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П 71 **“Business English Grammar in Use. Part I”** («Практична граматики ділової англійської мови. Частина I»): навчальний посібник для самостійної та індивідуальної роботи студентів II курсу економічних спеціальностей з дисципліни «Поглиблене вивчення іноземної мови»/ Уклад. О.І. Лещенко, А.О. Ходцева. – Суми: ДВНЗ «УАБС НБУ», 2009. – 57 с.

Посібник призначений для самостійної та індивідуальної роботи студентів першого року поглибленого вивчення ділової англійської мови. Метою посібника є розширення знань з граматики англійської мови та вдосконалення навичок її практичного використання.

Матеріали посібника спеціально налаштовані для виконання у незалежному режимі і містять чітко сформульовані завдання та зразки їх виконання, забезпечують критерії для вимірювання результатів. Вправи, що містяться в посібнику мають комунікативне спрямування і базуються на реальних професійних ситуаціях і контекстах.

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CONTENTS

| | |
|----------------------------------------------------------------------|----|
| 1. Present simple vs present continuous | 3 |
| 2. Simple past, present perfect and present perfect continuous | 8 |
| 3. Past continuous | 12 |
| 4. Past perfect | 17 |
| 5. The future: will, the present continuous and going to | 22 |
| 6. The future: other future tenses | 27 |
| 7. The passive (1): actions, systems, and processes | 29 |
| 8. The passive (2): tenses | 35 |
| 9. Answer key | 45 |
| 10. Bibliography | 57 |

PRESENT SIMPLE VS PRESENT CONTINUOUS

Read through the following examples comparing the present simple and present continuous.

A Routine vs moment of speaking

1. James **works** for an investment magazine. Every month he **writes** articles about new investment opportunities.
2. Take these figures to James. He needs them for an article **he's writing**.

In 1, we are talking about something that James does as a routine.

In 2, we are talking about something he is doing at the moment of speaking.

B General activities vs current projects

1. I work for "Teletraining". We **make** training videos.
2. At the moment **we're making** a training video for British Telecom.

In 1, we are talking about a general activity.

In 2, we are talking about a specific current project.

C Permanent vs temporary situations

1. Peter **deals with** enquiries about our car fleet sales.
2. I **am dealing with** enquiries about fleet sales while Peter is away on holiday.

In 1, this is seen as permanently true.

In 2, this is seen as a temporary situation.

D Facts vs slow changes

1. As a rule, cheap imports **lead to** greater competition.
2. Cheap imports **are leading to** the closure of a number of inefficient factories.

In 1, we are making a statement about a general fact that is always true.

In 2, we are talking about a change that is taking place at the moment.

E Stative verbs

There are a number of verbs which describe states rather than actions. They are not normally used in the continuous form. Common examples are:

Verbs of thinking: **believe, doubt, guess, imagine, know, realize, suppose, understand**

Verbs of the senses: **hear, smell, sound, taste**

Verbs of possession: **belong to, have (meaning possess), own, possess**

Verbs of emotion: **dislike, hate, like, love, prefer, regret, want, wish**

Verbs of appearance: **appear, seem**

Others: **contain, depend on, include, involve, mean, measure, weigh, require**

These are usually found in the simple form because they do not refer to actions:

*I'm sorry, I don't **understand** what you mean.*

Exercise 1 Routine vs moment of speaking

Decide if the speaker is talking about routine activities or activities going on at the moment of speaking. Put the verbs into the present simple or the present continuous.

A: How(1) do you usually organize (you/usually organize) the delivery of milk to the factory? (2) _____(the farmers/bring) it here themselves?

B: No, (3) _____ (we/always collect) the milk ourselves, and the tankers (4) _____ (deliver) it to the pasteurization plant twice a day.

A: What sort of safety procedures (5) _____ (you/have)?

B: As a rule we (6) _____ (test) samples of every consignment, and then the milk (7) _____ (pass) down insulated pipes to the bottling plant, which (8) _____ (operate) 24 hours a day. I'll show you round a bit later, but the production line (9) _____ (not work) at the moment because the employees (10) _____ (change) shifts.

Exercise 2 General activities vs current projects

Decide whether the verbs refer to general activities or current projects. Put the verbs into the present simple or present continuous.

Our company was founded fifteen years ago, and we (1) manufacture (manufacture) and (2) _____ (supply) clothing to large organizations such as the police, hospitals, and so on. We always (3) _____ (spend) a long time talking to the customers to find out their needs. At the moment we (4) _____ (produce) an order for 18,000 shirts for the police. The next order is for a local electronics factory and our head designer (5) _____ (have) discussions with them to find out what sort of clothes they (6) _____ (require).

Exercise 3 Permanent vs temporary situations

In the following exercise, decide whether these situations are permanent or temporary. Put the verbs into the present simple or present continuous.

1. He joined the company 25 years ago and he still works (work) for us.
2. We _____ (not/send) out any orders this week because we're waiting for the new lists.
3. I _____ (deal) with Mr Jarman's clients this week because he's away.
4. Go down this road, turn right, and the road _____ (lead) straight to the industrial estate.
5. Because of the high cost of sterling, exports _____ (not/do) very well.
6. The stock market can be risky because the price of shares _____ (vary) according to economic conditions.
7. She would be excellent as a European sales rep because she _____ (speak) French fluently.
8. I'm Heinrich Brandt, I'm German, and I _____ (come) from a small town near Munich.
9. We _____ (spend) a great deal on phone calls due to a postal strike.

Exercise 4 Facts vs slow changes

A In the following passage, decide whether the verbs refer to general statements about change, or changes that are currently taking place. Put the verbs into the present simple or present continuous.

Political parties cannot last for ever. Normally they (1) *enjoy* (enjoy) a period of great popularity in their early years; then they (2) _____ (go) through a period of stability and (3) _____ (put) their ideas into practice. After that, they (4) _____ (run) out of ideas, and the opposition (5) _____ (take) power. Now the present government (6) _____ (become) old and tired. It (7) _____ (make) mistakes and it (8) _____ (lose) popularity, and the opposition party (9) _____ (start) to look like a possible alternative.

B Fill in the blanks with the verbs in the box, using the present simple or present continuous.

| | | | | | |
|------|------|-------|----|--------|------|
| fall | grow | begin | go | demand | make |
|------|------|-------|----|--------|------|

In many ways, the economic outlook is good. Unemployment (1) *is falling* and is now down to 8% from 14%. The economy (2) _____ at a rate of 2.5%. However, the real danger is that inflation (3) _____ to rise. This is dangerous because every time that inflation (4) _____ up, people always (5) _____ higher wages, and this in turn (6) _____ the problem worse.

Exercise 5 Stative verbs

In each of the following sentences, put one of the verbs into the present simple and the other into the present continuous.

1. We *are interviewing* (interview) people from outside the company for the new post in the export department, but I *think* (think) we ought to give the job to Mr Jackson.
2. At the moment we _____ (carry) out a survey to find out what sort of after-sales service our customers _____ (want).

3. We've got a competition on at work to do with our new range of cosmetics.
The marketing people _____ (try) to find a brand name that _____
(sound) natural and sophisticated.
4. _____ (you/know) what Mrs Ericson _____ (do)? She's not in her
office and nobody has seen her since lunch.
5. Could you help me? I _____ (try) to translate this letter from a Spanish
client and I don't know what this word _____ (mean).
6. I _____ (apply) for a transfer to our London office, but I don't know if
I'll be successful. It all _____ (depend) on whether or not they have any
vacancies.
7. Their new 'Own brand' instant coffee _____ (taste) very good, so it's
not surprising that it _____ (become) more and more popular.

SIMPLE PAST, PRESENT PERFECT, AND PRESENT PERFECT CONTINUOUS

A The simple past

We normally use the simple past to talk about actions that took place at a time that is separated from the present. It is used with expressions like **yesterday, on Monday, last week, in 1989, at 6.30, How long ago ...?**, etc.:

*Yesterday GKN **launched** a takeover bid for Westland.*

*He **did** his MBA at Cranfield in 1991.*

We can use the simple past and **for** to talk about something that happened during a period that has now finished:

*I **lived** in Singapore **for** three years; then I **came** back to England.*

B The present perfect

The present perfect is used to talk about the present result of past actions and recent events, and is often used with words like **ever, never, just, already, yet**, and phrases of unfinished time such as **so far**:

*British Telecom **has cut** the price of peak rate phone calls by 20%.*

***Have you ever tried** Swiss wine?*

*We have spoken to each other on the phone, but we **have never met**.*

*Don't worry about the order from Siemens. I **have already dealt** with it.*

*I'm afraid I **haven't done** that sales forecast **yet**. I'll do it tomorrow.*

*The film was released two weeks ago and **so far** it **has taken** \$45m.*

C Present perfect simple + for and since

The present perfect can be used with **for** and **since** and stative verbs, or to refer to actions that are seen as long term or permanent. We use **for** to talk about the duration of a period of time and **since** to talk about the starting point of an action or state:

*I **have been** with the company **since** 1986.*

*I **have lived** here **for** 20 years.*

It is also used in the negative with **for** and **since** to talk about the last time something took place:

I haven't seen her since Monday.

