

LESSON 2 GOAL Describe a busy schedule

GRAMMAR The past perfect: Statements

Use the past perfect to describe an action that occurred before a specific time in the past. Look at the timeline to see the order of the actions. Form the past perfect with **had + a past participle**.

11:00 12:00
The meeting ended at 11:00. We arrived. = The meeting **had ended** before we arrived.

Time markers **by**, **already**, and **yet** are often used with the past perfect.

By four o'clock the tour **had begun**.
They **had already eaten** when their friends called.
When the flight took off, the storm **hadn't started yet** (OR **hadn't yet started**).

Use the past perfect with the simple past tense or the past of be to clarify which of two past actions occurred first.

The meeting **had begun** late, so we **didn't have** lunch until 2:00.
(First the meeting began; then we had lunch.)
By the time the tour **was over**, Ann **had already met** Kazuko.
(First Ann and Kazuko met; then the tour was over.)

Note: In informal speech, you can use the simple past instead of the past perfect when the words **by**, **before**, and **after** make the order of events clear.
By April he started his new job.
Before I got married, I studied marketing.
After she made the presentation, they promoted her.

GRAMMAR BOOSTER p. 128
• Verb usage: present and past (overview)

A GRAMMAR PRACTICE Choose the correct meaning for each statement.

- "Before they decided to have the meeting in Bangkok, I had already decided to take my vacation there."
☐ First they decided to have the meeting in Bangkok. Then I decided to take my vacation there.
☐ First I decided to take my vacation in Bangkok. Then they decided to have the meeting there.
- "By the time she got to the meeting, she had already reviewed the agenda."
☐ First she reviewed the agenda. Then she got to the meeting.
☐ First she got to the meeting. Then she reviewed the agenda.
- "They had already asked us to turn off our cell phones when the CEO began her presentation."
☐ First they asked us to turn off our cell phones. Then the CEO began her presentation.
☐ First the CEO began her presentation. Then they asked us to turn off our cell phones.

B It's now 7:00 P.M. Read Meg's to-do list and complete the statements, using the past perfect, already, and yet.

- At 8:30 Meg her laundry, but she the cat to her mom's house.
- By 10:45 she the cat to her mom's house, but she for the meeting.
- By 12:15 she the sales binders at Office Solutions, but she lunch with Adam.
- At 1:30 she the DVDs to FilmPix.
- By 2:15 she the DVDs to FilmPix, but she the dentist.
- At 5:55 she the dentist, but she a manicure.



CONVERSATION MODEL

A Read and listen to someone describing a busy schedule.

- A: So how was your day?
B: Unbelievably busy. By 9:00 I had taken the placement test, registered for class, and bought my books.
A: That's a lot to do before 9:00!
B: That was nothing! At 10:00, I had a meeting across town, but by 1:00 I had already arrived back at school for my class.
A: What did you do about lunch?
B: Well, when I got to class, I hadn't eaten yet, so I just got a snack.
A: Wow! I'll bet you're pretty hungry now!

Intensifiers
unbelievably
incredibly
really
so
pretty



B RHYTHM AND INTONATION Listen again and repeat. Then practice the Conversation Model with a partner.

HOW YOU CAN Describe a busy schedule

A CONVERSATION ACTIVATOR With a partner, change the Conversation Model to describe a busy day, morning, afternoon, evening, week, or any other period of time in the past. Use the past perfect. Then change roles.

- A: So how was your ?
B: busy. By I
A: That's a lot to do before !
B: That was nothing!
A: What did you do about ?
B: Well,
A: Wow! I'll bet you !

DON'T STOP!

- Ask more questions about your partner's activities.
- Provide more details about the activities.

B CHANGE PARTNERS Practice the conversation again. Ask other classmates to describe their busy schedules.



Go to the next page