

B1

TENSES

≈ 27 MIN

Present Perfect vs Past Simple — *practice on paper*

You know the time-frame test — now reinforce the contrast with fresh everyday and workplace examples.

**Finished
time**→ past
simple ·**Open time up to
now**, life experience, or a present result → present
perfect

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY TIME FRAME · APPROX. 4 MIN

● ○ ○

Sort each time expression. Left: completely finished time for the **past simple**. Right: a period or experience up to now for the **present perfect**.

in 2020

so far today

three hours ago

ever in your career

last summer

since the new manager arrived

on Tuesday morning last week

this month (still in progress)

when I called the supplier yesterday

for six months and still ongoing

PAST SIMPLE · FINISHED**PRESENT PERFECT · UP TO NOW**

BRICK 2 · COMPLETE WITH THE RIGHT FORM · APPROX. 6 MIN

● ● ○

Put the verb in brackets into the **present perfect** or **past simple**. First underline the expression that sets the time frame.

- 01 Maya _____ (submit) the proposal at noon yesterday.
- 02 I _____ (not read) the final email yet.
- 03 Our department _____ (move) offices in 2021.
- 04 We _____ (complete) four checks so far this morning.
- 05 Leo _____ (work) with this supplier since May.
- 06 They _____ (announce) the result two days ago.
- 07 _____ you ever ____ (lead) an online meeting?
- 08 The train _____ just ____ (arrive), so Nina is at the station now.

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 tense or verb-form mistake. Underline it and write the complete sentence correctly.

01 I have met the new accountant last Thursday.

.....

02 We send the revised schedule yesterday.

.....

03 She works on this project since February.

.....

04 Have you ever saw the northern lights?

.....

05 The team has approve the new layout this week.

.....

06 I didn't finished the meeting notes yesterday.

.....

BRICK 4 · WRITE WITH BOTH TENSES · APPROX. 8 MIN



Write your own English sentences for each prompt. First decide whether the time frame is finished or reaches now.

01 A finished workday: write one sentence about a task you completed yesterday.

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02 An open period: begin with "This week ..." and report your progress so far.

.....

03 Travel experience and time: write one life-experience sentence and a second sentence with the exact year.

.....

04 Status and milestone: write one current result for this quarter and one dated step in the past simple.

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ With *yesterday*, *ago*, *last*, or a finished year, I choose the past simple.
- ☐ For open time, life experience, or a result up to now, I choose the present perfect.
- ☐ After *since* or *for* with duration up to now, I form *have/has + past participle*.
- ☐ I check the time frame first instead of translating a past form directly.

Not secure on every point yet? Underline the time expression in each task and then try the sheet again.



Answer key

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

BRICK 1 · SORTING

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| <p>01 Past simple — in 2020
<i>The year 2020 is completely finished.</i></p> <p>02 Present perfect — so far today
<i>"So far today" reaches from the start of today until now.</i></p> <p>03 Past simple — three hours ago
<i>"Ago" marks a finished point in the past.</i></p> <p>04 Present perfect — ever in your career
<i>"Ever" asks about life experience up to now.</i></p> <p>05 Past simple — last summer
<i>"Last summer" names a finished period.</i></p> | <p>06 Present perfect — since the new manager arrived
<i>"Since" links a starting point to now.</i></p> <p>07 Past simple — on Tuesday morning last week
<i>"Last week" closes the named Tuesday.</i></p> <p>08 Present perfect — this month (still in progress)
<i>The month is explicitly still in progress.</i></p> <p>09 Past simple — when I called the supplier yesterday
<i>"Yesterday" places the call in finished time.</i></p> <p>10 Present perfect — for six months and still ongoing
<i>"For" describes duration up to now here.</i></p> |
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BRICK 2 · FILL-IN

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| <p>01 Maya submitted the proposal at noon yesterday.
<i>"Yesterday" requires the past simple for finished time.</i></p> <p>02 I haven't read the final email yet.
<i>"Yet" links the unfinished task to now.</i></p> <p>03 Our department moved offices in 2021.
<i>The finished year 2021 requires the past simple.</i></p> <p>04 We have completed four checks so far this morning.
<i>"So far" summarises progress up to now.</i></p> | <p>05 Leo has worked with this supplier since May.
<i>"Since May" connects the beginning to now.</i></p> <p>06 They announced the result two days ago.
<i>"Two days ago" names finished time.</i></p> <p>07 Have you ever led an online meeting?
<i>"Ever" asks about experience with have + past participle.</i></p> <p>08 The train has just arrived, so Nina is at the station now.
<i>"Just" and the result now require the present perfect.</i></p> |
|--|---|

BRICK 3 · CORRECT

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|---|--|
| <p>01 I met the new accountant last Thursday.
<i>"Last Thursday" is finished and requires the past simple.</i></p> <p>02 We sent the revised schedule yesterday.
<i>"Yesterday" requires the past-simple form sent.</i></p> <p>03 She has worked on this project since February.
<i>"Since February" reaches now and requires the present perfect.</i></p> | <p>04 Have you ever seen the northern lights?
<i>After have, the life-experience question needs the past participle seen.</i></p> <p>05 The team has approved the new layout this week.
<i>After has, use the past participle approved.</i></p> <p>06 I didn't finish the meeting notes yesterday.
<i>After didn't, use the base form finish.</i></p> |
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BRICK 4 · WRITE

Your sentences may differ — for each verb, check whether its time frame is finished or reaches now.

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|--|---|
| <p>01 "I answered five customer emails yesterday."
<i>"Yesterday" makes the workday finished time.</i></p> <p>02 "This week we have resolved four support cases."
<i>The current week is an open period up to now.</i></p> | <p>03 "I've never worked in Dublin. I visited the city in 2023."
<i>Life experience stays open; the year 2023 is finished.</i></p> <p>04 "We've reviewed six applications this quarter. We shortlisted two candidates on Monday."
<i>The quarterly status reaches now; Monday is a dated milestone.</i></p> |
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NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Present Perfect

englisch-lehrer.com/en/lessons/present-perfect

PREREQUISITE

Past Simple

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