I haven't seen her for three days.

It is used with **since** to talk about completed actions:

Our market share has increased by 11% since we started advertising on TV.

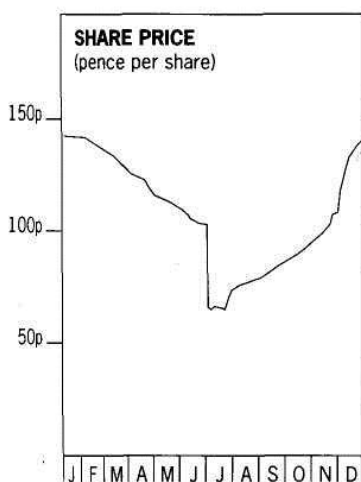
D Present perfect continuous

The present perfect continuous can be used with **for** and **since** to talk about actions or activities that have gone on repeatedly or continuously for a period of time, and are still going on:

We've been producing over 1,000 units a week since the new factory opened.

Exercise 1 Simple past vs present perfect (1)

Look at the graph and read the sentences. Put a tick [✓] next to the ones that are right, and correct the ones that are wrong.



1. Over the last year or so, shareholders in the holiday group Owners Abroad have had a turbulent ride.
2. The shares have risen sharply at the beginning of the year on the news of the Airtours bid. rose
3. Then the shares have fallen steadily for three or four months, ending up at 100p at the end of June. _____
4. In July the shares plummeted to 60p because of the company's difficulties. _____
5. The shares have stayed at around 60p for most of July. _____
6. At the beginning of August, the shares began to recover again. _____
7. Since August the shares have managed to recover. _____
8. The share price has now climbed back to where it has been before the Airtours bid. _____

Exercise 2 Simple past vs present perfect (2)

In the dialogue, put the verbs into the simple past or the present perfect.

A. Can I have a word about your trip to Athens?

B. Yes, of course. Is everything OK?

A: Yes. Your tickets (1) *have arrived* (arrive) and they're in my office now. And I (2) _____ (just/had) a fax from the hotel confirming your reservation.

B: Thank you. What about money?

A: I (3) _____ (already/order) some drachmas for you. I (4) _____ (ring) the bank yesterday, and they'll have them tomorrow. But there's a problem with your Eurocheque book. I (5) _____ (ask) them to send one a week ago, but it (6) _____ (not/arrive) yet.

B: That's all right. I (7) _____ (never/need) a Eurocheque before. I normally use a credit card.

A: Really? Are you sure you can do that?

B: Yes, I think so. Certainly when I (8) _____ (go) to France last October I (9) _____ (take) my Visa card and my Mastercard, and I (10) _____ (not/have) any problems. But I'll check about Greece. (11) _____ (you/ever/be) there?

A: No, but have a word with Alison Morgan in Production. She (12) _____ (be) there a couple of times this year, so I expect she would know.

Exercise 3 Present perfect and present perfect continuous

Underline the correct form of the verb.

1. I've *stayed/**been staying* in a hotel for the last ten days, but I hope to find an apartment of my own soon.
2. I wonder how Jim is getting on. I haven't *heard/**been hearing* from him for nearly a week.
3. Graham is a natural salesman. He has *sold/**been selling* eight cars since the beginning of the week.

4. I didn't realize that you and David were friends. How long have you *known/been knowing* him?
5. This report is a nightmare. I have *written/ been writing* it for two weeks, and it is still not finished.

Exercise 4 Review

Read the following letter. Put the verbs in brackets into the simple past, present perfect, or present perfect continuous.

Darwin, 24 October

Dear Ken,

I am writing to let you know how I am getting on with the marketing trip here. I am sorry I ⁽¹⁾ haven't been (not/be) in touch for so long, but I ⁽²⁾ _____ (be) very busy since I ⁽³⁾ _____ (arrive) here on the 18th.

There is a great deal of interest in the new fertilizer. Last week I ⁽⁴⁾ _____ (be) in Sydney, where I ⁽⁵⁾ _____ (visit) a number of farmers and ⁽⁶⁾ _____ (see) a couple of potential agents. The feedback at all of those meetings ⁽⁷⁾ _____ (be) very positive, and I ⁽⁸⁾ _____ (already/receive) a number of orders. I ⁽⁹⁾ _____ (never/have) such an enthusiastic response about a new product, so I am confident it will be a great success. I ⁽¹⁰⁾ _____ (come) up to Darwin on Tuesday, and since then I ⁽¹¹⁾ _____ (be) to some more farms and I ⁽¹²⁾ _____ (make) two or three useful contacts. Yesterday I ⁽¹³⁾ _____ (have) a meeting with Barry Thomas, who you may remember. He ⁽¹⁴⁾ _____ (work) with Agrichem in London for a couple of years in the early 90s, then ⁽¹⁵⁾ _____ (set) up his own business over here, and he ⁽¹⁶⁾ _____ (act) as a distributor of some of our agricultural machinery for the last year or so. Towards the end of our meeting he ⁽¹⁷⁾ _____ (ask) about becoming the sole distributor for the fertilizer. The question is an interesting one, but I feel that we ⁽¹⁸⁾ _____ (not think) enough yet about the precise sales and distribution network that we will need. We must talk about this when I get back.

Anyway, I must fax this off to you now. I ⁽¹⁹⁾ _____ (just/have) another phone call from someone who wants to hear about the fertilizer, so I'll do that now. I'll be in touch again soon, and in the meantime send my congratulations to everyone in R&D.

Jim

PAST CONTINUOUS

A Form

The past continuous is formed with **was/were** + the **-ing** form of the verb:

I/he/she/it **was/was not (wasn't) working.**

You/we/they **were/were not (weren't) working.**

Was I/he/she/it **working?** (**Yes, I/he/she/it was working./No, I/he/she/it wasn't working.**)

Were you/we/they **working?** (**Yes, you/we/they were working./No, you/we/they weren't working.**)

B Points of time in the past

We use the past continuous to talk about an action or activity that was in progress at a particular moment of time in the past:

*At 3.15 yesterday afternoon, Mr Jansen **was seeing** some clients in London.*

C Interrupted past action

We can use the past continuous to talk about an action or activity that was already in progress, and which was interrupted by another action:

*We **were discussing** our expansion plans **when** the chairman suddenly **announced** his resignation.*

We can rephrase this sentence using **while** + the past continuous:

***While** we **were discussing** our expansion plans, the chairman suddenly **announced** his resignation.*

The activity may or may not continue after the interruption:

*Paul **was doing** some filing **when** his boss **asked** him to fetch an invoice.*

(Paul fetched the invoice and then probably carried on with the filing.)

*Paul **was doing** some filing **when** the fire **broke out**.*

(Paul probably stopped doing the filing at this point.)

D Sequence of tenses

With a time clause like **when the phone rang**, we can use either the past continuous or the simple past.

The past continuous tells us what was happening up to the point when the phone rang:

*When the phone rang, I **was talking** to a client.*

The past simple tells us what happened afterwards:

*When the phone rang, I **answered** it.*

Exercise 1 Points of time in the past

David's colleague Jack (who doesn't have enough work to do) has tried to phone him several times without success. Complete their conversation by putting the verbs in brackets into the correct form of the past continuous.

David's Activities – Wednesday

| | |
|---------------|----------------------------------|
| 9.00 - 10.00 | make some phone calls to clients |
| 10.00 - 11.00 | see Sue Tims (her office) |
| 11.00 - 11.15 | have coffee with JC (canteen) |
| 11.15 - 1.00 | meeting with designer |
| 1.00 - 2.00 | lunch with designer |

Jack: I rang at 9.15 and again at 9.30 but the phone was engaged. Who (1) were you talking (you/talk) to?

David: Oh, I (2) _____ (call) some clients.

Jack: And I tried again at 10.15, but there was no reply.

