

## Vocabulary - Key Words and Phrases

### Conversation 1

**Tax refunds** - money returned to a taxpayer after overpayment of taxes.

**Deposited** - placed in an account, especially a bank account.

**Frustrating** - feeling annoyed about not being able to change or achieve something.

**In the meantime** - the period of time while waiting

### Conversation 2

**Book** - to make a reservation, especially for a hotel or restaurant.

**Look into** - to check something for problems or solutions.

**Conference** - a formal meeting for discussion, typically among experts in a particular field.

**Confirmed** - formally agreed to participate.

**Caterer** - a person or company providing food and drink at a social event.

**Noted** - An expression showing acceptance of a situation.

**Keep me posted** - stay informed about updates.

### Conversation 3

**At the last minute** - shortly before the scheduled time.

**Notified** - told, informed

**Shortly** - soon

**come in** - arrive

### Conversation 4

**Stop by** - to visit briefly or unannounced

**Be let go** - to be fired or laid off from a job.

**Done alright for himself** - achieved success.

**HR** - Human Resources, a department responsible for hiring and dealing with employees.

**VP of sales** - Vice President of Sales

**Downsized** - reduced in size

**For the better** - resulted in a positive outcome

**Going strong** - continuing to do well, despite challenges or changes.

## Grammar - Present Perfect Passive

**Point 1:** The present perfect passive shows action from the past to the present. The object becomes the subject, and the subject is not mentioned.

1. A new mall has been built.
2. The park has been renovated.
3. The workers have been let go.
4. My house has been remodeled.

**Point 2:** The auxiliary verbs (**has** and **have**) both can be contracted in spoken English.

1. A new mall's been built.
2. The park's been renovated.
3. They've been let go.
4. My house's been remodeled.

**Point 3:** The original subject is often not mentioned because its reference is not needed, not known, or not important.

1. The parking lot has been moved. (By some people)
2. Some workers have been suspended. (By management)
3. Classes have been canceled. (By the school)
4. Some bank branches have been closed. (By the bank)

**Point 4:** The auxiliary verbs (**has**, **have** and **been**) are usually heavily reduced in spoken English.

1. A **new campaign** *has been* launched.
2. The **computers** *have been* updated.
3. The **mall** *has been* closed for months.
4. The **gym** *has been* expanded.

## Passive Present Perfect

Watch four videos using **Passive Present Perfect** in conversation.

Conversation 1 | [PDF Worksheet](#)

**Man:** So, do you think our tax refunds *have been deposited*?

**Woman:** I hope so. I heard it was sent on the 15th.

**Man:** Yeah, I still *haven't been paid* for my last job, so I really need it.

**Woman:** Why *haven't* you *been paid*?

**Man:** The project I was working on *has not been completed* yet. No one gets paid until it's finished.

**Woman:** I am sorry to hear that. That must be frustrating.

**Man:** Yeah, it's really frustrating because all of my work *has been completed*, but I need the others to finish before I get paid.

**Woman:** Well, in the meantime, let's hope our tax refund is there.

## Conversation 2 | [PDF Worksheet](#)

**Man:** How is everything looking with the conference?

**Woman:** Good, the hotel *has been booked*, and the invitations *have been sent out*.

**Man:** *Have* the speakers *been confirmed* yet?

**Woman:** Yes, all but one has confirmed.

**Man:** What about the caterer? Food is very important at an event like this.

**Woman:** A contract *has been signed* by a local restaurant to provide food, but the menu *has not been decided* on yet.

**Man:** Well, if I have my say, I recommend a buffet. Everyone loves that.

**Woman:** Noted sir. I will look into it.

**Man:** Great. Thanks for keeping me posted.

## Conversation 3 | [PDF Worksheet](#)

**Woman:** Hey, where is everyone? I thought the meeting was at one.

**Man:** It is. The room *has been changed*. It is now in conference room 5.

**Woman:** I see. *Has* everyone *been notified*. I didn't get a message.

**Man:** No, it was changed at the last minute. I *ve been told* to stay here and tell people as they come in.

**Woman:** OK, will I see you up there?

**Man:** Yes, I will be up shortly.

**Woman:** OK, see you soon.

## Conversation 4 | [PDF Worksheet](#)

**Man:** Maria, welcome back. It's so nice to see you again.

**Woman:** Thanks. I was in the neighborhood, so I thought I would stop by and say hello to everyone.

**Man:** Well, sadly some of the people you used to work with *have been let go*.

**Woman:** Oh, that is too bad. I see that Katie is still here. though. That is good to see.

**Man:** Yes, she *s been transfered* to HR.

**Woman:** Oh, that's good. What about Bob over there?

**Man:** Oh, Bob, yeah, he's done alright for himself. He *s been promoted* to VP of sales.

**Woman:** Well, it's good to see that some things have been for the better. Yes, we *ve been downsized* a bit, but we're still going strong.

