



Fluency Space

HOW TO USE

**ENGLISH VERB
TENSES IN BUSINESS**

**200+ DIAGRAMS
FOR PERFECT PROFESSIONAL ENGLISH**

ADVANCED SELF-STUDY BOOK

DAVID COX

How to Use English Verb Tenses in Business by David Cox

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Introduction

Many thanks for buying my book!

My name is David, and I am a professional English teacher and linguistics graduate from the UK. I have been teaching advanced English to professionals both online and in-person for over 10 years. During this time I have taught CEOs, managers, directors, designers, finance professionals from countries all around the world.

From my extensive teaching experience and knowledge of the English language, it is clear that the main grammatical difficulty that all learners of English encounter is that of verb tenses. Sometimes this difficulty can cause changes in meaning, especially in some important business contexts such as business introductions, which is where this book can help.

Who the book is for:

This book is for people who want to boost their confidence and sound more professional in speaking and writing.

The aim of this book is

1. To take English learners on a journey through how each tense is used in simple, clear diagrams
2. To show how each tense can be used in business
3. To show how it tenses can be effectively mixed together

The book is split into 16 lessons, all of which focus on comparing specific verb tenses. I have tried to limit the text as much as possible, whilst still having detailed enough explanations to make everything clear. I have also tried to make all the visuals as 'attractive' as possible, as I believe that this is important in encouraging learners to internalise them.

The idea of each lesson is to take the learner on a journey of how to use each tense effectively. The lessons are all focused on business contexts which professionals need to use regularly, as well as areas where it is common to make mistakes which change the meaning.

As the book progresses, there are more and more visuals to show 'Mixing Verb Tenses', which are all examples of sentences using multiple tenses. I believe that this is important in helping learners to use these tenses in wider contexts, and to demonstrate that learners have a freedom to improvise with their active speaking.

Most lessons come complete with exercises, which are important to try not only for practice, but also to see each tense used in as wide a variety of contexts as possible. This is absolutely essential for boosting your confidence to use these tenses. I hope you enjoy the book, and I hope you find it useful!

Lesson 1:

Present Simple or Present Continuous

I do or I am doing

Lesson 1.1 - Business Contexts

Lesson 1.2 - Charts and Changes

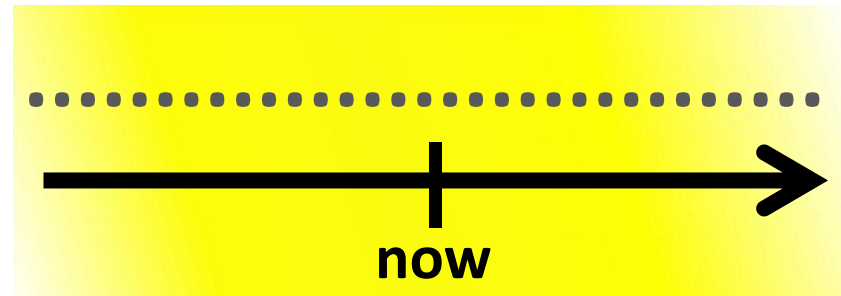
Lesson 1.3 - Words not used in Continuous Forms

With present simple and present continuous, we can actually just think of 1 rule. We will see how we can use this rule across all contexts..

I work at a law firm.

Present simple

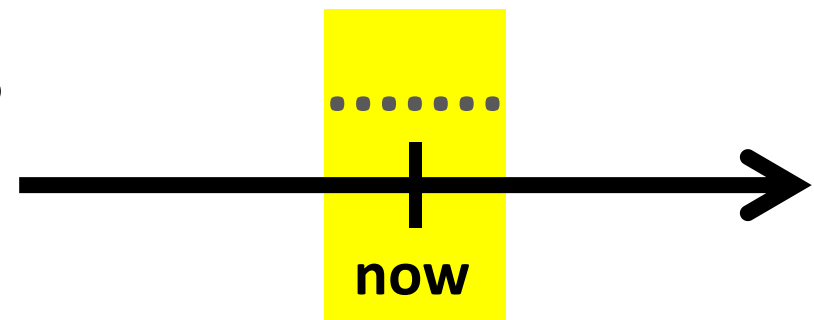
for facts and general / long-term situations



I am working on a new project.

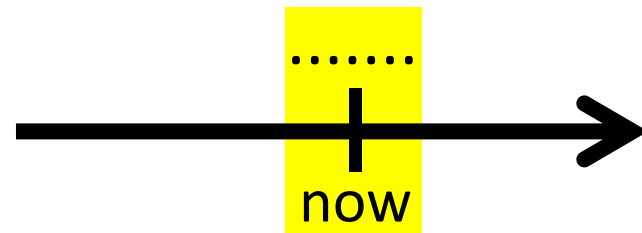
Present continuous

for temporary / short-term situations



We use present continuous with anything that is temporary. This means that it is very often used to talk about something you are temporarily working on, even if you are not doing it right now:

I am doing



We ~~try~~ are trying to come up with a name for the new product.

I ~~study~~ am studying for my exam next month.

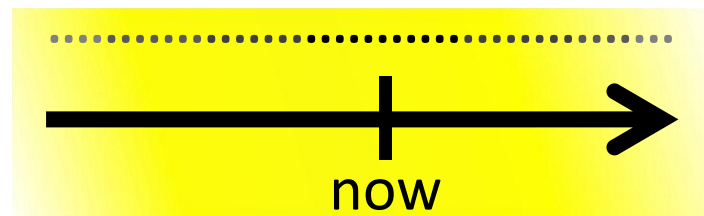
The company ~~hire~~ are hiring new staff at the moment.

We ~~prepare~~ are preparing for the monthly closing next week.

We often use present simple and present continuous together to talk about your permanent job position and then your current project:

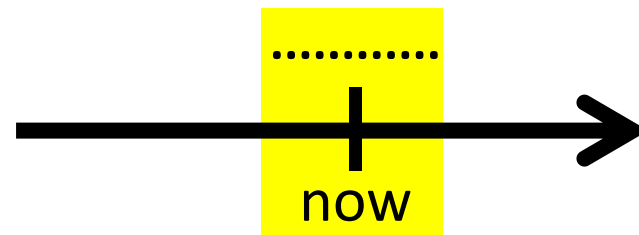
***I develop websites
and apps.***

Present Simple to talk about a
general, long-term situation



***I am currently
developing a new
app for our clients.***

Present Continuous to talk
about a present temporary
situation



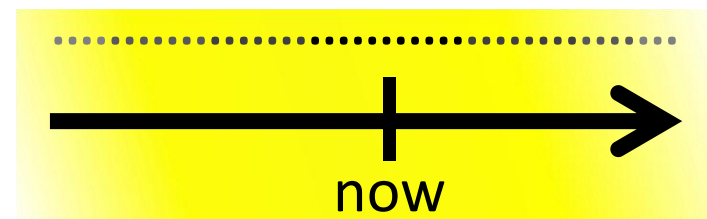
Other Examples: *I oversee all processes in the company. I am currently overseeing the new product launch.*

When we talk about things happening right now, we also use present continuous. These are also temporary situations:

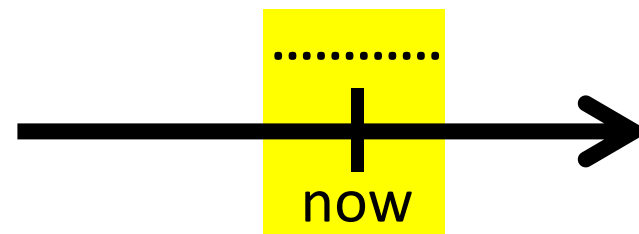
*Apologies, we don't
normally have
technical problems,*

*but we are
experiencing some
connection issues at
the moment.*

Present Simple to talk about a general, long-term situation



Present Continuous to talk about a present temporary situation



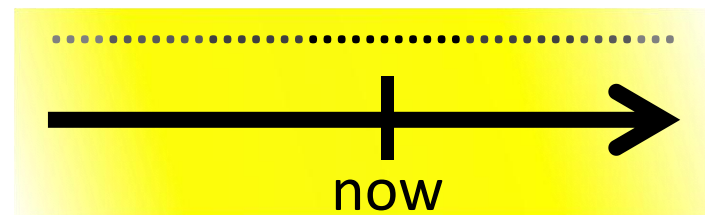
Other Examples:

Normally it is very sunny here, but it is raining today.