David: At 10.15? I think I (3) _____ (discuss) the new catalogue with Sue Tims.

Jack: And then I rang back again at 11.10.

David: Yes, I was out. I (4) _____ (have) a coffee in the canteen.

Jack: I thought so, so I rang again at 11.30.

David: I was out again. The new designer and I (5) _____ (organize) the artwork for some adverts.

Jack: What (6) _____ (you/do) at 1.30, then? I called again, and tried to leave a message but even the answering machine (7) _____ (not/work)!

David: I'd better have a look at it, but the designer and I (8) _____ (have) lunch. Anyway, what did you want to talk about?

Jack: Oh, nothing special. I just wanted to try out my new mobile phone.

Exercise 2 Interrupted past action

Choose the correct tense, simple past or past continuous.

I(1) *met/was meeting* an old business colleague or mine while I (2) *travelled/was travelling* to New York for a conference. She (3) *noticed/was noticing* me while I (4) *stood/was standing* in the queue at the airport check-in desk. We decided to travel together, and while we (5) *waited/were waiting* for the flight to leave, we (6) *realized/were realizing* that we were going to the same conference and staying at the same hotel. We talked about old times, and while we (7) *had/were having* lunch on the plane, she (8) *said/was saying* that she was going to look for a new job. I didn't think of it at the time, but later on when the plane (9) *came/was coming* in to land, I suddenly (10) *remembered/was remembering* that we had a vacancy for a lawyer. I told her about the terms and conditions, and later that evening, when we (11) *had/were having* dinner, she (12) *accepted/was accepting* the position.

Exercise 3 Sequence of tenses

Read each set of sentences. Decide the order in which things happened. Write two sentences about each set of information. Begin each pair of answers with the same words.

1. His car broke down. He went the rest of the way by taxi. He was driving to Bonn.

A When his car broke down, he was driving to Bonn for a conference.

B When his car broke down, he went the rest of the way by taxi.

2. We left the building. We were having a meeting. The fire alarm went off.

A _____

B _____

3. They took our company over. We were losing a lot of money. They made a number of people redundant.

A _____

B _____

4. My secretary brought it down. I was having lunch in the canteen. The fax arrived.

A _____

B _____

5. Mr Yamaichi arrived at the airport. He came straight to the office. The chauffeur was waiting.

A _____

B _____

Exercise 4 Review

In the following sentences, put one of the verbs in brackets into the past continuous, and the other verb into the simple past.

1. (walk, notice) The security guard *noticed* the broken window while he *was walking* round the warehouse.

2. (go, meet) I first _____ Mr Rodriguez when I _____ round Mexico on a marketing trip.

3. (interrupt, give) When she _____ her presentation, someone at the back of the room _____ to ask a question.

4. (finalize, ring up) While my PA _____ arrangements for my trip to Brazil, the clients _____ to cancel the visit.

5. (notice, look) The auditors _____ a large unauthorized withdrawal when they _____ through the account.

6. (happen, clean) The worker who died _____ the chemical tank when

7. the accident _____ .

8. (drop, take) One of the removal men _____ my computer when he _____ it into my office.
9. (work, approach) A headhunter _____ her when she _____ for ICL.

PAST PERFECT

A Form

The past perfect is formed with **had** + the past participle of the verb:

I/you/he/she/it/we/they **had worked**.

I/you/he/she/it/we/they **had not (hadn't) worked**.

Had I/you/he/she/it/we/they **worked?** (Yes, I/you/etc. **had**. /No, I/you/etc. **hadn't**.)

B Previous and subsequent events

The past perfect is used to refer back to completed actions that happened before other events in the past. Compare:

1. *When I **arrived** at the office, the meeting **started**.*

(I arrived at the office, and then the meeting started.)

2. *When I **arrived** at the office, the meeting **had started**.*

(The meeting started before I got to the office. I was late.)

In 1, it is also possible to use **As soon as** and **After** in place of **When**.

In 2, it is also possible to use **By the time** in place of **When**.

C Present perfect and past perfect

The past perfect acts as the past form of the present perfect. It is often used with adverbs like **just**, **already**, **never**. Compare:

1. *I am nervous because I **have never given** a presentation.*

(I am about to give a presentation.)

2. *I was nervous because I **had never given** a presentation.*

(I gave a presentation yesterday.)

The past perfect is often used in reported speech structures and in 3rd conditionals.

D Past perfect continuous

The past perfect continuous is formed by using the auxiliary **had been** + the **-ing** form of the verb (I/he/you/etc, **had (not) been working**).

We use the present perfect continuous to talk about how long an activity has been going on up to the present. We use the past perfect continuous to talk about the duration of an activity up to a point in the past. Compare:

*I **have been working** here for six months.*

(I am still working here now.)

*When I left my last job, I **had been working** there for four years.*

(I started in 1990 and I left in 1994.)

We do not use the past perfect continuous with stative verbs like **know, like**, etc.

Instead, we use the past perfect:

*When they met again, they **had not seen** each other for 15 years.*

Exercise 1 Form

Complete the sentences by putting the verb into the past perfect.

1. Did you manage to see the Director, or had he gone (he/go) by the time you got there?
2. I couldn't get into the office yesterday morning because I _____ (leave) my keys at home.
3. We could not call our new low-fat spread Mono, because one of our competitors _____ (already/choose) the name.
4. I found out about the vacancy too late. When my application form arrived, they _____ (appoint) someone.
5. By the time he sold off the shares, his original investment _____ (grow) by 83%.
6. He found his first few weeks at Ernst & Young very difficult because he _____ (not/study) accountancy before.

7. When I got back to the office, I was surprised to hear that the manager _____
(put) someone else in charge of my main project.
8. The bank returned the cheque to me because I _____ (not/sign) it.

Exercise 2 Previous and subsequent events

Complete each of the following sentences in two ways, using because + past perfect and so + simple past.

1. When I left the office, the building was empty ...
(everyone/go home) *because everyone had gone home.*
(I/lock the doors) *so I locked the doors.*
2. When I arrived at the office the next morning, the place was in a terrible mess...
(I/phone the police) _____
(someone/break in) _____
3. The chairman was in a very good mood ...
(we/win/a major contract) _____
(we/open/a bottle of champagne) _____
4. The negotiators realized another meeting would be necessary ...
(they/not reach an agreement) _____
(they/get out/their diaries) _____
5. I did not know their phone number ...
(I/call/Directory Enquiries) _____
(they/move/to new premises) _____
6. The Marketing Manager's flight from Japan arrived late ...
(she/go/straight home from the airport) _____
(there/be/a security alert in Tokyo) _____

Exercise 3 Present perfect and past perfect

Change the following sentences into the past perfect.

“I don't want lunch because I've already eaten.”

I didn't want lunch because I had already eaten.

“We can't give him the job because he hasn't had enough experience.”

We couldn't give him the job because _____

“I'm phoning Jane to say a fax has just arrived for her.”

I phoned Jane to say that _____

“I can't give Peter a lift because I haven't finished work.”

I couldn't give Peter a lift because _____

“I'm looking forward to my trip because I've never been to Russia.”

I was looking forward to my trip because _____

“He is calling a press conference because we've just closed a major deal.”

He called a press conference because _____

Exercise 4 Past perfect continuous

Look through the notes about the history of Biogen, a genetic engineering company that specializes in producing medical products. Write sentences about the company's activities until it went public in 1993.

(1987) company starts producing pregnancy test kits

(1988) company starts marketing test kits in USA

(1989) Dr Pierce starts running the company

(1990) Dr Warner, new Medical Director joins

(1991) company starts manufacturing thermometers

(1992) company opens a new production unit in Spain

1. When the company went public, (we/produce/pregnancy test kits/6 years)

we had been producing pregnancy test kits for six years.

2. When the company went public, (we/market the kits/USA/5 years)

3. When the company went public, (Dr Pierce/run it/4 years)

4. When the company went public, (Dr Warner/be the Medical Director/ 3 years)

5. When the company went public, (We/manufacture thermometers/2 years)

6. When the company went public, (we/have/a production unit in Spain/one year)

THE FUTURE: WILL, THE PRESENT CONTINUOUS AND GOING TO

D Will, present continuous, or going to?

The most important differences between the present continuous, going to, and will are as follows:

We use the present continuous for arrangements (except with stative verbs):

I'm having a meeting with the Export Manager on Thursday at 2.15.

We use **going to** for decisions and intentions:

I've made up my mind. I'm going to buy a BMW 730i.

We use **going to** for firm predictions:

It's already 28 °C. It's going to be very hot today.

