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| **Present Perfect Simple** | **Past Simple** |
| Unfinished actions that started in the past and continue to the present:   * I**'ve known** Julie for ten years (and I still know her). | Finished actions:   * I **knew** Julie for ten years (but then she moved away and we lost touch). |
| A finished action in someone's life (when the person is still alive: life experience):   * My brother **has been** to Mexico three times. | A finished action in someone's life (when the person is dead):   * My great-grandmother **went** to Mexico three times. |
| A finished action with a result in the present:   * I**'ve lost** my keys! (The result is that I can't get into my house now). | A finished action with no result in the present:   * I **lost** my keys yesterday. It was terrible! (Now there is no result. I got new keys yesterday). |
| With an unfinished time word (this week, this month, today):   * I**'ve seen** John this week. * I'**ve met** her today. | With a finished time word (last week, last month, yesterday):   * I **saw** John last week. * I **met** het an hour ago. |
| News you share for the first time:   * Tom'**s come** back from London. * Nina and Ian **have got** married! | Details of the news you share:   * Tom'**s come** back from London. His plane **arrived** at 10 p.m. I **met** him in the airport. He **was** tired but happy. |
|  | Special questions which start with **when**, **where**:   * Where **did** you **meet** him? * When **did** you **do** there? |

**Remember:**

1. We use the past simple for past events or actions which have no connection to the present.
2. We use the present perfect for actions which started in the past and are still happening now OR for finished actions which have a connection to the present.
3. We CAN'T use the present perfect with a finished time word: