



MATERNITY LEAVE

PRESENT PERFECT



INSTRUCTIONS: Julie's getting ready for her maternity leave. Write questions and answers based on her to-do list.



1.

☒ **Schedule a meeting with my manager**

Question: Have you scheduled a meeting with your manager?

Answer: Yes, I have.



2.

☒ **Find out about the company's policies**

Question:

Answer:



3.

☒ **Delegate my main responsibilities**

Question:

Answer:



4.

☒ **Train my coworkers to cover for me**

Question:

Answer:



5.

☒ **Discuss the changes with my clients**

Question:

Answer:



6.

☒ **Create a file of all the maternity documents**

Question:

Answer:



7.

☒ **Organize my workplace**

Question:

Answer:



8.

☐ **Explore childcare options**

Question:

Answer:



9.

☐ **Finish projects I'm working on**

Question:

Answer:

INSTRUCTIONS: Create your own questions and answers using the Present Perfect.



10.



Question:

Answer:



11.



Question:

Answer:



12.



Question:

Answer:

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