Tenses

**Put the verbs in brackets into their correct forms! *Present Tense*, *Past Tense* and *Present Perfect Tense* - Simple and Continuous**!

1. What (**HELEN, DO**) for the last two hours? - She (**PREPARE**) for next week’s meeting; she (**DUST**) the furniture now. His sister (**BE**) in Australia six times and I (**BE**) there twice.
2. We (**LIVE**) in Johannesburg since World War II and so far we (**NEVER, INTEND**) to leave the country, but the situation (**TURN**) so bad that we (**DECIDE**) to go back to Austria.
3. We must wake her. She (**SLEEP**) for 15 hours.
4. How many customers (**SALLY, CALL**) last week?
5. Some time ago Mr Pale (**ASK**) me to lend him some money.
6. Demonstrators (**BLOCK**) the road for three hours.
7. When (**YOU, SWITCH**) on the light today?
8. I could not answer the door because I (HAVE) a shower.
9. No, we (**NOT BE**) here before.
10. At present they (**HAVE**) no jobs.
11. Two men (**CHAT**) in the middle of the road when suddenly a lorry (**TURN**) round the bend. The driver (**BRAKE**) in time.
12. The grass (**LOOK**) awful. I’m sure you (**CUT**) it since June.
13. We (**GO**) to the circus yesterday. We (**SPEND**) a wonderful time there. I (**LIKE**) the clowns best.
14. What (**YOU WANT**) me to do at our next meeting?
15. (**YOU KNOW**) how long these trees (**BE**) here? - Yes, they (**BE**) here since 1961.
16. What shall we do? - The people (**GET**) very impatient.
17. (**YOU, NOT MEET**) Mr Temple yesterday? - Why (**YOU THINK**) I (**MEET**) him? -  I (**SEE**) him last Friday, but I (**NOT SEE**) him since then.
18. Can you help me? I am looking (**LOOK**) for a job.
19. You have a nice dog. How long (**YOU HAVE**) it?

**Worksheet 3- Grammar practice-Imagine you are a professional being interviewed…**

1. How much money \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (earn) so far this year?
2. How long \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) in your present job?
3. How long \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (take) to become boss?
4. How many jobs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (have) before this job? / How many jobs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (have) in your life?
5. How many years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (have to) study at university to get your job?
6. How many hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (usually work) a day?
7. How many hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) so far this week? (= since  
   Monday)
8. How many times \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (injure) in your work?
9. How many countries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (travel) for your work?
10. How many hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(one job/ task usually take)?
11. How many miles/ kilometres \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (travel) so far this year?
12. How many words \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (write) this week?
13. How many people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (meet) in an average week (= a normal week)?

Business English tense review Time clauses with different tenses review Match at least one of these time clauses with each of the sentences below.

|  |  |  |
| --- | --- | --- |
| a) I didn’t have a lot of experience |  | 1. when I joined my company |
| b) My boss uses a laptop |  | 1. in the 1990s |
| c) I was looking for a different job |  | 1. the other day |
| d) I worked for my present company’s major competitor |  | 1. during a meeting |
| e) I have been working on my present project |  | 1. recently |
| f) I last made a conference call in English |  | 1. since January |
| g) I’m flying to Munich |  | 1. hardly ever |
| h) I’ll finish this report |  | 1. by Tuesday |
| i) I was caught making personal phone calls |  | 1. never |
| j) I’ve had a lot in my in-tray |  | 1. this week |
|  |  | 1. for a year |
|  |  | 1. in a fortnight’s time |

**Complete the questions. Do you know the answer?**

1. ‘Blue chip’ companies \_\_\_\_ (name) after poker chips, but why are they called ‘blue’ chip?
2. In which country \_\_\_\_ (the Industrial Revolution start)?
3. Which Italian fashion designer \_\_\_\_\_\_ (work) as a bellboy in the Savoy in London?
4. What \_\_\_\_\_ (originally call) ‘Brad’s drink’?
5. Which company \_\_\_\_\_ (found) in the Austrian Empire and \_\_\_\_\_ (produce) cars for nearly a century?
6. How \_\_\_\_\_ (acetylsalicylic acid better know)?
7. What \_\_\_\_\_ (Henry Ford call) his first car?
8. Who \_\_\_\_\_\_\_ (issue) the first US credit card?
9. What \_\_\_\_\_\_\_ (Nintendo produce) before computer games?
10. What \_\_\_\_\_\_\_\_ (design) jointly by Daimler-Benz and Swatch?
11. Which London institution \_\_\_\_\_\_ (have) the motto ‘My word is my bond’ since 1801?

**These exercises will help you to practice choosing the right verb tense in a Business English context.**

1. I START \_\_\_\_\_\_ my new job next week.
2. There SEEM \_\_\_\_\_\_\_ to be a problem with your application.
3. I MAKE \_\_\_\_\_\_ a lot of money if I hadn't listened to your advice.
4. RESOLVE \_\_\_\_\_\_\_ that issue, Bob started to look for other problem areas.
5. That issue is yet RESOLVE \_\_\_\_\_\_.
6. RESOLVE \_\_\_\_\_ that issue?
7. Hiring Thomas has HAVE\_\_\_\_\_ a positive impact on the growth of our law firm.
8. I'm not sure that REPLACE \_\_\_\_\_\_\_ the CEO will solve our problems.
9. She was in charge of CREATE \_\_\_\_\_\_\_ all the web graphics.
10. Barbara INFORM \_\_\_\_\_\_\_ that she will be stepping down.
11. I NOT WORRY \_\_\_\_\_\_ about that if I were you.
12. They announced last month that they SCALE \_\_\_\_\_ back their relationship with Microsoft.
13. The meeting CALL \_\_\_\_ off if John hadn't arrived at the last moment.
14. The company was charged with MAKE \_\_\_\_\_\_ deceptive claims in its advertising campaign.
15. I MEAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to talk to you about the marketing survey you're working on.

**These are the answers to the above**

1. ‘Blue chip’ companies are named after poker chips, but why are they called ‘blue’ chip? (It’s the highest value poker chip)
2. In which country did the Industrial Revolution start? (England)
3. Which Italian fashion designer worked as a bellboy in the Savoy in London? (Gucci)
4. What was originally called ‘Brad’s drink’? (Pepsi)
5. Which company was founded in the Austrian Empire and has been producing cars for nearly a century? (Skoda)
6. How is acetylsalicylic acid better known? (Aspirin)
7. What did Henry Ford call his first car? (A quadricycle)
8. Who issued the first US credit card? (Diner’s Club)
9. What did Nintendo produce before computer games? (Playing cards)
10. What was designed jointly by Daimler-Benz and Swatch? (The SMART car)
11. Which London institution has had the motto ‘My word is my bond’ since 1801? (The stock exchange)