I don't normally like seafood, but I'm really enjoying these shrimps.

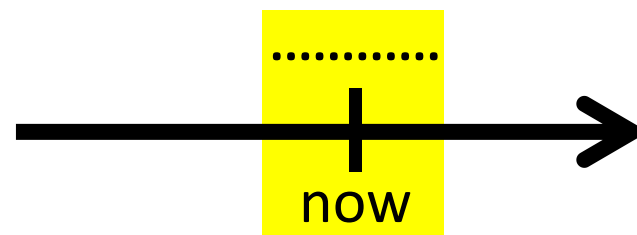
I live in Madrid,

Present Simple to talk about a general, long-term situation



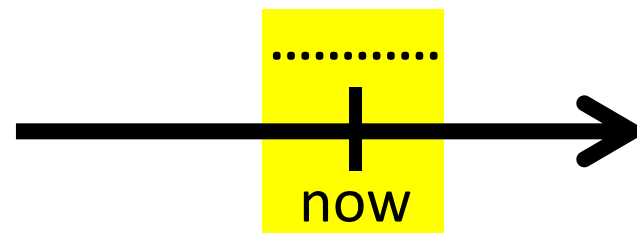
but my husband is living in Finland for a year

Present Continuous to talk about a present temporary situation



because he is working there on a company project.

Present Continuous to talk about a present temporary situation



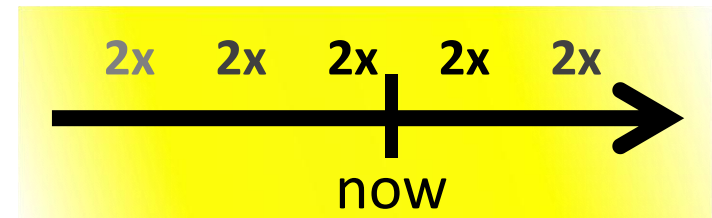
General Habits and Current Habits

We also follow exactly the same rule with habits, which can also be long term or just temporary:

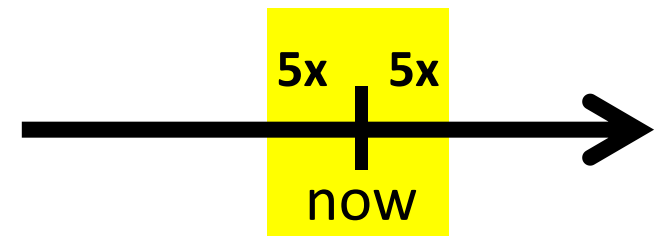
Normally, we only meet 2 times per week to discuss the product,

but we are currently meeting 5 times per week to prepare for next month's final launch.

Present Simple to talk about a general, long-term habit



Present Continuous to talk about a present temporary habit

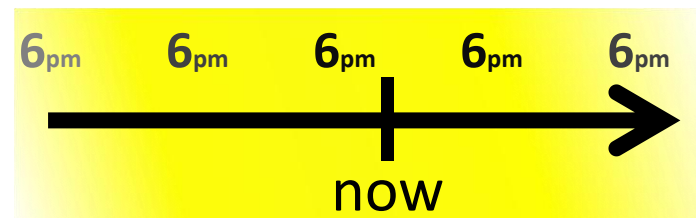


Other Examples:

I normally go to the gym 2 times per week, but I'm currently going every day in order to get fit for next month's marathon.

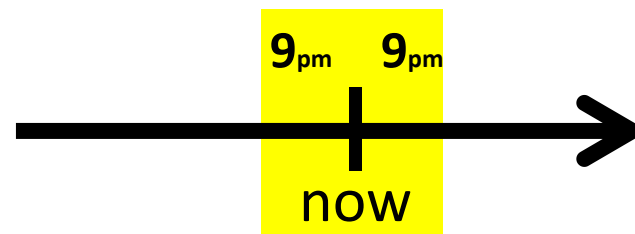
I normally finish work at 6pm,

Present Simple to talk about a general, long-term habit



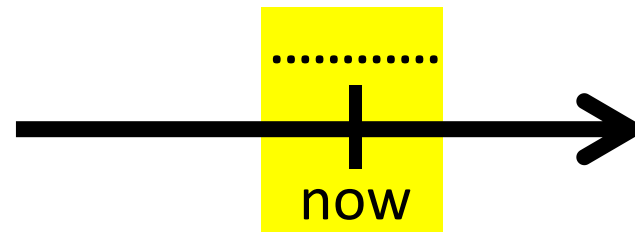
but I'm currently finishing at 9pm,

Present Continuous to talk about a present temporary habit



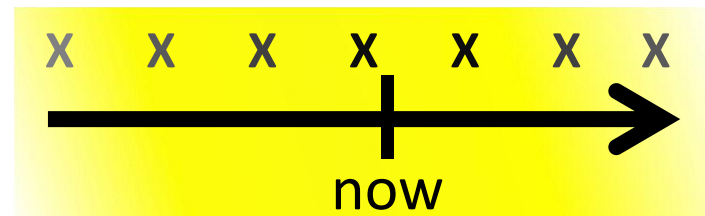
because we are preparing for a big company event next week.

Present Continuous to talk about a present temporary situation



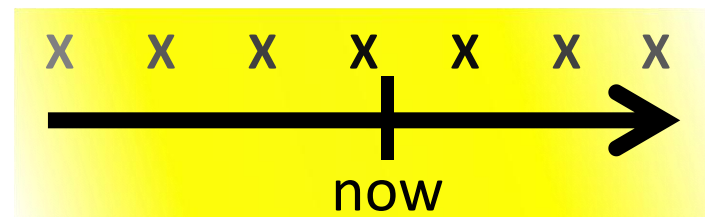
Whenever I am in London

Present Simple to talk about a general, long-term habit



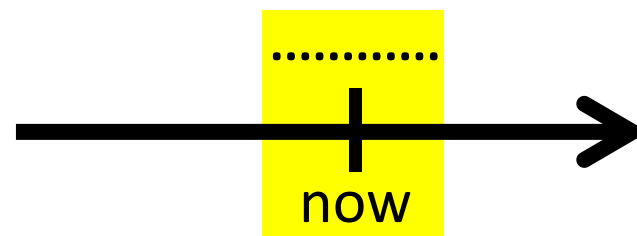
I usually stay at the hotel opposite King's Cross station,

Present Simple to talk about a general, long-term habit



but I'm currently staying at the one opposite the conference centre.

