

Present Perfect Conversational Practice for Business English**1. How many meetings have you attended this week?**

- I've attended five meetings this week.
- I've been in seven meetings this week.
- It's been a busy week with nine meetings in total.

Follow-up: Which meeting was the most important and why?

2. How many deadlines have you met this month?

- I've met three major deadlines this month.
- I have met almost five deadlines so far.
- I've met all my deadlines, about seven in total.

Follow-up: How do you ensure you meet your deadlines?

3. How have you shared documents recently?

- I have shared documents mostly via email.
- I typically share documents on our team's shared Google Drive.
- I often share documents through our internal company portal.

Follow-up: Why do you prefer this method of sharing documents?

4. When was the last time you made a presentation?

- I made a presentation in our last team meeting, about a week ago.
- I gave a presentation at the monthly company meeting two days ago.
- I've just finished a presentation this morning.

Follow-up: How did it go? Were there any challenges?

5. How long does it usually take you to take notes during a meeting?

- It usually takes me about an hour to thoroughly take notes.
- It takes me the entire duration of the meeting, so it depends.
- I usually spend about half the meeting time taking notes.

Follow-up: What methods do you use to make note-taking more efficient?

6. How many times have you given feedback this week?

- I've given feedback twice this week.
- I have provided feedback on four separate occasions this week.
- I've given feedback almost every day, so around five times.

Follow-up: How do you make sure your feedback is constructive and helpful?

7. How many times have you updated your calendar this week?

- I've updated my calendar every day, so seven times in total.
- I've updated my calendar twice this week.
- I've updated my calendar three times this week.

Follow-up: What triggered each update?

8. How many conferences have you attended this year?

- I've attended three conferences so far this year.
- I've attended one major conference this year.
- I've attended five conferences up until now.

Follow-up: Which conference was the most informative and why?

9. How many calls have you made this week?

- I've made around fifteen calls this week.
- I've made nearly twenty calls this week.
- I've made a lot of calls, probably more than thirty.

Follow-up: What were the majority of these calls related to?

10. How many documents have you printed this month?

- I've printed about ten documents this month.
- I've printed nearly twenty documents.
- I've been trying to reduce paper use, so I've only printed five documents.

Follow-up: What were the documents for?

And here are the yes/no questions with the words since, already, and yet:

1. Have you already brainstormed ideas for the next project?

- Yes, I have.
- No, I haven't.
- I've started, but haven't finished yet.

Follow-up: Can you share some of the ideas you have?

2. Have you discussed your problem with the team since our last meeting?

- Yes, we've discussed it and have a few potential solutions.
- No, we haven't had the chance yet.
- We've started the discussion but haven't reached a conclusion yet.

Follow-up: What are the main points that have come up in the discussion?

3. Have you already submitted the document to the client?

- Yes, I submitted it this morning.
- No, I'm planning to submit it later today.
- I'm almost done with it, but haven't submitted it yet.

Follow-up: Did you receive any feedback or response from the client?

4. Have you sent the message to the supplier yet?

- Yes, I've sent it first thing today.
- No, I haven't had the chance yet.
- I'm about to send it soon.

Follow-up: Have you received any reply from the supplier yet?

5. Since our last conversation, have you attended any online meetings?

- Yes, I've attended two online meetings since then.
- No, I haven't attended any online meetings since then.
- Yes, I attended one online meeting since our last conversation.

Follow-up: What were the meetings about?