Use:

•Completed actions at an unstated time (совершенное действие в прошлом, без указания времени и места)

I have read this book.

•Actions started in the past & continuing up to the present (для действий начавшихся в прошлом и продолжающихся по сей день) I have know Frank for 5 years.

Use:

- •Actions with visible result (совершенное действие в прошлом, которое имеет видимый результат в настоящем)
 - I have just painted the fence. (The paint is wet).
- •PP употреб-ся с наречиями today, this morning, this evening etc., если указанный период времени еще не закончился.
 - I have only drunk a cup of coffee this morning.

Form:
Affirmative

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I/you/we/they have worked/left
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he/she/it has worked/left

Negative

I/you/we/they haven't worked/left

he/she/it hasn't worked/left

Interrogative

Have I/you/we/they worked/left?

Has he/she/it worked/left?

Time expressions:

•For (указывает на количество времени, которое действие длилось) (+/-)

I have worked here for 10 years.

•Since (указывает на начало действия, точку отсчета) (+/-)

He has been ill since Monday.

Time expressions:

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•Already (уже) (+)

I have already done the washing-up.
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- •Just (только что) (+)
 She has just finished her homework.
- •Recently/Lately (недавно) (+)
 We have recently moved house.

 Have you seen John lately?

Time expressions:

- •Always (всегда) (+)
 - I have always wanted to go to Paris.
- •Yet (еще; уже в вопросах) (-/?)
 - She hasn't finished her homework yet.
 - Have you finished yet?
- •How long (как долго) (?)
 - How long have you lived here?

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Time expressions:
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- •Ever (когда-либо) (+)

 Have you ever been abroad?
- •Never (никогда) (-)
 - I have never eaten frogs legs.
- •So far (до сих пор, пока) (-)

 I haven't met my new neighbor so far.