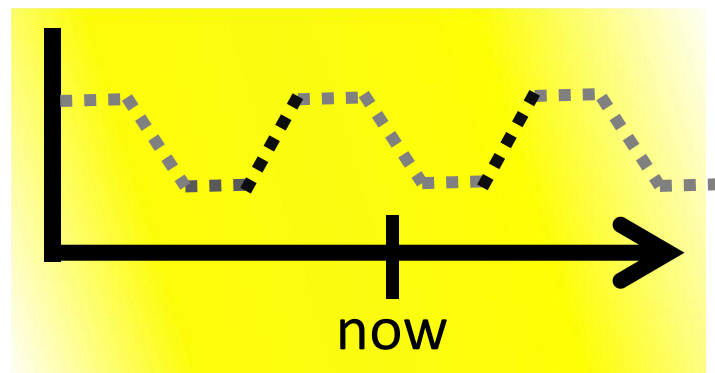
Present Continuous to talk about a present temporary situation



Profits usually increase every summer.

Present Simple

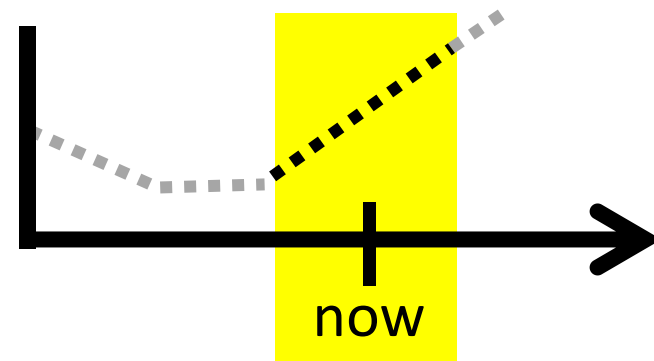
is used for long-term, repeating situations



Profits are increasing.

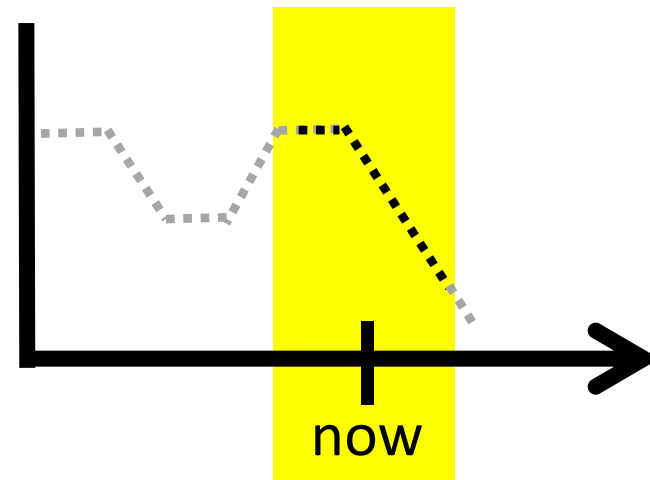
Present Continuous

is used to describe the current situation



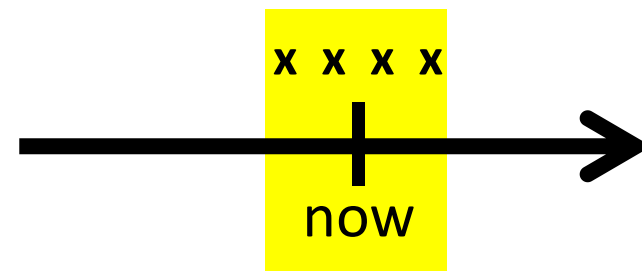
*Sales are falling
rapidly at the
moment,*

Present Continuous to talk
about a present temporary
situation



*so we are holding a
lot of crisis meetings.*

Present Continuous to talk
about a present temporary
situation



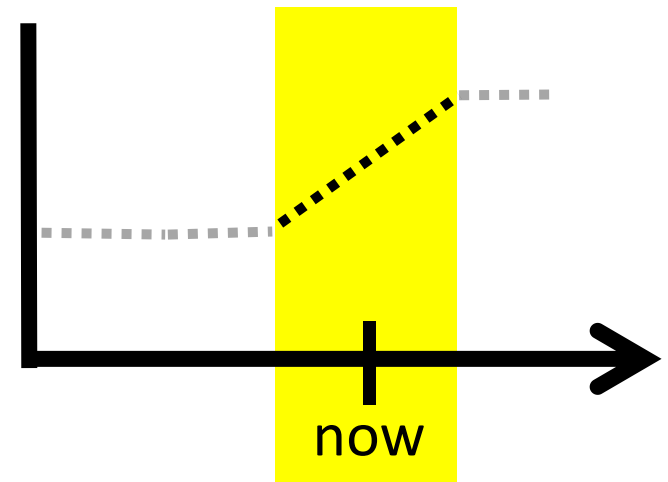
Continuous forms with Changes

We also need to use present continuous with the verb 'become', because it talks about a temporary process. This is one verb that English learners often forget to use in present continuous:

She is becoming a good manager. ✓

She becomes a good manager. ✗

Present Continuous to talk about a present temporary situation



Even if she will be a good manager forever, the process of **becoming** a good manager is only temporary.

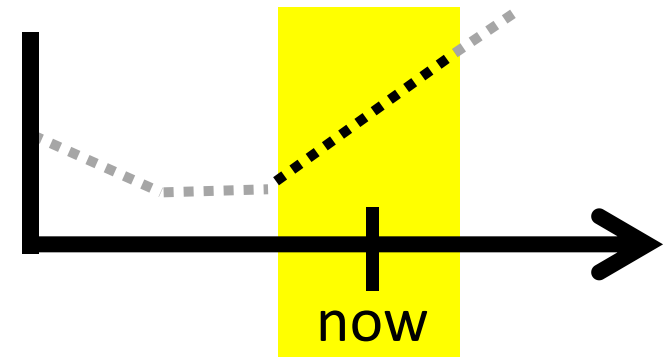
Other Examples: We ~~become~~ are becoming an established company.
The situation ~~becomes~~ is becoming very serious

Continuous forms with Changes

We also have the same situation with the verb 'get'. Of course we also use present simple for general situations:

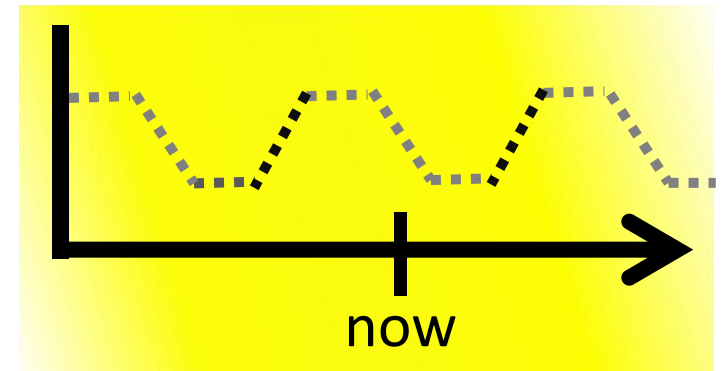
The weather is getting very hot.

Present Continuous to talk about a present temporary situation



It normally gets really extreme at this time of year.

Present Simple to talk about a general, long-term repeating situation



Other Examples: *I can feel that my English ~~gets~~ is getting better.*

He ~~gets~~ is getting very frustrated with the current situation.