We use **will** for spontaneous decisions:

I wonder if Peter is back from his marketing trip. I'll give him a ring.

We use **will** for promises, offers, and requests:

I'll give you a hand with those boxes if you like.

We use **will** for general predictions:

In the next century, computers will play a vital role in everyone's life.

Exercise 1 Arrangements

Two managers of an engineering company are trying to arrange a meeting. Put the verbs in brackets into the present continuous.

PETER: Jack, Peter here. Could we arrange a time tomorrow to talk about the new freight schedules? Say, er ... 9.15?

JACK: I'm a bit busy first thing because I (1) am having (have) a meeting with a new driver. Would 10 o'clock suit you?

PETER: I'm afraid not. I (2) _____ (go) over to the factory, and after that I (3) _____ (see) Mr Henderson for lunch.

JACK: What time (4) _____ (you/come) back?

PETER: At about 2.30 I suppose, but I (5) _____ (not/do) anything special after that. Would you be free then?

JACK: No, I don't think so. I (6) _____ (see) a sales rep from Mercedes from 2.00 until about 3.30. So shall we say 3.45?

PETER: Fine. I'll ask Janet to come along as well. I (7) _____ (have) lunch with her today, and I'll tell her about it.

Exercise 2 Going to - decisions and intentions

Use the verb in brackets to say what the following people are going to do.

- 1 The Unions have been offered a 3.9% pay rise.
(not accept) *They are not going to accept it.*
- 2 We have ordered over £1.5m of new equipment for the factory.
(modernize) _____
- 3 Mrs Mason has booked three weeks' leave in October.
(have a holiday) _____
- 4 The engineers have finished the design for the new engine.
(build/prototype) _____
- 5 Our trials have shown that the new vaccine is commercially viable.
(produce) _____

Exercise 3 Going to - predictions

Use the words in brackets to make predictions with going to.

- 1 The stock market is very over-valued.
(be/correction) *There is going to be a correction soon.*
- 2 Demand for tin is rising, but supply is falling.
(price/rise) _____
- 3 The company is in serious financial difficulty.
(go bankrupt) _____

- 4 My boss is looking for another job.
(leave the company) _____
- 5 We should have left much earlier.
(be late) _____

Exercise 4 Will or present continuous?

The export manager of an agricultural machinery company is talking to his PA about a sales trip. Put the verbs in the following sentences into the **will** future or the present continuous.

JANET: I've booked your flight and hotels for your trip to Ethiopia. You (1) are leaving (leave) on the 18th at 6.30 a.m., and that means you (2) _____ (be) in Addis Ababa late afternoon.

DAVID: What about hotels?

JANET: You (3) _____ (stay) at the Addis Ababa Hilton, and you (4) _____ (have) to get a taxi there from the airport. Your first meeting is on Monday, and you (5) _____ (see) Mr Haile Mariam from the Ministry of Agriculture at 10.30.

DAVID: (6) _____ (I/need) any vaccinations?

JANET: I'm not sure, but leave it with me. I (7) _____ (phone) the travel agent, and I (8) _____ (let) you know what she says.

Exercise 5 Will or going to?

Fill in the blanks with the correct form of the future, using will or going to.

- 1 A: I'm afraid the fax machine isn't working.
B: Don't worry, it's not a very urgent letter. I will post (post) it.
- 2 A: We've chosen a brand name for the new biscuits.
B: Really? What _____ (you/call) them?

- 3 A: Why are you taking the day off on Friday?
B: I _____ (look) at a new house.
- 4 A: I'm afraid there's no sugar. Do you want a coffee without any?
B: No, I _____ (not have) one, thanks.
- 5 A: Have you decided what to do about improving the circulation of the magazine?
B: Yes, we _____ (cut) the cover price by 10% as from October.
- 6 A: I'm afraid I can't take you to the airport. Something important has just come up.
B: Never mind. I _____ (take) a taxi.
- 7 A: Do you need any help?
B: Oh, yes please. _____ (you/carry) the display stand for me?
- 8 A: Could you make sure Mr Wilson gets my message?
B: Yes, I _____ (tell) him myself when he gets in.

Task 1

Write a short paragraph about the arrangements that have been made for the CEO of a major American bank to open the new European HQ in London.

| | |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18 JUNE | 9.00 Arrive at Heathrow 10.15 Meeting with Executive Vice-Presidents 1.00 Lunch with officials from Department of Trade and Industry 3.00 Official opening of new office in Threadneedle Street 7.00 Speech: 'Financial Deregulation in the EW' 8.00 Dinner at the Guildhall |
| 19 JUNE | 11.30 Return flight to New York (Concorde) |

The CEO is arriving at Heathrow at 9.00, and _____

Task 2

Look at the following subjects. Write sentences about any definite plans you or your company have. Use **going to** and/or **not going to**.

1. training and courses
2. new products and services
3. new equipment
4. staffing changes
5. holidays

1. I'm going to do a course in business Japanese in September, but I'm not going to take any exams.

2. _____

3. _____

4. _____

5. _____

Task 3

Add comments to the sentences. Use the present continuous, **going to**, or **will**.

1. I'm afraid that I can't meet you for lunch on the 30th.

I'm seeing Mr Karlssen in Oslo.

2. The management have announced how they intend to reduce costs.

3. I'm sorry, I didn't realize you were busy.

4. Our Sales Manager has finally chosen what he wants as a company car.

5. I need some time to think about this proposal.

6. Our Export Manager is in Peru at the moment looking at new offices.

THE FUTURE: OTHER FUTURE TENSES

A Was going to

We can use **was going to/were going to** to talk about changed plans or intentions.

Read this short dialogue:

A *“I've decided that I'm going to resign.”*

B *“Don't do that - I've just heard that the management want to promote you.”*

A *“OK, perhaps I'll stay then.”*

When we report this change of plan, we can say:

“I was going to resign, but in the end I decided to stay.”

B Was doing/were doing

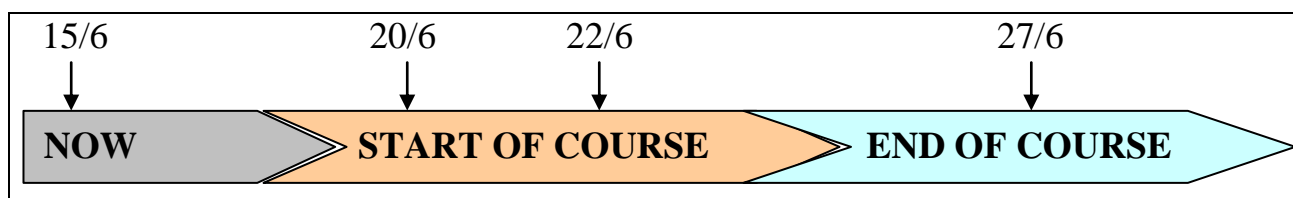
When we talk about an arrangement that has been changed, we can use the past continuous (**was/were doing**):

I was meeting her on Friday, but she had to go to the States, so I am seeing her next Wednesday instead.

This is similar to **was going to**, but the past continuous is normally used to report changed arrangements rather than changed plans or intentions.

C Will be doing

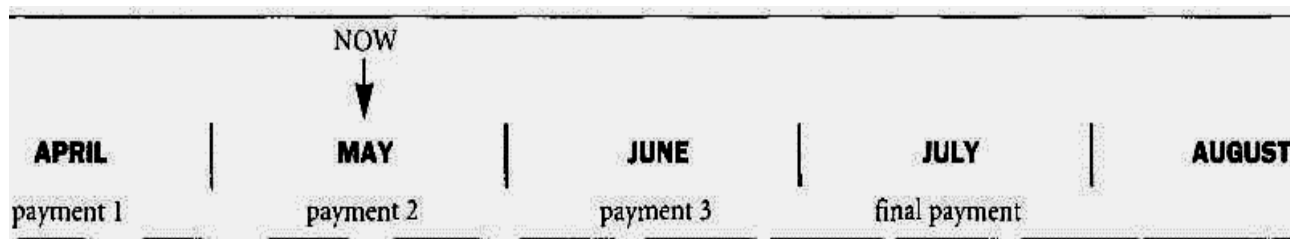
The future continuous (**will be doing**) is used to talk about an activity that will be in progress at a particular moment in the future:



*I'm afraid I can't see you on the 22nd because I **will be attending** a training course in England*

D Will have done

We use the future perfect (**will have done**), and a time phrase with **by**, to talk about something that will be completed before a particular time in the future:



*We **will have paid back** the loan by August.*

Compare this with the use of the future with **will**:

*We **will make** the last payment in July.*

Exercise 1 Was going to – changed plans

Two colleagues are discussing the changes in the plans for a new office. Fill in the blanks with **was/were going to** and **is/are going to**.

