

Getting ready for the presentation (STAGE 0)

Gemma, Jasminder, Dave and Tim are making their last preparations for their project presentation. They are in the classroom.

Cross out the **wrong** forms: ~~I played~~ / I have played

Look at the **words in frames** to find the right solution!

Jasminder: I'll hang up our poster.... oh dear, there is no sticky tape!

Gemma: Here is some, look. **I asked / I have asked** Mrs Green for some sticky tape **in** **the first break this morning**.

Jasminder: You're great, Gem. Thanks. Ok.... finished. Right, **I just hung up / I have just hung up** the poster. What else is there to do?

Tim: **Did anybody check / Has anybody checked** the video projector? Does it work?

Dave: Yes, **Jas did / Jas has done it** **ten minutes ago**. It's ok. But – **did you switch on / have you switched on** the computer?

Tim: **No, it's still off.** Oh no – just look at the blackboard! **I cleaned / I have cleaned it** before lunch break and now some idiot **drew / has drawn** **matchstick men** **on it!** Where's the sponge?

Gemma: Aaarrgghh.... where are my presentation cards? **Did anybody see / Has anybody seen** my cards? **I can't find them.**

Dave: Well, **five minutes ago** they **were/ have been** on your desk.

Gemma: But they aren't now. Oh... **I found / I have found** them. **There they are**, on the floor. Whew!

Tim: Oh no! **I forgot / I have forgotten** the flash drive with my PowerPoint presentation on it!!! **It isn't here.**

Jasminder: Here, use mine. **I made / I have made** copies of all our files **last night**.

Dave: Brilliant. At least one person who uses her head. Now – what else do we have to do?

Gemma: **We didn't move / we haven't moved** the desks in the classroom **yet**. You know, for the group work phase.

Tim: And **we didn't write / we haven't written** our names on the poster **yet**.

Jasminder: There are some felt tips in the cupboard. I'll get them. Nooo.... **somebody locked / somebody has locked** the cupboard! **I can't open it.** I'll go and ask Mrs Green for the key.

Dave: Do you know what? I really like doing presentations. But getting ready for them is a real killer.

Getting ready for the presentation (STAGE 1)

Gemma, Jasminder, Dave and Tim are making their last preparations for their project presentation. They are in the classroom.

Cross out the wrong forms: ~~I played~~ / I have played

Jasminder: I'll hang up our poster.... oh dear, there is no sticky tape!

Gemma: Here is some, look. **I asked / I have asked** Mrs Green for some sticky tape in the first break this morning.

Jasminder: You're great, Gem. Thanks. Ok.... finished. Right, **I just hung up / I have just hung up** the poster. What else is there to do?

Tim: **Did anybody check / Has anybody checked** the video projector? Does it work?

Dave: Yes, **Jas did / Jas has done it** ten minutes ago. It's ok. But – **did you switch on / have you switched on** the computer?

Tim: No, it's still off. Oh no – just look at the blackboard! **I cleaned / I have cleaned it** before lunch break and now some idiot **drew / has drawn** matchstick men on it! Where's the sponge?

Gemma: Aaarrgghh.... where are my presentation cards? **Did anybody see / Has anybody seen** my cards?

Dave: Well, five minutes ago they **were/ have been** on your desk.

Gemma: But they aren't now. Oh... **I found / I have found** them. There they are, on the floor. Whew!

Tim: Oh no! **I forgot / I have forgotten** the flash drive with my PowerPoint presentation on it!!!

Jasminder: Here, use mine. **I made / I have made** copies of all our files last night.

Dave: Brilliant. At least one person who uses her head. Now – what else do we have to do?

Gemma: **We didn't move / we haven't moved** the desks in the classroom yet. You know, for the group work phase.

Tim: And **we didn't write / we haven't written** our names on the poster yet.

Jasminder: There are some felt tips in the cupboard. I'll get them. Nooo.... **somebody locked / somebody has locked** the cupboard! I'll go and ask Mrs Green for the key.