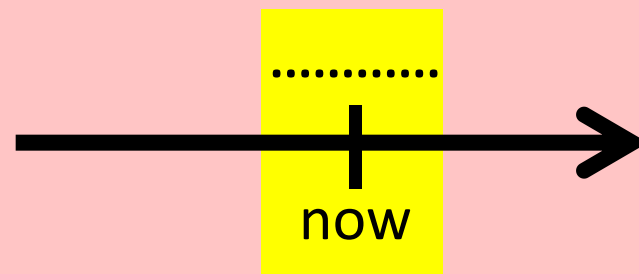
Verbs that we don't use in Continuous Forms

Verbs	Examples
Verbs for giving your opinion: <i>I think / believe:</i>	<i>"I think it will work."</i>
Verbs of possession: <i>We have / we own:</i>	<i>"We have many qualities."</i>
Verbs of knowing: <i>I know / I understand:</i>	<i>"I know that it is going to be difficult."</i>
<i>He says / suggests / claims / states that...:</i>	<i>"John says that he has solved the issue."</i>
<i>It seems that / It appears that / It looks that..</i>	<i>"It appears that everything is going well."</i>
<i>I want / I need</i>	<i>"I want to thank you all for your hard work."</i>
<i>I hope / I wish</i>	<i>"I hope that the presentation will go well."</i>
<i>This email contains / includes</i>	<i>"This email contains important information."</i>
<i>It looks good / it sounds good</i>	<i>"The design looks great."</i>
<i>I promise that / I guarantee...</i>	<i>"I guarantee that I will send it to you by 9pm."</i>
<i>I apologize for...</i>	<i>"I apologise for the delay."</i>
<i>I predict that / We forecast that...</i>	<i>"I predict that sales will rise by 10% next year."</i>
<i>I admit that...</i>	<i>"I admit that I made some mistakes."</i>

Current situations with verbs that are not usually used in the present continuous

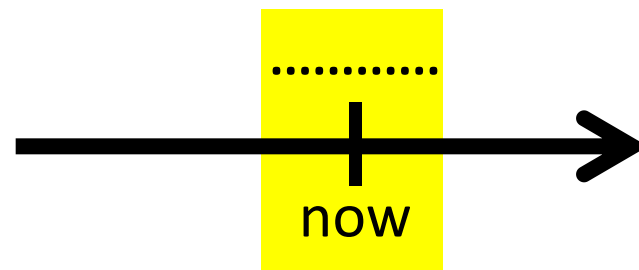
John says

A temporary situation, but we don't usually use present continuous with 'say', so we use **present simple**



that the project is going very well.

Present Continuous to talk about a present temporary situation



Other Examples:

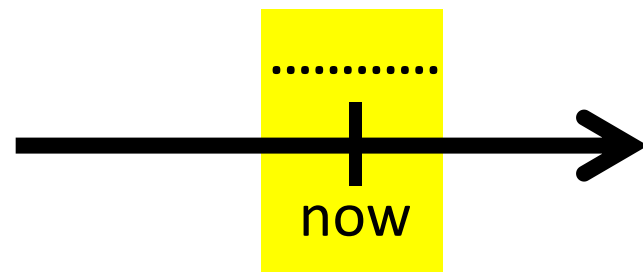
The company claim that they are working hard to solve the problem.

Current situations with verbs that are not usually used in the present continuous

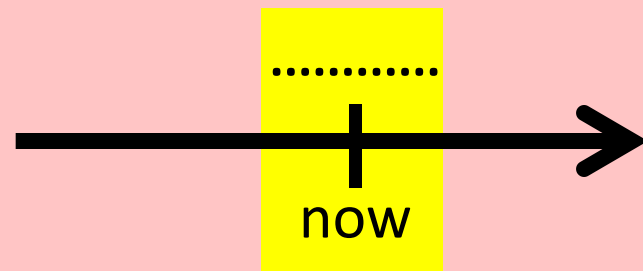
All of the suggestions that you are making

sound really great!

Present Continuous to talk about a present temporary situation



A temporary situation, but we don't usually use present continuous with 'sound', so we use **present simple**



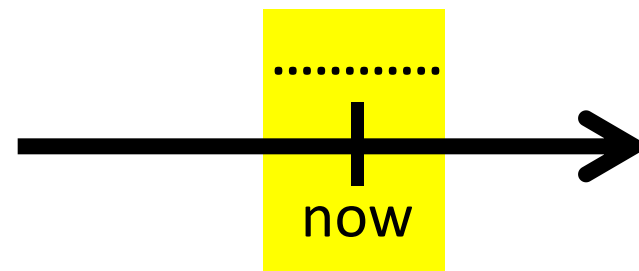
Other Examples:

The presentation that they are putting together sounds really interesting.
All of the plans that they are working on look really good.

Current situations with verbs that are not usually used in the present continuous

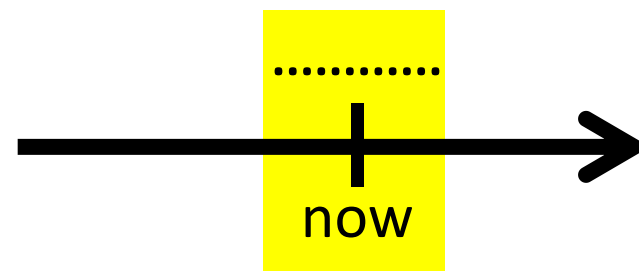
We are experiencing some technical difficulties at the moment,

Present Continuous to talk about a present temporary situation



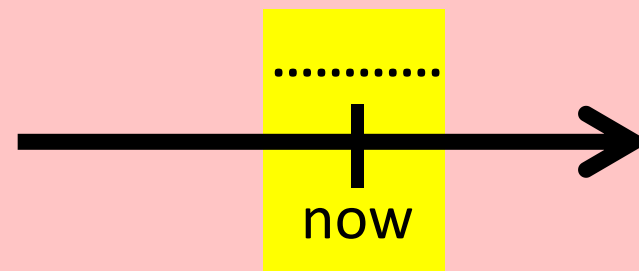
but we are working to solve them as soon as possible.

Present Continuous to talk about a present temporary situation



We apologize for the inconvenience.

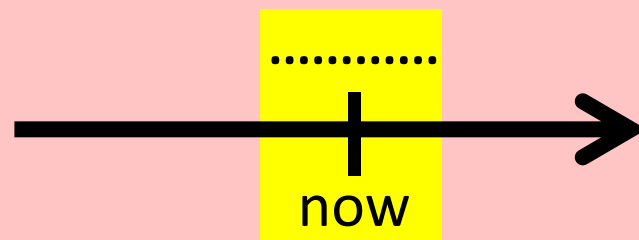
A temporary situation, but we don't usually use present continuous with 'apologize', so we use **present simple**



Current situations with verbs that are not usually used in the present continuous

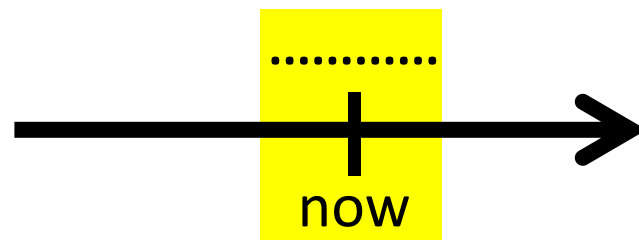
We currently have a team of 6 staff,

A temporary situation, but we can't use present continuous with 'have', when it refers to possession.



