

# Progress on Projects

## Present Perfect

Used to talk about events or actions that started in the past at an unspecified time but happened during a period that is not finished (ie. this week, this year, my career, my life).

Subject have / has past participle.

Subject haven't / hasn't past participle.

Have / Has subject past participle?

## Present Perfect Progressive

Used to talk about actions that started in the past and has continued up to the present moment. This tense emphasizes the amount of time an action has been happening.

Subject have / has been verb+ing.

Subject haven't / hasn't been verb+ing.

Have / Has subject been verb+ing?

I haven't finished the report yet.  
He hasn't started the presentation.  
They have made great progress!  
Have you sent off the report?

I have been editing the newsletter.  
She has been working late this week.  
We haven't been working a lot lately.  
They have been writing emails all day.

## Progress Vocabulary:

- Make progress on .....> To work and produce results.
- Wrap up .....> To finish a project or task.
- Plug away at .....> To continually work on something.
- Get to work on .....> To start working on a project.
- Send it off .....> To send a project to someone (usually for review).
- Experience a delay .....> To have a problem that causes progress to slow.

## Practice assignment:

- Write about your current progress on projects at work. Use the present perfect and progressive with the new vocabulary.
- Write a short email to a colleague to ask about their progress on a project at work. Use both verb tenses and the new vocabulary.

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