Dave: Do you know what? I really like doing presentations. But getting ready for them is a real killer.

Getting ready for the presentation (STAGE 2)

Gemma , Jasminster, Dave and Tim are making their last preparations for their project presentation. They are in the classroom.

Decide whether you need the present perfect or the simple past for the verbs in brackets!

Jasminster: I'll hang up our poster.... oh dear, there is no sticky tape!

Gemma: Here is some, look. I _____ (ask) Mrs Green for some sticky tape in the first break this morning.

Jasminster: You're great, Gem. Thanks. Ok.... finished. Right, I _____ (just hang) up the poster. What else is there to do?

Tim: _____ (anybody check) the video projector? Does it work?

Dave: Yes, Jas _____ (do) it ten minutes ago. It's ok. But – _____ (you switch) on the computer?

Tim: No, it's still off. Oh no – just look at the blackboard! I _____ (clean) it before lunch break and now some idiot _____ (draw) matchstick men on it! Where's the sponge?



Gemma: Aaarrgghh.... where are my presentation cards? _____
_____(anybody see) my
cards?

Dave: Well, five minutes ago they _____(be)
on your desk.

Gemma: But they aren't now. Oh... I
_____(find) them. There they are, on
the floor. Whew!

Tim: Oh no! I _____ (forget) the
flash drive with my PowerPoint presentation on it!!!

Jasminder: Here, use mine. I _____(make)
copies of all our files last night.

Dave: Brilliant. At least one person who uses her head. Now – what else do
we have to do?

Gemma: We _____ (not move) the desks
in the classroom yet. You know, for the group work phase.

Tim: And we _____ (not write)
our names on the poster yet.

Jasminder: There are some felt tips in the cupboard. I'll get them. Nooooo....
somebody _____
(lock) the cupboard! I'll go and ask Mrs Green for the key.

Dave: Do you know what? I really like doing presentations. But getting ready
for them is a real killer.

Getting ready for the presentation (STAGE 3)

Gemma, Jasminder, Dave and Tim are making their last preparations for their project presentation. They are in the classroom.

Use the verbs in the box to fill the gaps in the following text. For each gap, decide whether you need the present perfect or the simple past. But be careful.... the verbs in the box aren't in the correct order!

forget – lock – ask – find – check – do – switch on – see – be – not write – make – draw – not move – clean – hang up

Jasminder: I'll hang up our poster.... oh dear, there is no sticky tape!

Gemma: Here is some, look. I _____ Mrs Green for some sticky tape in the first break this morning.

Jasminder: You're great, Gem. Thanks. Ok.... finished. Right, I _____ just _____ up the poster. What else is there to do?

Tim: _____ anybody _____ the video projector?
Does it work?

Dave: Yes, Jas _____ it ten minutes ago. It's ok. But – _____ you _____ the computer?

Tim: No, it's still off. Oh no – just look at the blackboard! I _____ it before lunch break and now some idiot _____ matchstick men on it! Where's the sponge?

Gemma: Aaarrgghh.... where are my presentation cards? _____ anybody _____ my cards?

Dave: Well, five minutes ago they _____ on your desk.



Gemma: But they aren't now. Oh... I _____
them. There they are, on the floor. Whew!

Tim: Oh no! I _____ the flash
drive with my PowerPoint presentation on it!!!

Jasminder: Here, use mine. I _____ copies of
all our files last night.

Dave: Brilliant. At least one person who uses her head. Now – what else do
we have to do?

Gemma: We _____ the desks in
the classroom yet. You know, for the group work phase.

Tim: And we _____ our
names on the poster yet.

Jasminder: There are some felt tips in the cupboard. I'll get them. Nooo....
somebody _____ the
cupboard! I'll go and ask Mrs Green for the key.

Dave: Do you know what? I really like doing presentations. But getting ready
for them is a real killer.