A: Have you seen the revised plans?

B: Yes, they are much better. You remember that originally the office (1) was going to be open-plan and that they (2) _____ put up screens?

A: Yes, it sounded terrible.

B: Well, now they (3) _____ divide it up into six separate offices, and there (4) _____ be one or two desks in each one.

A: That sounds a lot better. What about the IT set-up?

B: They've taken our advice on that one too. We (5) _____ have twelve stand-alone PCs, but now everyone (6) _____ be linked to a network, and there (7) _____ be one central computer, which is much better.

Exercise 2 Changed arrangements - problem solving

Look at the schedule (A) for a programmer's visit to a client. All these appointments must be rearranged for the following day. Look at the notes. Work out a new schedule (B) and write sentences about the changes.

(A) original schedule

| WEDNESDAY 18 MAY |
|--------------------------------------|
| 10.00 – 11.30 |
| – visit the new warehouse |
| 11.30 – 1.00 |
| – give presentation to IT Department |
| 1.00 – 2.00 |
| Lunch at Nelson's restaurant |
| 2.00 – 3.30 |
| – have meeting with Mr Barber |
| 3.30 – 5.00 |
| – see the Finance Director |

(B) new schedule

| THURSDAY 19 MAY |
|---------------------------|
| 10.00 – 11.30 |
| |
| 11.30 – 1.00 |
| |
| 1.00 – 2.00 |
| Lunch at Gee's restaurant |
| 2.00 – 3.30 |
| |
| 3.30 – 5.00 |
| |

NOTES: Nelson's is closed on Thursdays. Gee's restaurant is shut on Mondays. The IT Department is busy all morning. Mr Barber is not free at 2.00. The Finance Director is busy all afternoon. The warehouse shuts at 3.30. The programmer must see Mr Barber before the Finance Director.

1. _____
2. _____
3. He was having lunch at Nelson's, but now he is having lunch at Gee's.
4. _____
5. _____

Exercise 3 Will be doing and will have done

Look through the notes about the building of a new factory. Say what **will be happening** and what **will have happened** at each of the times below.

| | |
|---------------------|-------------------------------------|
| NOVEMBER - JANUARY: | demolition of the existing building |
| FEBRUARY - APRIL: | building the new factory |
| MAY - JULY: | installation of equipment |
| AUGUST - OCTOBER: | testing of new machinery |
| NOVEMBER: | start of production |

In December, *we will be demolishing the old building.* _____

By the end of January, *we will have demolished the old building.* _____

In March _____

By the end of April, _____

In June, _____

By the end of July, _____

In September, _____

By the end of October, _____

By the beginning of December, _____

Exercise 4 Review

Look at the information. Then put the verbs into the right tense.

1 **BUSINESS SEMINAR 10.00-11.00** *Speaker: Mr AG Wright*

- A The talk (start) will start at 10.00.
- B Mr Wright (give) will be giving his seminar at 10.23.
- C The talk (finish) will have finished by 11.15.

2 **Itinerary for Miss T Wilson**

Depart London Heathrow 18.00

Arrive Athens 22.00

- A The plane (take off) _____ at six in the evening.
- B At 19.35, Miss Wilson (travel) _____ to Athens.
- C Miss Wilson (arrive) _____ in Athens by 11.30.

3 **Law Finals:** *Paper I 10.00-1.00, Paper II 2.00-5.00*

- A The first exam (start) _____ at 10.00.
- B We (have) _____ a break at 1.30.
- C We (finish) _____ by six.

Task 1

Complete these sentences using **was/were going to** or **was/were doing**.

- 1 *I was going to accept a job in Qatar*
... but in the end I decided that I probably wouldn't enjoy it.
- 2 _____
... but I couldn't get a flight until the 18th.
- 3 _____
... but in the end we felt it was too expensive.
- 4 _____
... but she was ill, so we had to cancel.
- 5 _____
... but in the end we decided that three was enough.
- 6 _____
... but it was fully booked.

Task 2

Answer the following questions about yourself in 20 years' time.

- 1. Who will you be working for 20 years from now?

- 2. What position will you have in the company?

- 3. What sort of things will you be doing as part of your job?

4. What will you have achieved by then?

5. What changes will have taken place in your family life?

Task 3

Complete these sentences.

1. I hope that, by the time I am your age, _____

2. This time next week _____

3. There's no point trying to get to the meeting now. By the time you do _____

4. By the way, they've changed the venue for the sales conference.

5. This time tomorrow _____

THE PASSIVE (1): ACTIONS, SYSTEMS, AND PROCESSES

A Form

The passive is formed by using the verb **be** and the past participle (e.g., **broken, driven, used**). For example, the present tense passive is formed with **am/is/are** + past participle:

| | |
|--------------------------------------------------|--------------------------------|
| I am/am not driven . | Am I driven? |
| He/she/it is/is not (isn't) driven . | Is he/she/it driven? |
| We/you/they are/are not (aren't) driven . | Are we/you/they driven? |

B Focus on actions

We often use the passive to focus on something that happens to someone, when we do not want to focus on the person who does the action:

*Over 36% of Guatemalan workers **are employed** in the agricultural sector.*

We use the passive here because we do not know, or need to say, who employs them.

C Systems and processes

The passive is often used to talk about systems and processes:

*Many of the world's diamonds **are mined** in South Africa. The stones **are sent** to Amsterdam, where they **are sold** to international dealers. The stones **are cut** in Antwerp, and they **are then sold** on to jewellers.*

D Active or passive?

If it is important to say who performs an action, we can use the active or we can use the passive and the word **by**:

ACTIVE: *Peter Franks **runs** the Marketing Department.*

PASSIVE: *The Marketing Department **is run by** Peter Franks.*

Both of these sentences are correct. If we were already talking about Peter Franks, we would probably use the active:

*Peter Franks is an old colleague of mine. He works for Butterfield International, and he **runs** the Marketing Department.*

If we were talking about the the Marketing Department, we would probably use the passive:

*The Marketing Department is a large and very successful division that employs over 100 people. It is **run by** Peter Franks.*

Exercise 1 Form

Put the verbs in brackets into the present simple passive.

A: What is the difference between this new Paycard and ordinary phonecards?

B: The Paycard (1) is not designed (not/design) for public telephones; you can use it with any phone, for example in a hotel. Each Paycard has an account number on the back, and that is a bit like a bank account. This account (2) _____ (credit) with money from your Visa card or Access card. When you want to make a call, you ring the Paycard operator, and then you (3) _____ (connect) with the number you want. The cost of the call (4) _____ (deduct) from your Paycard balance.

A: How do you know what the balance of your Paycard account is?

B: At the beginning of the call, you (5) _____ (tell) by the operator, for example, that you have £15 in the account, and you can talk as long as you like. And if the money runs out, you (6) _____ (warn) that you only have one minute left.

A: Who is the new card for? (7) _____ (it/aim) at tourists or the general public or business people?

B: Business people will find it very useful. Business people often complain that they (8) _____ (charge) too much for phone calls at hotels. With this system, you can use the hotel phone, but the cost of the call (9) _____ (not/put) on your hotel bill. It (10) _____ (take) from the balance in your Paycard account, so of course it is much cheaper and more convenient, and you can use almost any phone anywhere.

Exercise 2 Avoiding the subject

Many of the following sentences sound unnatural because they are in the active.

Rewrite them in the present simple passive, but do not mention the agent (e.g., **by workers, by people**).

1. Workers in China make these telephones.

These telephones ... are made in China.

2. Employers pay many manual workers weekly.

Many manual workers... _____

3. They keep a large amount of gold at Fort Knox.

A large amount of gold ... _____

4. Workers build a lot of the world's supertankers in South Korea.

A lot of the world's supertankers... _____

5. Farmers grow a third of the world's cocoa in the Ivory Coast.

A third of the world's cocoa ... _____

6. Countries store most nuclear waste underground.

Most nuclear waste ... _____

7. Scientists test most new drugs extensively before they go on sale.

Before they go on sale, most new drugs ... _____

8. Workers print a lot of our books in Hong Kong.

A lot of our books ... _____

Exercise 3 Systems and processes

Read this information about DHL, a company that delivers parcels and documents worldwide. Put the verbs into the present simple passive.

