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A2 · SIGNAL WORDS · ≈ 27 MIN

Signal Words: Present Perfect — *practice on paper*

You have built the lesson — now lock the ten signal words in with new examples. Same rule: the little time word chooses the tense.

> The **time word** decides: already · yet · since → **present perfect** · yesterday · ago · last week → past simple

NAME _____ DATE _____

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

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

Read each time word. Time open — it reaches up to now → left column. Time finished → right column. Watch the years: "since 2019" and "in 2019" look almost the same!

already · yesterday · this week · last week · ever · three days ago · so far · in 2019 · since 2019 · last month · yet · last year

PRESENT PERFECT – UP TO NOW	PAST SIMPLE – FINISHED

BRICK 2 · FILL IN THE SIGNAL WORD · APPROX. 6 MIN ●●○

Fill in the signal word that fits the gap. Ask yourself each time: starting point or duration? Question or negative? Finished time?

01 I've worked in this office _____ 2021.

02 We've known our account manager _____ ten years.

03 Have you _____ led a team meeting in English?

04 We haven't heard from the supplier _____ .

05 She has _____ missed a deadline — you can always count on her.

06 We signed the contract two weeks _____ .

07 The team has closed three deals _____ .

08 I've had four meetings _____ — and it's only Thursday.

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

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

Each sentence hides exactly one mistake with a signal word or the tense. Underline it and write the whole sentence correctly.

01 I have spoken to the manager yesterday.

02 We have been in this building since ten years.

03 She works for this company since 2018.

04 Have you yet received my email?

05 They haven't never paid late.

06 We have moved to the new office last month.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN

Write one true sentence about your work for each prompt. The signal word must match the tense — and sit in the right position.

01 Your job: "I've worked in … since …" — your field and your starting year.

02 Your status today: "I've already …, but I haven't … yet."

03 Your experience: "I've never …" — something you have never done at work.

04 Your week: "So far this week, I've …"

MINI-CHECK – CAN I DO THIS YET?

- ☐ I can spot the present perfect signal words: already, just, yet, ever, never, for, since, recently, so far, this week.
- ☐ I know that yesterday, ago, last week and in 2019 are finished time — they take the past simple.
- ☐ I tell since (starting point: "since 2019") and for (duration: "for three years") apart.
- ☐ I put yet at the end and already mid-sentence: "I haven't replied yet."

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

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 **already**
The result matters now — open time.

02 **yesterday**
A finished point in time.

03 **this** week
The week is still running — time up to now.

04 **last** week
A finished week.

05 **ever**
Experience with no time named.

06 three days **ago**
"ago" measures back to a finished point.

07 **so far**
"Up to now" — the period is still open.

08 **in** 2019
"in" + a year = finished time.

09 **since** 2019
A starting point — the time reaches today.

10 **last** month
A finished month.

11 **yet**
Used in questions and negatives — linked to now.

12 **last** year
A finished year.

BRICK 2 · FILL-IN

01 **since** 2021
A starting point in the past → since.

02 **for** ten years
A duration → for; "since ten years" is the classic trap.

03 **ever** led a team meeting
A question about experience at any time → ever.

04 hasn't heard from the supplier **yet**
Negative sentence, end position → yet.

05 **never** missed a deadline
A negated experience — never takes no extra not.

06 two weeks **ago**
Distance back to a finished point → ago; the verb takes the past simple.

07 closed three deals **so far**
"Up to now" — the period is still running.

08 four meetings **this week**
The week is still running → this week + present perfect.

BRICK 3 · CORRECT

01 I **spoke** to the manager yesterday.
"Yesterday" is finished time and forces the past simple.

02 We have been in this building **for** ten years.
Duration → for; since only takes a starting point.

03 She **has worked** for this company since 2018.
German "seit" demands the present perfect in English, not the present tense.

04 Have you received my email **yet**?
"Yet" sits at the end of questions, not mid-sentence.

05 They **have never** paid late.
"Never" already carries the negation — no extra not.

06 We **moved** to the new office last month.
"Last month" is finished time → past simple.

BRICK 4 · WRITE

Your sentences may differ — just check that your signal word matches the tense and sits in the right position.

01 "I've worked in marketing **since** 2021."
Starting point → since. With a duration: "I've worked here for five years."

02 "I've **already** answered the emails, but I haven't written the report **yet**."
already sits mid-sentence, yet at the end of the negative.

03 "I've **never** worked night shifts."
never already carries the negation — no extra not.

04 "**So far** this week, I've had five calls with clients."
The week is still running → present perfect.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

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