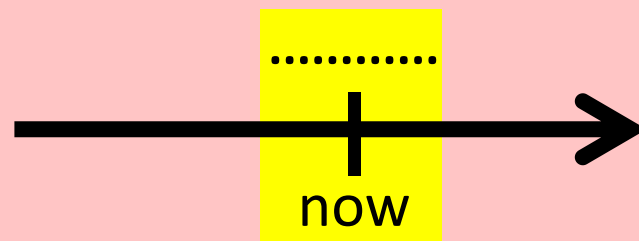
who are all performing well,

Present Continuous to refer to the current situation.
(We could also use present simple here to say they generally always perform well)



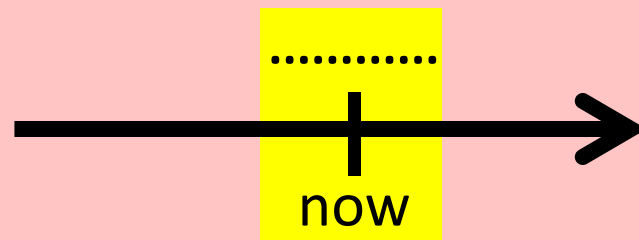
but we need to add a few new people

A temporary situation, but we can't use present continuous with 'need', so we use **present simple**



because we want to increase our output.

A temporary situation, but we don't usually use present continuous with 'want', so we use **present simple**



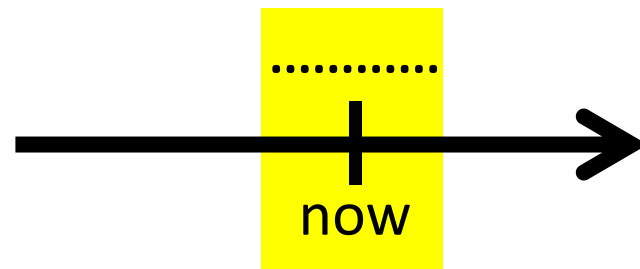
When we use 'have' for possession, we don't use present continuous. However, there are phrases with 'have' where we can use present continuous. These are the most useful ones:

have a discussion
have a conversation
have a chat
have a word with
have a problem
have lunch

have a good time
have difficulties
have / take a look at
have / take a break
have / take a shower
have / host a party

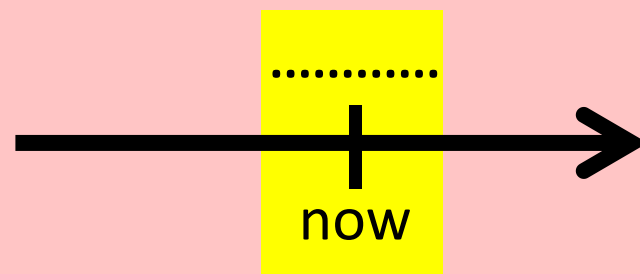
We are having a quick break,

Present Continuous to talk about a present temporary situation happening right now



because we have a lot of work to finish today.

A temporary situation, but we don't usually use present continuous with 'have' for possession, so we use **present simple**



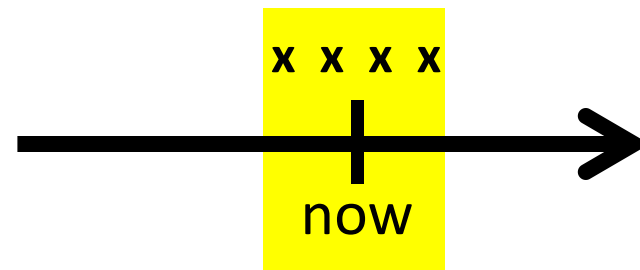
Other Examples:

We are having some difficulties at the moment because we don't have a big enough budget.

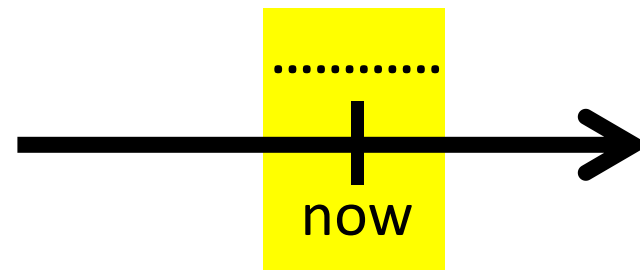
*Apparently, head office
are having some
intensive discussions
about potential
redundancies,*

*because the company
is going through a
difficult period at the
moment.*

Present Continuous to talk
about a present temporary
habit / situation



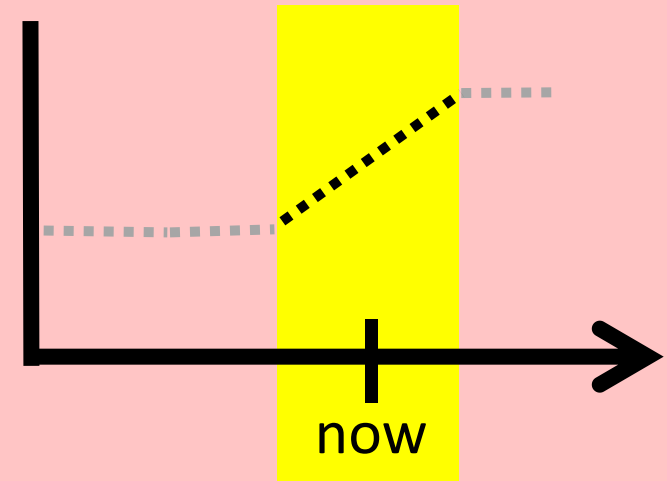
Present Continuous to talk
about a present temporary
situation



News headlines only use simple tenses. They use the present simple tense to talk about current situations. This is something which is only used in news headlines, and therefore if you don't write news headlines, then you will never need to use this style. It is worth mentioning this though, because if you read news in English often, it is important to recognise that the tenses in the headline are not standard English tenses:

**FUEL PRICES
INCREASE RAPIDLY**

News headlines use **Present Simple** to talk about a temporary situation



Other Examples:

**HOUSE PRICES
PLUMMET**

**GOVERNMENT
PREPARES FOR WAR**

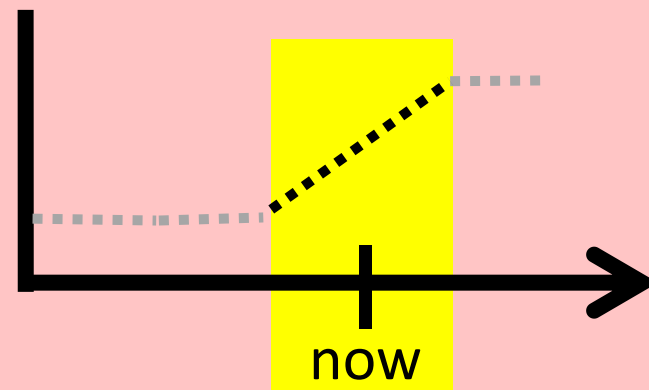
**SOLDIERS GATHER
ON THE BORDER**

As soon as the news article begins, the verb tenses switch back to normal tenses:

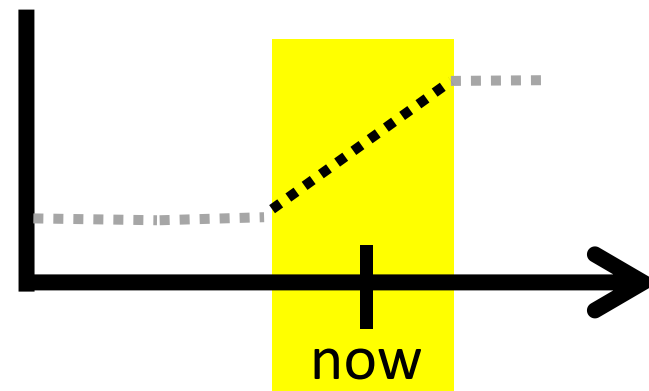
FUEL PRICES INCREASE RAPIDLY

According to many sources, the price of heating is increasing dramatically across the country, causing real concerns for UK families.

