

Getting ready for the presentation (KEY)

Colour key:

green highlighter: statements of time → signal words for simple past

yellow highlighter: signal words for present perfect **OR** present results of a past action

Gemma, Jasminder, Dave and Tim are making their last preparations for their project presentation. They are in the classroom.

Jasminder: I'll hang up our poster.... oh dear, there is no sticky tape!

Gemma: Here is some, look. **I asked** Mrs Green for some sticky tape **in the first break this morning**.

Jasminder: You're great, Gem. Thanks. Ok.... finished. Right, **I have just hung up** the poster. What else is there to do?

Tim: **Has anybody checked** the video projector? **Does it work?**

Dave: Yes, **Jas did it ten minutes ago**. It's ok. But – **have you switched on** the computer?

Tim: **No, it's still off**. Oh no – just look at the blackboard! **I cleaned it before lunch break** and now some idiot **has drawn** matchstick men on it! **[RESULT: The blackboard is full of matchstick men now]** Where's the sponge?

Gemma: Aaarrgghh.... where are my presentation cards? **Has anybody seen** my cards? **[RESULT: If yes, the person could tell her where the cards are]**

Dave: Well, **five minutes ago** they **were** on your desk.

Gemma: But they aren't now. Oh... **I have found** them. **There they are, on the floor**. Whew!

Tim: Oh no! **I have forgotten** the flash drive with my PowerPoint presentation on it!!! **[RESULT: The flash drive isn't there]**

Jasminder: Here, use mine. **I made** copies of all our files **last night**.

Dave: Brilliant. At least one person who uses her head. Now – what else do we have to do?

Gemma: **We haven't moved** the desks in the classroom **yet**. You know, for the group work phase.

Tim: And **we haven't written** our names on the poster **yet**.

Jasminder: There are some felt tips in the cupboard. I'll get them. Nooo.... **somebody has locked** the cupboard! **[RESULT: The cupboard can't be opened now]** I'll go and ask Mrs Green for the key.

Dave: Do you know what? I really like doing presentations. But getting ready for them is a real killer.