



Think about grammar!

Have + -en (present perfect) ou prétérit simple

1. Observe les phrases suivantes :

- a. I have already entertained audiences in a shopping centre.
- b. I learnt these skills in a summer camp two years ago.

Le temps employé est-il le même dans les deux phrases ? Oui Non

Dans quelle phrase l'action passée est-elle datée ? Dans la phrase ...**b**.....

Dans ce cas, le temps employé est**simple past / preterit**.....

Dans quelle phrase fait-on un bilan, un simple constat d'expérience ? Dans la phrase ...**a**.....

Dans ce cas, le temps employé est**present perfect**... (have au présent+participe passé du verbe)

2. Maintenant, entraîne-toi : choisis la forme qui convient dans les phrases suivantes.

- a. Last year, he**got**..... a work placement in a big department store. (got / has got)
- b. How often ...**has he changed**.... jobs? (did he change / has he changed)
- c. *The New York Times* ...**has advertised**..... this job several times this year. (advertised / has advertised)

A. Build up your vocabulary



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Track 12

• The contents of an application letter

Write these elements in the correct place on the letter.

- letter ending
- skills and talents
- Dear ...
- full name
- address
- telephone number
- email address
- possible contacts
- date
- qualities
- employer's name and address
- signature
- details of experience
- age
- likes
- qualifications
- reference to the job offer
- reference to enclosed forms (résumé, job application)

<p>..... full name</p> <p>..... address</p> <p>..... telephone number</p> <p>..... email address</p> <p>.....</p>	<p>..... date</p>
<p>..... employer's name</p> <p>..... and address</p> <p>.....</p>	
<p>dear</p>	
<p>..... reference to job offer</p> <p>..... reference to enclosed forms</p> <p>.....</p>	
<p>..... age / likes / skills and talents /</p> <p>..... qualification qualities details of experience</p>	
<p>.....</p> <p>..... possible contact</p>	
<p>..... letter ending signature</p>	