News headlines use **Present Simple** to talk about a temporary situation



When the article begins, it switches back to standard verb tenses: **Present Continuous** to talk about a present temporary situation



Fill in the gaps with the correct form of the verb in brackets, using either the present simple or the present continuous tense

1. I _____ (have) a meeting with my staff every day.
2. I _____ (deal) with the problem right now.
3. Some of our technology _____ (become) quite old.
We _____ (need) to upgrade some software.
4. I usually _____ (go) to the office 5 days per week,
but I am a little unwell today so I _____ (work)
from home.
5. Our company _____ (provide) services mainly to
clients in Western Europe, but currently we _____
(discuss) an expansion into Eastern Europe.
6. Our audience _____ (respond) really well to our
latest Facebook post.
7. This conference is really great. I _____ (make) a lot
of new contacts, and I _____ (have) some really
interesting discussions.
8. I _____ (speak) to local clients on the phone all the
time, but we _____ (have) a project in the UK at
the moment so I _____ (speak) English a lot more
than usual. I _____ (think) I _____ (need) to
improve it.
9. The offer _____ (look) pretty interesting, so we
_____ (consider) it.
10. The company _____ (perform) really well at the
moment. Hopefully it will continue!
11. We should go inside because it _____ (rain) and
people _____ (get) wet.
12. We _____ (receive) 50 complaints per day about
the new product. We should address this immediately
because it _____ (damage) our reputation.
13. I _____ (run) social media campaigns for my clients.
I _____ (run) an Instagram campaign for a clothing
company at the moment, which _____ (go) really
well.
14. I _____ (admit) that we _____ (not produce)
the desired results at the moment.
15. I _____ (practice) my English speaking every day
before next week's exam.
16. The new app design _____ (look) good. The
developers _____ (test) it to check for any bugs.
17. Our revenue _____ (go down) and we _____
(need) to find out why as soon as possible.
18. Top management _____ (get) very angry when the
figures fall below expectations, so I _____ (get)
really nervous about the meeting with them tomorrow.
I _____ (hope) that they will be understanding
about the difficulties that we have faced recently.

Lesson 2:

Talking about the Future

*will / going to / present continuous /
present simple*

Lesson 2.1 - Spontaneous Decisions

Lesson 2.2 - Future Plans

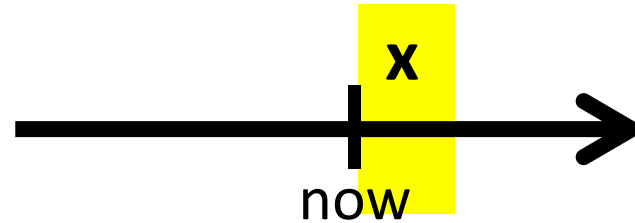
Lesson 2.3 - Future Promises and offers

Lesson 2.4 - Future Predictions

Lesson 2.5 - Future with 'when / if / in case'

Saying something that you will do immediately. One of the most common mistakes that English learners make is that they miss *will* in sentences like the ones below. Don't forget to use *I will* or *I'll* for things you will do immediately:

will



I WILL call you back because the connection is slow.

I WILL close the window because it's cold.

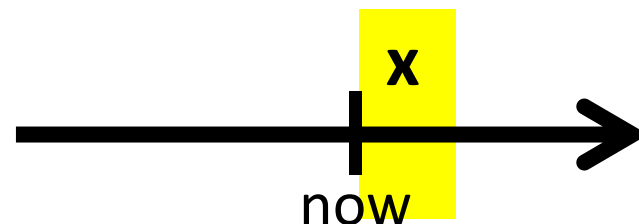
I'LL bring you a glass of water.

I'LL message him now.



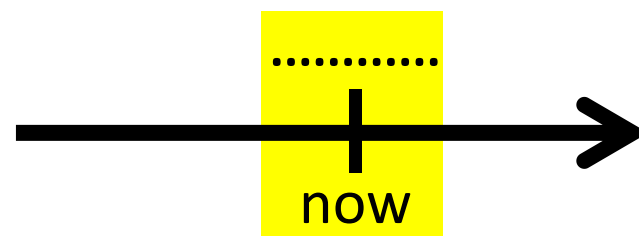
I'll call you back,

'**will**' to say something that you will do immediately



because the connection is breaking up.

Present Continuous to talk about a present temporary situation

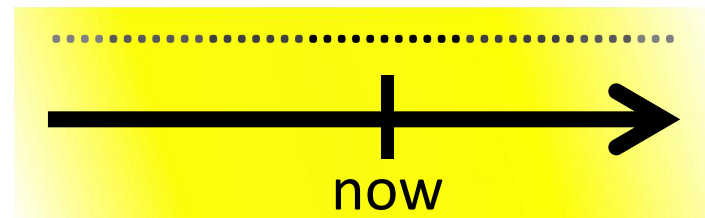




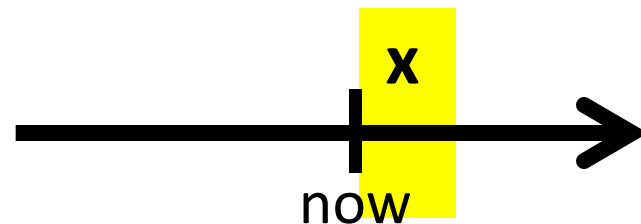
Everyone needs a card to enter the building.

so I'll give you one to use during your stay.

Present Simple to talk about a general, long-term rule

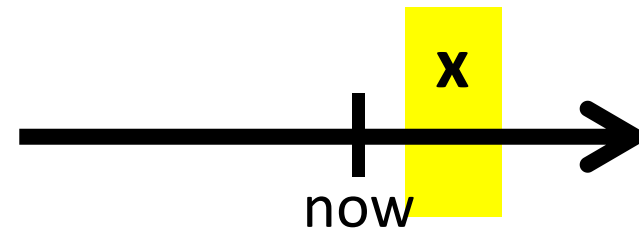


'will' to say something that you will do immediately



Making a spontaneous decision for the future is often done using the phrase: "I think I will..."

will



I think I will go into work earlier tomorrow.

I think I'll postpone the meeting until Friday.

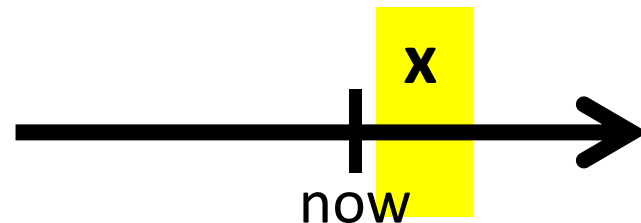
I think I'll call her later just to clarify some issues.

*I think I'll say a few words of thanks at the beginning
of the presentation.*



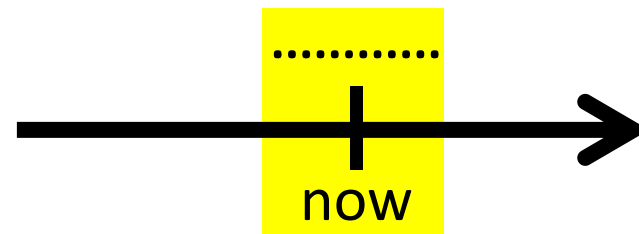
I think I'll cancel tonight's restaurant booking.

‘**will**’ to make a spontaneous decision for the future



I am not feeling very well.