# Quiz

Answer these questions about the interview.

1) What are they waiting for?

- a) A job to finish
- b) The bank to open
- c) Their tax refunds**

2) Who will provide the food?

- a) The hotel
- b) A local restaurant**
- c) The conference speakers

3) What was changed with the meeting?

- a) The time
- b) The date
- c) The room**

4) What happened with Katie?

- a) She quit.
- b) She was fired.
- c) She was transferred.**

**Gap Fill:** Complete the conversation with the correct word!

## Question 1 of 4

Drag the boxes onto the matching gaps.

- **hear**
- **frustrating**
- **heard**

- **meantime**
- **completed**
- **project**

- **finished**
- **refunds**

**Man:** So, do you think our tax \_\_\_ have been deposited?

**Woman:** I hope so. I \_\_\_ it was sent on the 15th.

**Man:** Yeah, I still haven't been paid for my last job, so I really need it.

**Woman:** Why haven't you been paid?

**Man:** The \_\_\_ I was working on has not been completed yet. No one gets paid until it's \_\_\_.

**Woman:** I am sorry to \_\_\_ that. That must be \_\_\_.

**Man:** Yeah, it's really frustrating because all of my work has been \_\_\_, but I need for the others to finish before I get paid.

**Woman:** Well, in the \_\_\_, let's hope our tax refund is there.

### Question 2 of 4

Drag the boxes onto the matching gaps.

- invitations
- event
- conference

- speakers
- posted
- contract

- decided
- buffet

**Man:** How is everything looking with the \_\_\_?

**Woman:** Good, the hotel has been booked, and the \_\_\_ have been sent out.

**Man:** Have the \_\_\_ been confirmed yet?

**Woman:** Yes, all but one has confirmed.

**Man:** What about the caterer? Food is very important at an \_\_\_ like this.

**Woman:** A \_\_\_ has been signed by a local restaurant to provide food, but the menu has not been \_\_\_ on yet.

**Man:** Well, if I have my say, I recommend a \_\_\_. Everyone loves that.

**Woman:** Noted sir. I will look into it.

**Man:** Great. Thanks for keeping me \_\_\_.

### Question 3 of 4

Drag the boxes onto the matching gaps.

- changed
- thought
- here

- soon
- shortly
- there

- minute
- notified

**Woman:** Hey, where is everyone? I \_\_\_ the meeting was at one.

**Man:** It is. The room has been \_\_\_. It is now in conference room 5.

**Woman:** I see. Has everyone been \_\_\_? I didn't get a message.

**Man:** No, it was changed at the last \_\_\_. I've been told to stay \_\_\_ and tell people as they come in.

**Woman:** OK, will I see you up \_\_\_?

**Man:** Yes, I will be up \_\_\_.

**Woman:** OK, see you \_\_\_.

#### Question 4 of 4

Drag the boxes onto the matching gaps.

- better
- transferred
- thought

- let
- downsized
- though

- good
- promoted

**Man:** Maria, welcome back. It's so nice to see you again.

**Woman:** Thanks. I was in the neighborhood, so I \_\_\_\_ I would stop by and say hello to everyone.

**Man:** Well, sadly, some of the people you used to work with have been \_\_\_\_ go.

**Woman:** Oh, that is too bad. I see that Katie is still here \_\_\_\_\_. That is good to see.

**Man:** Yes, she's been \_\_\_\_ to HR.

**Woman:** Oh, that's good. What about Bob over there?

**Man:** Oh, Bob, yeah, he's done alright for himself. He's been \_\_\_\_ to VP of sales.

**Woman:** Well, it's \_\_\_\_ to see that some things have been for the \_\_\_\_.

**Man:** Yes, we've been \_\_\_\_ a bit, but we're still going strong.