABOUT YOUR CAREER · APPROX. 8 MIN

Write one true sentence about yourself for each prompt. Use the target pattern and add your own details.

01 Your current duty without a duration: "I work as … at …" — name your role and company.

02 Your current role with a duration: "I have been a … at … for …" — give the role and duration.

03 The starting point of your current role: "I have held my … role since …" — give the role and starting point.

04 A finished role: "I held a … role at … from … to …" — give the role, company, and period.

MINI-CHECK – CAN I DO THIS YET?

- [ ] I use the present perfect with for or since when my current role continues today.
- [ ] I use the present simple when I only state what I currently do without giving a duration.
- [ ] I put for before a duration and since before a starting point.
- [ ] I use the past simple for finished roles with a closed time expression.

Not every box ticked? Check each sentence first for a duration, starting point, or finished time.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **I've handled** key accounts for two years.
For + ongoing duration → present perfect.

02 I **was** a buyer at Adler Technik from 2016 to 2019.
From … to = finished → past simple.

03 **I've been** with Fischer Elektronik since 2022.
Since + ongoing starting point → present perfect.

04 I **left** Hansa Möbel three years ago.
Ago marks a finished time → past simple.

05 **I've supervised** warehouse staff for eighteen months.
For gives a duration continuing today.

06 I **worked** at König Pharma in 2020.
In 2020 is finished → past simple.

07 **I've led** customer support since April.
Since April starts an ongoing duty.

08 I **managed** exports from 2017 to 2021.
From … to closes the period → past simple.

09 **I've held** this sales role for six months.
For gives the current role's duration.

10 I **completed** my traineeship two years ago.
Ago closes the action → past simple.

BRICK 2 · FILL-IN

01 **have worked**
For + ongoing duration → present perfect.

02 **joined**
In 2018 is finished → past simple.

03 **have been**
Since May starts an ongoing period.

04 **managed**
From … to = finished → past simple.

05 **has led**
For gives the ongoing duty's duration.

06 **left**
Ago marks a finished event.

07 **have coordinated**
Since 2024 starts an ongoing duty.

08 **developed**
In 2021 closes the action.

BRICK 3 · CORRECT

01 I **have worked** at Fischer Elektronik for three years.
Current role + for/duration → present perfect.

02 I have been a purchasing assistant **for** two years.
For comes before a duration.

03 I have coordinated supplier audits **since** 2023.
Since comes before the starting point 2023.

04 I **managed** exports at Kern Pharma from 2018 to 2020.
From … to = finished → past simple.

05 I was a sales assistant at Eichenberg Systems **three years ago**.
Three years ago takes no preposition.

06 I **left** Heller Logistik in 2019.
In 2019 is finished → past simple.

BRICK 4 · WRITE

Your sentences may differ — check the tense, for/since, and ongoing or finished time.

01 I **work** as an office coordinator at Linden AG.
Current duty without duration → present simple.

02 I **have been** an analyst at Elbe Solar for two years.
Current role + for/duration → present perfect.

03 I **have held** my buyer role at Taunus Handel since September 2024.
Since starts a period continuing today.

04 I **held** a customer service role at Hafenblick Services from 2019 to 2022.
From … to = finished → past simple.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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