Present Continuous to talk about a present temporary situation

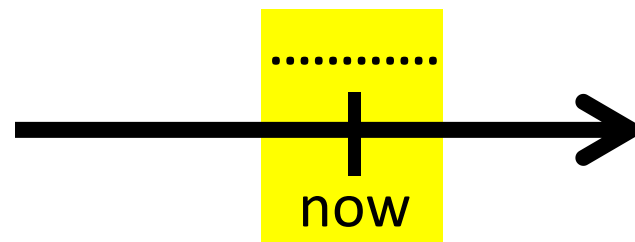




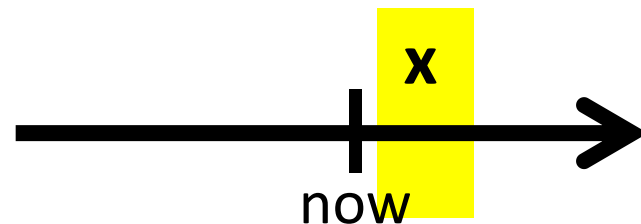
*We need to get
Alice’s opinion on
this,*

*so I think I’ll call
her tomorrow.*

A temporary situation, but we
can’t use present continuous
with ‘need’, so we use **present
simple**



‘**will**’ to make a spontaneous
decision for the future



Verb Tenses with future plans

OFFICIAL

Official plans, Timetabled events
present simple

"The event starts at 7."

Plans become more fixed

Fixed arrangements, appointments
present continuous

"I'm meeting him for lunch at 12."

Intentions. Plans not fixed
going to

"We are going to meet next week."



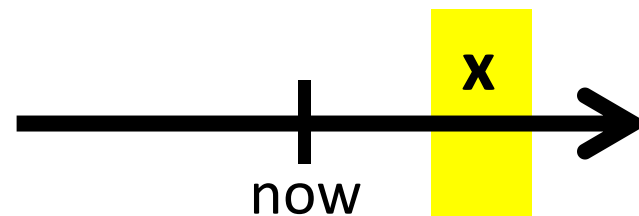
Spontaneous decisions made now

I think I will..

"I think I will call a meeting later."

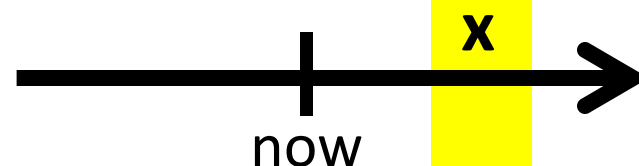
The conference starts at 9am tomorrow.

Present Simple to talk about an official plan / event



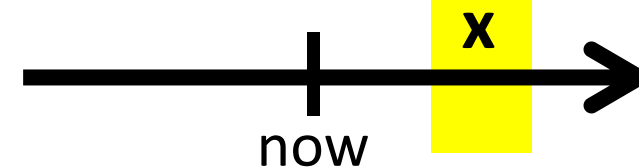
John is going to show the guests to their seats,

'going to' to talk about a plan which is not yet fixed



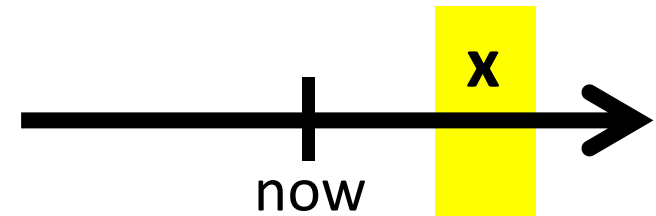
and then I will probably give a quick welcome speech.

'will' to make a spontaneous plan just decided now



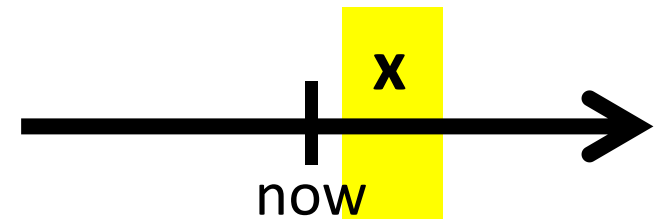
The guests are arriving next week.

Present Continuous to talk about a fixed plan



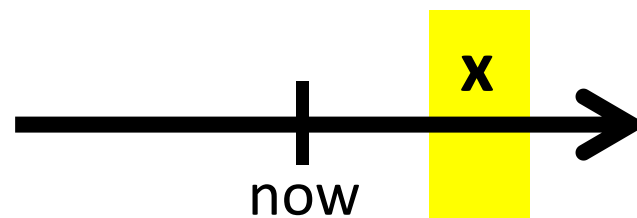
I'll call you tomorrow with more details.

'will' to make a spontaneous plan just decided now



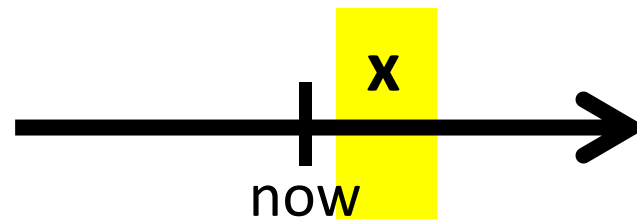
The flight is at 6pm,

Present Simple to talk about an official, timetabled event



so we are going to leave home at around 3pm to arrive at the airport on time.

'going to' to talk about a plan which is not yet fixed

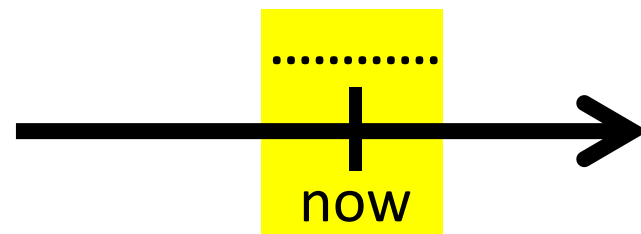




It is very common to use present continuous twice in the same sentence with two different meanings:

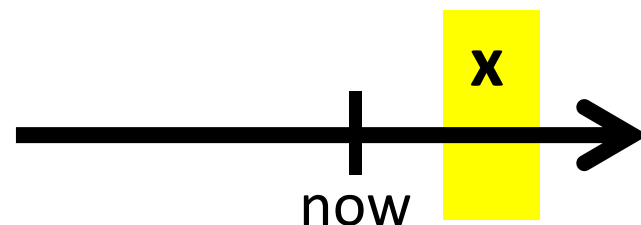
***I am preparing
intensively for a
presentation***

Present Continuous to talk
about a present temporary
situation



***which I am giving
next week at the
London conference.***

Present Continuous to talk
about a fixed future plan

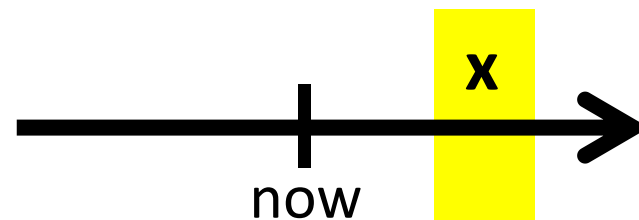


Other Examples: *I'm training hard because I am running a marathon next month.*
I'm working hard because I am going on holiday next week.

When we talk about scheduled official events or appointments, we can use '*I have..*' in the present simple:

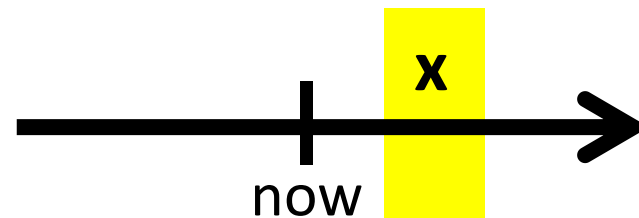
I have a doctor's appointment at 5pm,

Present Simple to talk about
an official scheduled future
event



so I'm going to leave work a little bit earlier.

