



BUSINESS TRIPS



Scan to review worksheet

Expemo code:
18BF-Z5SF-T6MQ



1

Reading

Patrick and Michael work for the British branch of a Spanish company. Read their conversation below.

Patrick: Michael, I'm going to visit our head office in Madrid next week.

Michael: Oh, lucky you!

Patrick: Have you been there?

Michael: No, I haven't. I haven't been to our head office.

Patrick: Really? Have you been to Spain?

Michael: Yes, I have. I went to Barcelona last summer. It was **lovely**. Why are you going?

Patrick: Well, I'm going to attend an important meeting to discuss our new marketing strategy.

Michael: It sounds interesting. I would like to go. I enjoy business trips. I went to Berlin last month to visit one of our clients. Have you been to Berlin?

Patrick: No, I haven't. Not yet.

Michael: How long are you going to stay in Madrid?

Patrick: About 3 days. It's not enough time for sightseeing. But the weather is going to be fantastic. Have you been to a hot country **before**?

Michael: Yes, I have. I've been to Dubai. It was **boiling** there.

Patrick: Dubai? Wow, I haven't been there. And have you been to a very cold country?

Michael: Yes, I have. I've been to Iceland.

Patrick: My manager has been to Iceland. He went there last year. He said it was **freezing**.

Michael: Yes, I agree! So, who are you going to travel with?

Patrick: A few colleagues from my department. We are very **excited** about the new marketing strategy.



Find a word which means ...

1. very nice _____
2. very cold _____
3. very hot _____
4. earlier than today _____
5. happy, enthusiastic and interested _____



2

Present perfect of 'be'

Study the sentences, answer the questions and look at the table below.

A: I went to Barcelona last summer.

B: I've been to Iceland.

1. Does Michael say *when* he went to Barcelona? **yes / no**
2. Does Michael say *when* he went to Iceland? **yes / no**
3. What is the full form of *I've*?
4. What is the present form of *I've been*?

Present perfect of 'be'

affirmative forms	negative forms	questions
I've (I have) been	I haven't (have not) been	Have I been ...?
You've (You have) been	You haven't (have not) been	Have you been ...?
He/she/it's (He/she/it has) been	He/she/it hasn't (has not) been	Has he/she/it been ...?
We've (We have) been	We haven't (have not) been	Have we been ...?
You've (You have) been	You haven't (have not) been	Have you been ...?
They've (They have) been	They haven't (have not) been	Have they been ...?

Short answers

Yes, I have. / Yes, you have. / Yes, he has ...

No, I haven't. / No, you haven't. / No, he hasn't ...

- We use the **present perfect** to talk about our experiences (things that happened to us in the past), but we do not say when they happened.
- We make the **present perfect** of **be** with *have/has + been*.
- *been* is called the *past participle*. Every verb has a past participle form.

3

Practice

Make sentences with the present perfect of 'be' (X) – make negative sentences).

1. Carl / Spain Carl has been to Spain.
2. you / Ireland ? _____
3. I / Germany (X) _____
4. They / Japan _____
5. John / Singapore ? _____
6. Daniel / Australia (X) _____
7. We / Poland _____



4

Complete the dialogue

Now complete the dialogue from Exercise 1 with the present perfect of 'be'.

Patrick: Michael, I'm going to visit our head office in Madrid next week.

Michael: Oh, lucky you!

Patrick: _____¹ there?

Michael: No, _____². _____³ to our head office.

Patrick: Really? _____⁴ to Spain?

Michael: Yes, _____⁵. I went to Barcelona last summer. It was lovely. Why are you going?

Patrick: Well, I'm going to attend an important meeting to discuss our new marketing strategy.

Michael: It sounds interesting. I would like to go. I enjoy business trips. I went to Berlin last month to visit one of our clients. _____⁶ to Berlin?

Patrick: No, _____⁷. Not yet.

Michael: How long are you going to stay in Madrid?

Patrick: About 3 days. It's not enough time for sightseeing. But the weather is going to be fantastic. _____⁸ to a hot country before?

Michael: Yes, I have. _____⁹ to Dubai. It was boiling there.

Patrick: Dubai? Wow, _____¹⁰ there. And _____¹¹ to a very cold country?

Michael: Yes, _____¹². _____¹³ to Iceland.

Patrick: My manager _____¹⁴ to Iceland. He went there last year. He said it was freezing.

Michael: Yes, I agree!

Patrick: Who are you going to travel with?

Michael: A few colleagues from my department. We are very excited about the new marketing strategy.

5

Find somebody who ...

One-to-one and small classes: Work with a partner. Ask questions with 'Have you been to ...?'

1. a very hot country?
2. a very cold country?
3. a dangerous country?
4. a big conference?
5. a casino?
6. a big wedding?
7. the most expensive restaurant in your hometown?

Larger classes: Ask your classmates questions with 'Have you been to ...?' and find a person who fits the sentences below. Write 'Nobody' if you cannot find anybody.



Find someone who ...

_____ has been to a very hot country.

_____ has been to a very cold country.

_____ has been to a dangerous country.

_____ has been to a big conference.

_____ has been to a casino.

_____ has been to a big wedding.

_____ has been to the most expensive restaurant in his/her hometown.



Key

1. Reading

1. lovely
2. freezing
3. boiling
4. before
5. excited

2. Present perfect of 'be'

This exercise introduces the students to the present perfect form of the very 'be'. The concept of the present perfect will be unfamiliar to many elementary students, especially if a similar tense does not exist in the learner's native language. Students need to understand that the present perfect is used to talk about a past experience without saying when the event took place. Draw attention to the table and the points below. Point out that 'I've been to ..' means that you went somewhere and came back. With a stronger class you could compare the structure with the present perfect of 'go' ('I've gone to ...'), which means that you went somewhere and didn't come back.

1. yes
2. no
3. I have
4. I am

3. Practice

2. Have you been to Ireland?
3. I haven't been to Germany.
4. They have been to Japan.
5. Has John been to Singapore?
6. Daniel hasn't been to Australia.
7. We've been to Poland.

4. Complete the dialogue

1. Have you been
2. I haven't
3. I haven't been
4. Have you been
5. I have
6. Have you been
7. I haven't
8. Have you been
9. I've been
10. I haven't been
11. have you been
12. I have
13. I've been
14. has been

5. Find somebody who ...



In a large class, have the students stand up and ask each other the questions. Tell them that they cannot have the same name written down more than twice during this activity. Do some feedback on the exercise, asking what the students discovered about each other. Students cannot give their own countries in answer to any of the questions.