DHL FROM START TO FINISH

One phone call is all it takes to get your shipment moving.

Quick off the mark

As soon as you book your shipment over the phone, your details ⁽¹⁾ are programmed (program) into the DHL system. Within minutes, a courier receives a pick-up message.

Rapid collection

The data ⁽²⁾ _____ (transfer) to a printer in the van, so our driver will know where you are. Your consignment ⁽³⁾ _____ (collect), and a bar code scanner ⁽⁴⁾ _____ (use) to record all the details of the shipment. That shipment ⁽⁵⁾ _____ (drive) to a DHL centre, where the most suitable air route ⁽⁶⁾ _____ (choose).



Prepared for take off

Your shipment ⁽⁷⁾ _____ (check in) by DHL ground staff at the airport, and they make sure that it ⁽⁸⁾ _____ (load) onto the right flight.

Satellite technology

While the plane is in the air, all the details of the shipment ⁽⁹⁾ _____ (transmit) to the local DHL import agents. As soon as the plane lands, the information ⁽¹⁰⁾ _____ (give) to customs.

Personal delivery

As soon as your shipment ⁽¹¹⁾ _____ (clear), it ⁽¹²⁾ _____ (deliver) to its final destination. All the information about delivery ⁽¹³⁾ _____ (held) on computer, allowing you to check delivery with one quick phone call.

Exercise 4 Active or passive?

Read each of the following statements. Then say if it should be followed by sentence A or sentence B. Underline the correct answer.

- Roche is one of the world's leading pharmaceutical groups.
A *It manufactures vitamins, perfumes, and antibiotics.*
B Vitamins, perfumes, and antibiotics are manufactured by it.
- Qantas is the second oldest international airline.
A The Australian government currently owns it.
B It is currently owned by the Australian government.
- Bass PLC is the largest global hotel operator.
A It owns Holiday Inns and a number of other hotel chains.
B Holiday Inns and a number of other hotels chains are owned by it.

- 4 Australian born Rupert Murdoch is Chairman of News Corporation.
- A He controls 39% of the company through Cruden Investments.
- B 39% of the company is controlled by him through Cruden Investments.

Task 1

A person who works in the Personnel Department is explaining how they select candidates in her company.

“If there's a vacancy, I usually advertise it in-house first of all, and if I don't find any suitable candidates, then we advertise the job in the papers. We ask applicants to send in their CVs, and we invite some of the candidates to an interview. After that, we draw up a shortlist and ask some of the applicants back for a second interview. We choose the best candidate, and then I check his or her references, and if everything's OK, we offer the applicant the job.”

Complete the sentences below to give a general description of the recruitment process. Use the passive in your answer.

The vacancy ... is advertised in-house.

If there is a suitable in-house candidate ... _____

The vacancy ... _____

Applicants... _____

Some candidates... _____

A shortlist... _____

Selected candidates... _____

The best candidate ... _____

The references ... _____

The successful candidate ... _____

Task 2

Write a short paragraph describing a system or process you know well. You may find the following linking words helpful.

| | | | | |
|------------------|----------|----------|----------------|--------------|
| First of all,... | Then,... | Next,... | After that,... | Finally, ... |
|------------------|----------|----------|----------------|--------------|

THE PASSIVE (2): TENSES

A Other tenses

The examples below show how to form the passive with other tenses. Present continuous passive: **am being, is being, or are being** + past participle:

*I **am being asked** to do a lot of extra work at the moment.*

*I can assure you that your complaint **is being dealt** with.*

Simple past passive: **was or were** + the past participle:

*Our company **was founded** in 1848.*

*Most of the senior managers **were fired** after the takeover.*

Note the passive form **be born**:

A When **were** you **born**?

B I was born in 1968.

Past continuous passive: **was being or were being** + the past participle:

*I **couldn't use** the company car yesterday because it **was being serviced**.*

*We only noticed the mistakes when the brochures **were being printed**.*

Present perfect passive: **has been or have been** + the past participle:

*A design fault **has been found** on some of our washing machines.*

*All of the machines **have been recalled**.*

Past perfect passive: **had been** + the past participle:

*They faxed us to say that the shipment **had been delayed**..*

Future passive: **will be or going to be** + the past participle:

*The shipment **is going to be** delayed.*

*It **will be** delivered next Tuesday.*

B Personal or impersonal?

The passive is also often used in business correspondence, because it is less personal than the active. Compare:

*Peter Jason, who opens our post at this branch, **received** your letter yesterday. He **has forwarded** it to Head Office, (ACTIVE)*

Thank you for your letter which **was received** at this branch yesterday. It **has been forwarded** to Head Office, as complaints **are dealt with** there. (PASSIVE)

C Changes

The present perfect passive is often used when we are describing changes that have taken place, and we are more interested in the changes than who has made them:

*The factory is completely different. The whole place **has been modernized and computerized**, and a lot of people **have been made redundant**.*

Exercise 1 Tenses in the passive

A Put the verbs in brackets into the present continuous active or passive.

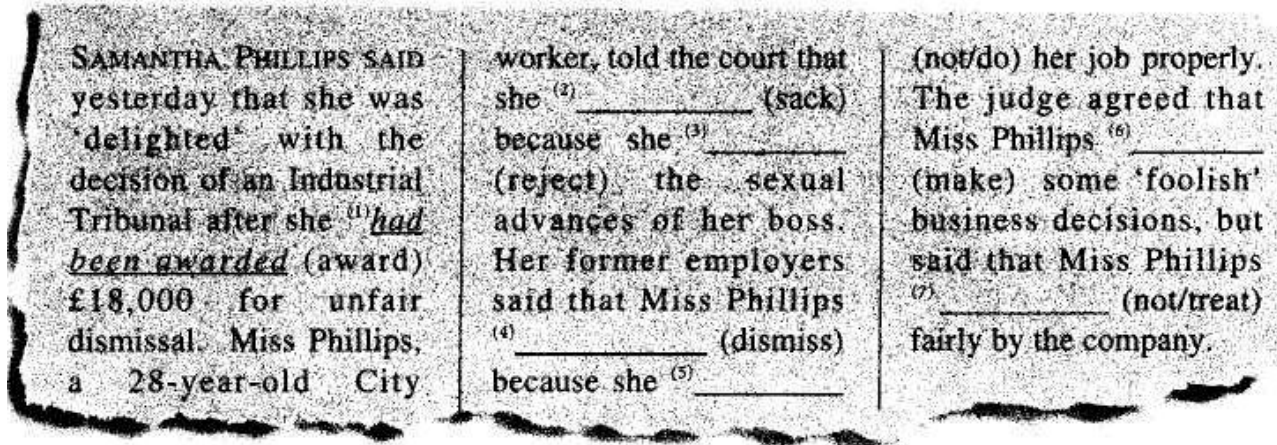
Less than a month after the fire at its plant in Ludwigshafen, Germany, the air bag manufacturer HTS is back in business. Sales Director Klaus Schiller explained: "The factory in Ludwigshafen (1) is working (work) again, because one part was not destroyed by the fire. So, for the moment, some of other components (2)

_____ (import) from the States, and the bags (3) _____ (assemble) at our other plant in Poland". The company (4) _____ (plan) to build a much larger production plant at Ludwigshafen. This will be a large investment, but the air bag market (5) _____ (grow) rapidly, and more and more airbags (6) _____ (fit) in cars as a standard safety device".

B Put the verbs in brackets into the past continuous active or passive.

Three armed men escaped yesterday with over \$1million in used European banknotes after an attack at Heathrow airport. The money ⁽¹⁾ was being transported (transported) from a Middle Eastern country to a London bank and ⁽²⁾ _____ (carry) by an unarmed courier. The three robbers, who ⁽³⁾ _____ (wait) for the courier in the short-stay car park, attacked the man and stole the money. A passer-by told the police that a man ⁽⁴⁾ _____ (attack), but when they reached the scene, the robbers had driven off.

C Put the verbs in brackets into the past perfect active or passive.



Exercise 2 Future passive

Put the verbs in brackets into the **will** future active or passive.

JANET: I've booked you on the 8.30 flight, so you (1) will arrive (arrive) at 11.00 local time. You (2) _____ (meet) at the airport by one of their drivers, and you (3) _____ (take) straight to their Head Office.

HELEN: Fine. Have you organized a hotel?

JANET: Yes, you (4) _____ (be) at the Holiday Inn.

