

BUSY OFFICE ASSISTANT

Present Perfect Passive



It's 9 o'clock at the office.
The manager and the office assistant are talking.



The manager is trying to start work, but, unfortunately, the office assistant has been very busy and doesn't have everything ready.



Example:

Did you schedule the team meeting for next Monday?

I'm afraid it hasn't been scheduled yet.
I'll schedule it right away.



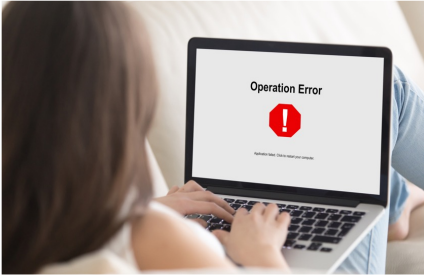
1. Did you organize the documents in the new filing system?



2. Did you update the client database with the latest information?



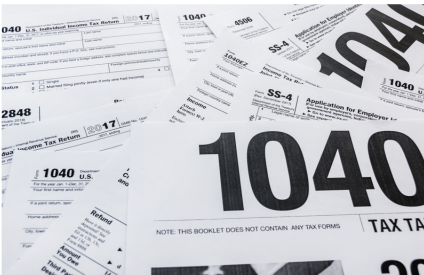
3. Did you order the office supplies I requested?



4. Did you report the software issue to the IT department?



5. Did you cancel my appointments for next week?



6. Did you fill out the tax forms for all the employees?



7. Did you send the invitations for the office party?



8. Did you complete the expense report for last month?



After a busy day at the office, the manager and the office assistant reflected on how they worked together to overcome challenges.

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