

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

- | | |
|--|---|
| <p>01 I 've handled key accounts for two years.
<i>For + ongoing duration → present perfect.</i></p> <p>02 I was a buyer at Adler Technik from 2016 to 2019.
<i>From ... to = finished → past simple.</i></p> <p>03 I ve been with Fischer Elektronik since 2022.
<i>Since + ongoing starting point → present perfect.</i></p> <p>04 I left Hansa Möbel three years ago.
<i>Ago marks a finished time → past simple.</i></p> <p>05 I ve supervised warehouse staff for eighteen months.
<i>For gives a duration continuing today.</i></p> | <p>06 I worked at König Pharma in 2020.
<i>In 2020 is finished → past simple.</i></p> <p>07 I ve led customer support since April.
<i>Since April starts an ongoing duty.</i></p> <p>08 I managed exports from 2017 to 2021.
<i>From ... to closes the period → past simple.</i></p> <p>09 I ve held this sales role for six months.
<i>For gives the current role's duration.</i></p> <p>10 I completed my traineeship two years ago.
<i>Ago closes the action → past simple.</i></p> |
|--|---|

BRICK 2 · FILL-IN

- | | |
|---|--|
| <p>01 have worked
<i>For + ongoing duration → present perfect.</i></p> <p>02 joined
<i>In 2018 is finished → past simple.</i></p> <p>03 have been
<i>Since May starts an ongoing period.</i></p> <p>04 managed
<i>From ... to = finished → past simple.</i></p> | <p>05 has led
<i>For gives the ongoing duty's duration.</i></p> <p>06 left
<i>Ago marks a finished event.</i></p> <p>07 have coordinated
<i>Since 2024 starts an ongoing duty.</i></p> <p>08 developed
<i>In 2021 closes the action.</i></p> |
|---|--|

BRICK 3 · CORRECT

- | | |
|---|---|
| <p>01 I have worked at Fischer Elektronik for three years.
<i>Current role + for/duration → present perfect.</i></p> <p>02 I have been a purchasing assistant for two years.
<i>For comes before a duration.</i></p> <p>03 I have coordinated supplier audits since 2023.
<i>Since comes before the starting point 2023.</i></p> | <p>04 I managed exports at Kern Pharma from 2018 to 2020.
<i>From ... to = finished → past simple.</i></p> <p>05 I was a sales assistant at Eichenberg Systems three years ago.
<i>Three years ago takes no preposition.</i></p> <p>06 I left Heller Logistik in 2019.
<i>In 2019 is finished → past simple.</i></p> |
|---|---|

BRICK 4 · WRITE

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

- | | |
|--|---|
| <p>01 I work as an office coordinator at Linden AG.
<i>Current duty without duration → present simple.</i></p> <p>02 I have been an analyst at Elbe Solar for two years.
<i>Current role + for/duration → present perfect.</i></p> | <p>03 I have held my buyer role at Taunus Handel since September 2024.
<i>Since starts a period continuing today.</i></p> <p>04 I held a customer service role at Hafenblick Services from 2019 to 2022.
<i>From ... to = finished → past simple.</i></p> |
|--|---|

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