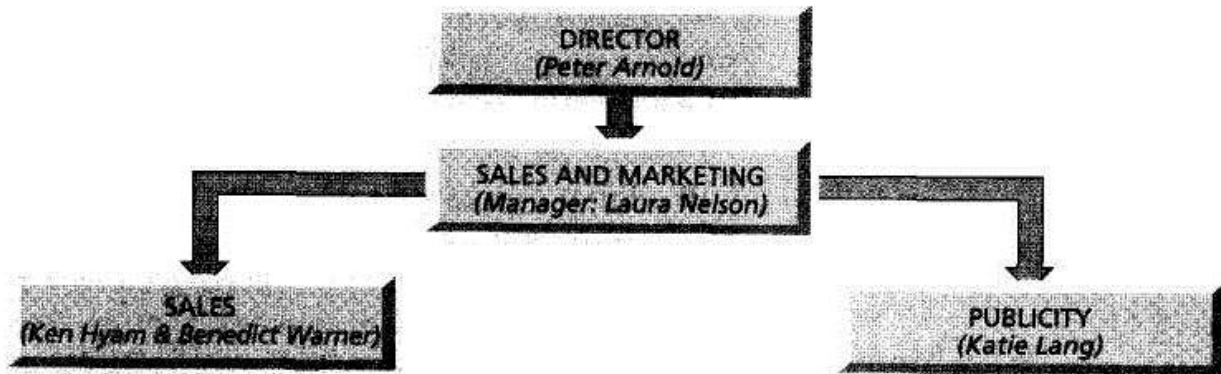
HELEN: OK. Do they know how long the meeting (5) _____ (last)?

JANET: They expect that you (6) _____ (be able) to finish at about 5.30. I have told the hotel that you (7) _____ (not arrive) before 6.30. But that's fine and they have said that the room (8) _____ (keep) for you, and that it (9) _____ (not/give) to anyone else.

Exercise 3 Present perfect: changes

Look at the staff changes that have taken place at a small UK engineering company. Complete the dialogue between a company employee and a friend who used to work there. Put the verbs in brackets into the present perfect active or passive (**has/have done** or **has/have been done**).

PREVIOUS ORGANIZATION



CURRENT ORGANIZATION



JOHN: Are things different now?

SARA: Yes. What has happened is that the Sales and Marketing Department (1) *has been turned* (turn) into three separate divisions - there is now an International Division, a UK Division, and there's a new office that (2) _____ (set up) in the US.

JOHN: Is Peter still in charge?

SARA: No, they (3) _____ (make) him a Senior Director, so he doesn't have much to do with the department now. Laura (4) _____ (promote) to Sales Director, so

they all report directly to her. Benedict Warner and Katie Lang (5) _____ (put) in charge of the International Division and the UK Division.

JOHN: (6) _____ (they/send) Ken to the US?

SARA: No, not at all. He didn't get on with Laura, basically, so he (7) _____ (demote) to UK Sales Assistant, and he works for Katie. Obviously he's not very happy about it and he doesn't think that the company (8) _____ (treat) him fairly. I don't expect he'll stay long.

Task 1

Write sentences from the prompts using one of the verbs from the box.

| | | | | | |
|-------|----------|-------|-------|--------|------|
| build | discover | elect | found | invent | open |
|-------|----------|-------|-------|--------|------|

1. The Berlin Wall/1961

The Berlin Wall was built in 1961.

2. The Channel Tunnel/1994

3. Radium/Marie and Pierre Curie

4. The wireless/Marconi

5. Fiat SPA/1899

6. President Clinton/1992

Task 2

Add a comment to each of the following questions.

Have you heard what...

... has happened to their Spanish subsidiary? It has been sold.

- ... is happening to the department? _____
- ... happened to the chairman at the meeting? _____
- ... has happened to the strikers? _____
- ... is happening to the price of petrol? _____
- ... happened to our office in Singapore? _____
- ... has happened to the lira? _____

Task 3

Read the information about AMS Trading. Then write a similar short paragraph about the history of your company.

AMS Trading was founded by Alan Sugar in 1968, and the company's name was changed to Amstrad in 1972. The company sold electronic consumer goods, and then moved into computers. Amstrad was floated on the Stock Exchange in 1980. It expanded rapidly until 1988, when it launched the PC 2000 series of personal computers.

ANSWER KEY
PRESENT SIMPLE VS PRESENT CONTINUOUS

Practice

Exercise 1

- | | |
|---------------------------|------------------------|
| 1 do you usually organize | 2 Do the farmers bring |
| 3 we always collect | 4 deliver |
| 5 do you have | 6 test |
| 7 passes | 8 operates |
| 9 isn't working | 10 are changing |

Exercise 2

- | | | |
|-----------------|-------------|-----------|
| 1 manufacture | 2 supply | 3 spend |
| 4 are producing | 5 is having | 6 require |

Exercise 3

- | | | |
|----------|------------------|----------------|
| 1 works | 2 aren't sending | 3 am dealing |
| 4 leads | 5 aren't doing | 6 varies |
| 7 speaks | 8 come | 9 are spending |

Exercise 4A

- | | | |
|-------------|-------------|---------------|
| 1 enjoy | 2 go | 3 put |
| 4 run | 5 takes | 6 is becoming |
| 7 is making | 8 is losing | 9 is starting |

Exercise 4B

- | | | |
|--------------|--------------|----------------|
| 1 is falling | 2 is growing | 3 is beginning |
| 4 goes | 5 demand | 6 makes |

Exercise 5

- | | |
|---------------------------|-------------------------|
| 1 are interviewing, think | 2 are carrying, want |
| 3 are trying, sounds | 4 Do you know, is doing |
| 5 am trying, means | 6 am applying, depends |
| 7 tastes, is becoming | |

SIMPLE PAST, PRESENT PERFECT AND PRESENT PERFECT CONTINUOUS

Practice

Exercise 1

- | | |
|------------------|----------------|
| 1 Right | 2 Wrong - rose |
| 3 Wrong-fell | 4 Right |
| 5 Wrong - stayed | 6 Right |
| 7 Right | 8 Wrong-was |

Exercise 2

- | | |
|------------------------|------------------|
| 1 have arrived | 2 have just had |
| 3 have already ordered | 4 rang |
| 5 asked | 6 hasn't arrived |
| 7 have never needed | 8 went |
| 9 took | 10 didn't have |
| 11 Have you ever been | 12 has been |

Exercise 3

- been staying
- haven't heard
- has sold
- have you known
- have been writing

Exercise 4

- | | |
|------------------|-------------------------|
| 1 haven't been | 2 have been |
| 3 arrived | 4 was |
| 5 visited | 6 saw |
| 7 was | 8 have already received |
| 9 have never had | 10 came |
| 11 have been | 12 have made |
| 13 had | 14 worked |
| 15 set | 16 has been acting |
| 17 asked | 18 haven't thought |
| 19 have just had | |

PAST CONTINUOUS

Practice

Exercise 1

- | | |
|--------------------|------------------|
| 1 were you talking | 2 was calling |
| 3 was discussing | 4 was having |
| 5 was organizing | 6 were you doing |
| 7 wasn't working | 8 were having |

Exercise 2

- | | |
|----------------|------------------|
| 1 met | 2 was travelling |
| 3 noticed | 4 was standing |
| 5 were waiting | 6 realized |
| 7 were having | 8 said |
| 9 was coming | 10 remembered |
| 11 were having | 12 accepted |

Exercise 3

1. A When his car broke down, he was driving to Bonn.
B When his car broke down, he went the rest of the way by taxi.
2. A When the fire alarm went off, we were having a meeting.
B When the fire alarm went off, we left the building.
3. A When they took our company over, we were losing a lot of money.
B When they took our company over, they made a number of people redundant.
4. A When the fax arrived, I was having lunch in the canteen.
B When the fax arrived, my secretary brought it down.
5. A When Mr Yamaichi arrived, the chauffeur was waiting.
B When Mr Yamaichi arrived, he came straight to the office.

Exercise 4

noticed, was walking

met, was going

was giving, interrupted

was finalizing, rang up

noticed, were looking

was cleaning, happened

dropped, was taking

approached, was working

PAST PERFECT

Practice

Exercise 1

- | | |
|----------------------|-------------------|
| 1 had he gone | 2 had left |
| 3 had already chosen | 4 had appointed |
| 5 had grown | 6 had not studied |
| 7 had put | 8 had not signed |

Exercise 2

1. because everyone had gone home,
so I locked the doors.
2. so I phoned the police,
because someone had broken in.
3. because we had won a major contract,
so we opened a bottle of champagne.
4. because they had not reached an agreement,
so they got out their diaries.
5. so I called Directory Enquiries,
because they had moved to new premises.
6. so she went straight home from the airport,
because there had been a security alert in Tokyo.

Exercise 3

1. I didn't want lunch because I had already eaten.
2. he hadn't had enough experience.
3. a fax had just arrived for her.
4. I hadn't finished work.
5. I had never been to Russia.
6. they had just closed a major deal.

Exercise 4

1. we had been producing pregnancy test kits for six years.
2. we had been marketing the kits in the USA for five years.
3. Dr Pierce had been running it for four years.
4. Dr Warner had been the Medical Director for three years.
5. we had been manufacturing thermometers for two years.
6. we had had a production unit in Spain for one year.

THE FUTURE: WILL, THE PRESENT CONTINUOUS AND GOING TO

Practice

Exercise 1

- | | |
|----------------|------------------|
| 1 am having | 2 am going |
| 3 am seeing | 4 are you coming |
| 5 am not doing | 6 am seeing |
| 7 am having | |

Exercise 2

- They are not going to accept it.
We are going to modernize it.
She is going to have a holiday.
They are going to build a prototype.
We are going to produce it.

Exercise 3

- There is going to be a correction soon.
The price is going to rise.
It is going to go bankrupt.
She is going to leave the company.
We are going to be late.

Exercise 4

- | | | |
|---------------|--------------|---------------|
| 1 are leaving | 2 will be | 3 are staying |
| 4 will have | 5 are seeing | 6 Will I need |
| 7 will phone | 8 will let | |

Exercise 5

- | | |
|--------------------|-------------------------|
| 1 will post | 2 are you going to call |
| 3 am going to look | 4 won't have |

5 are going to cut

6 will take

7 Will you carry

8 will tell

Production

Task 1 (Sample answer only)

The CEO is arriving at Heathrow at 9.00, and he is having a meeting with the Executive Vice Presidents at 10.15. He's having lunch with officials from the DTI, and in the afternoon he is opening the new office in Threadneedle Street. At 7.00 he's giving a speech on 'Financial deregulation in the EU', and he's having dinner at the Guildhall at 8.00. He's flying back to New York on Concorde the following morning at 11.30.

Task 2 (Sample answers only)

1. I'm going to do a course in business Japanese in September, but I'm not going to take any exams.
2. We're going to launch a new consultancy service aimed at small businesses.
3. We're going to change our computers to Macintoshes.
4. We're going to make twenty-five people redundant in the next three months.
5. I am going to have a holiday in December.

Task 3 (Sample answers only)

1. I'm seeing Mr Karlssen in Oslo.
2. They are going to cut overtime rates.
3. I'll come back later.
4. He's going to buy a Volvo.
5. I'll let you know what I think next week.
6. We're going to open a branch there next year.

THE FUTURE: OTHER FUTURE TENSES

Practice

Exercise 1

- 1 was going to 2 were going to 3 are going to 4 are going to
5 were going to 6 is going to 7 is going to

Exercise 2

New schedule:

10.00 - 11.30 have meeting with Mr Barber

11.30 - 1.00 see the Finance Director

1.00-2.00 lunch at Gee's restaurant

2.00 - 3.30 visit the new warehouse

3.30 - 5.00 give presentation to IT department

1. He was visiting the new warehouse at 10.00, but now he is visiting it at 2.00.
2. He was giving a presentation to the IT department at 11.30, but now he is giving a presentation at 3.30.
3. He was having lunch at Nelson's, but now he is having lunch at Gee's.
4. He was having a meeting with Mr Barber at 2.00, but now he is having it at 10.00.
5. He was seeing the Finance Director at 3.30, but now he is seeing him at 11.30.

Exercise 3

1. we will be demolishing the old building.
2. we will have demolished the old building.
3. we will be building the new factory.
4. we will have built the new factory.
5. we will be installing the equipment.
6. we will have installed the equipment.
7. we will be testing the new machinery,
8. we will have tested the new machinery.
9. we will have started production.

Exercise 4

- | | | | |
|---|-----------------|----------------------|----------------------|
| 1 | A will start | B will be giving | C will have finished |
| 2 | A will take off | B will be travelling | C will have arrived |
| 3 | A will start | B will be having | C will have finished |

Production

Task 1 (Sample answers only)

1. I was going to accept the job in Qatar...
2. I was going to go away this weekend ...
3. We were going to upgrade our whole IT network...
4. Margaret Thatcher was going to address the convention...
5. We were going to send five people to the sales conference...
6. I was going to get tickets for Phantom of the Opera...

Task 2 (Sample answers only)

1. I'll probably be working for a larger company.
2. I'll be the Research Director.
3. I'll be managing large-scale research projects.
4. I'll have already developed several important new drugs.
5. I will have moved to a bigger house, and I will have had three children.

Task 3 (Sample answers only)

1. I will have achieved as much as you have.
2. I'll be lying on a beach in Martinique.
3. It will have started.
4. They will be holding it in Copenhagen instead of Hamburg.
5. I'll be starting my presentation.

THE PASSIVE (1): ACTIONS, SYSTEMS, AND PROCESSES

Practice

Exercise 1

- | | |
|-------------------|---------------|
| 1 is not designed | 2 is credited |
| 3 are connected | 4 is deducted |
| 5 are told | 6 are warned |
| 7 Is it aimed | 8 are charged |
| 9 is not put | 10 is taken |

Exercise 2

are made in China.

are paid weekly.

is kept at Fort Knox.

are built in South Korea.

is grown on the Ivory Coast.

is stored underground.

are tested extensively.

are printed in Hong Kong.

Exercise 3

- | | |
|-------------------|------------------|
| 1 are programmed | 2 is transferred |
| 3 is collected | 4 is used |
| 5 is driven | 6 is chosen |
| 7 is checked in | 8 is loaded |
| 9 are transmitted | 10 is given |
| 11 is cleared | 12 is delivered |
| 13 is held | |

Exercise 4

- 1 A 2 B 3 A 4 A

Production

Task 1 (Sample answers only)

1. is advertised in-house.
2. the vacancy is filled.
3. is advertised in the papers.
4. are asked to send in their CVs.
5. are invited to an interview.
6. is drawn up.
7. are invited back for a second interview.
8. is chosen.
9. are checked.
10. is offered the job.

Task 2 (Sample answer only)

The watches are manufactured in Singapore, and they are shipped to our warehouse in Dresden. Next, they are transported to our distributors. After that, they are sold on to retailers, and finally they are sold to our customers in stores all over the country.

THE PASSIVE (2): TENSES

Practice

Exercise 1A

- | | |
|-----------------------|----------------------|
| 1 is working | 2 are being imported |
| 3 are being assembled | 4 is planning |
| 5 is growing | 6 are being fitted |

Exercise 1B

- | | |
|-------------------------|----------------------|
| 1 was being transported | 2 was being carried |
| 3 were waiting | 4 was being attacked |

Exercise 1C

- | | |
|------------------------|----------------------|
| 1 had been awarded | 2 had been sacked |
| 3 had rejected | 4 had been dismissed |
| 5 had not done | 6 had made |
| 7 had not been treated | |

Exercise 2

- | | |
|---------------------|----------------|
| 1 will arrive | 2 will be met |
| 3 will be taken | 4 will be |
| 5 will last | 6 will be able |
| 7 will not arrive | 8 will be kept |
| 9 will not be given | |

Exercise 3

- | | |
|--------------------|----------------------|
| 1 has been turned | 2 has been set up |
| 3 have made | 4 has been promoted |
| 5 have been put | 6 Have they sent Ken |
| 7 has been demoted | 8 has treated him |

Production

Task 1 (Sample answers only)

1. The Berlin Wall was built in 1961
2. The Channel Tunnel was opened in 1994.
3. Radium was discovered by Pierre and Marie Curie.
4. The wireless was invented by Marconi.
5. Fiat SPA was founded in 1899.
6. President Clinton was elected in 1992.

Task 2 (Sample answers only)

1. It has been sold.

2. It is being reorganized.
3. He was shouted at by angry shareholders.
4. They have been arrested.
5. It is being put up.
6. It was closed down last week.
7. It has been devalued.

Task 3 (Sample answer only)

The company I work for was founded by two brothers, Jack and Daniel Partridge, back in 1866. They manufactured whiskey, but only on a small scale. However, the whiskey was well produced, and it soon became very popular. They got into difficulties when taxes on liquor were raised, and the company was bought by a major brewer, who still owns it.

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