'going to' to talk about a plan
which is not yet fixed



Other Examples: *I have a meeting at 9.*

I have a conference call at 12.

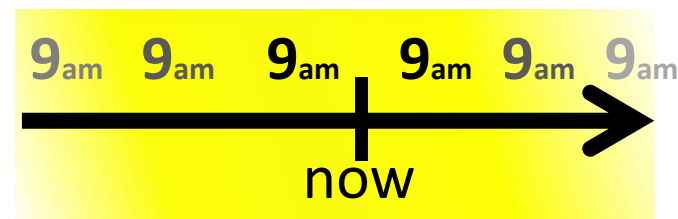
We have an English lesson later today at 3pm.



It is also common to see present simple twice in the same sentence with two different meanings:

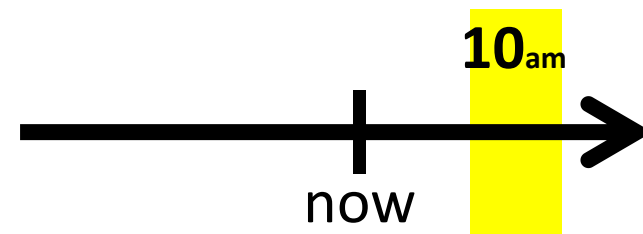
The morning meeting usually starts at 9am,

Present Simple to talk about a general situation / habit



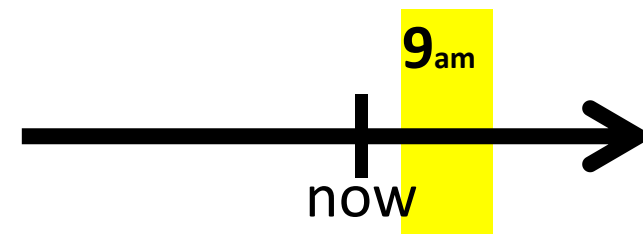
but this week we are starting at 10,

Present Continuous to talk about a future fixed plan
(we have fixed the plan but it is not following the usual official timetable)



because John has a conference call at 9.

Present Simple to talk about an official timetabled future event



Offers become more arranged

I have already arranged to do the thing
that I am offering
present continuous

"I'm taking you all out for a team meal."

I have already decided to do what I am offering
going to

"We are going to prepare a contract for you."



I'm spontaneously deciding to make this offer now
(this is the most common way to make offers)

I will..

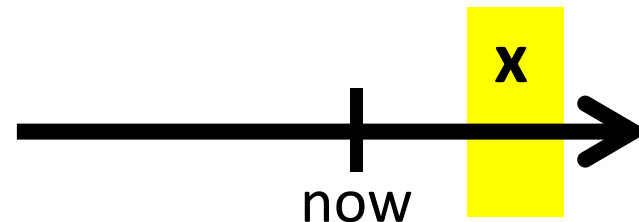
"I will send you all the details later."



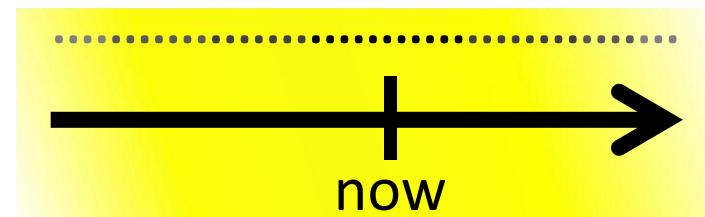
I will arrange for someone to come and pick you up from the airport,

because it is a long way from the airport to the city centre.

'will' to make a future promise / offer



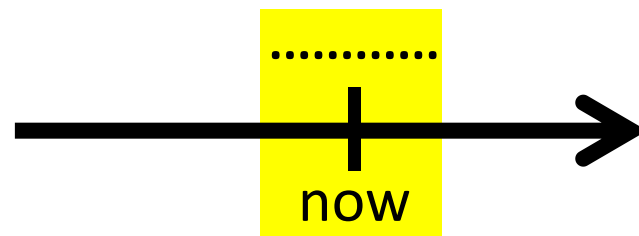
Present Simple to talk about a general fact





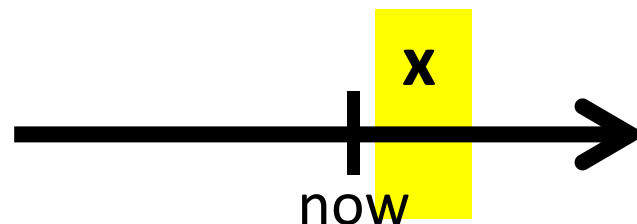
*We are just
finalizing the
contract.*

Present Continuous to talk
about a present temporary
situation



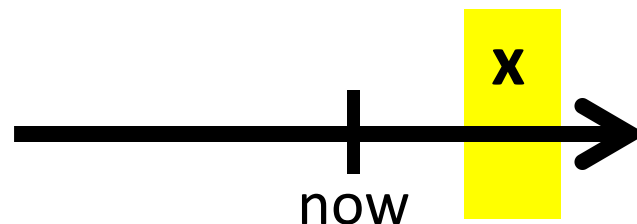
*We will complete
it today,*

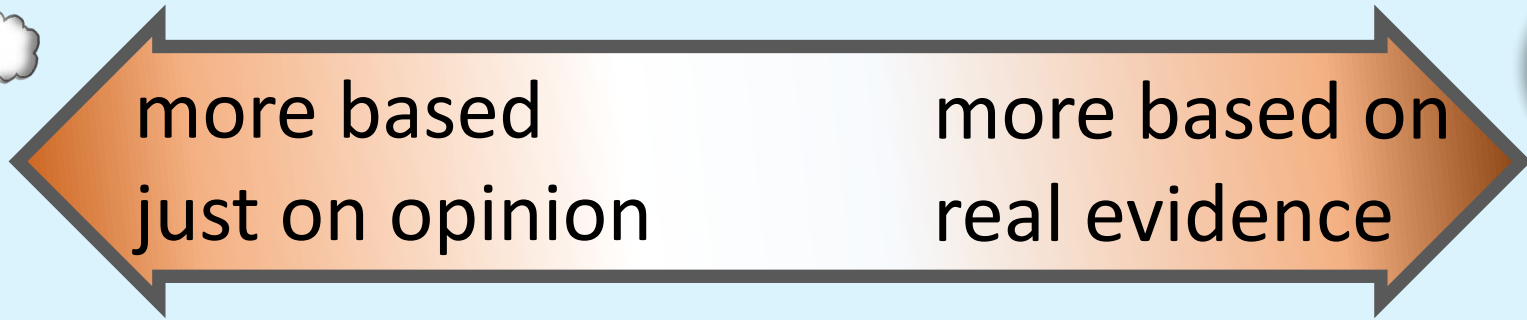
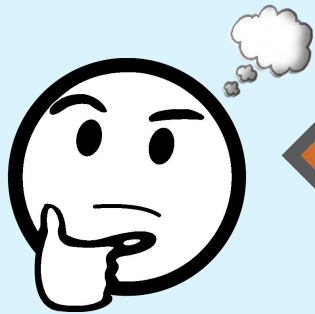
'will' to make a future promise
/ offer



*and we will
send it to you
tomorrow to sign.*

'will' to make a future promise
/ offer





w i l l g o i n g t o

"I think that AI technology will be everywhere in the future."

"I think they will be happy with the changes we have made."

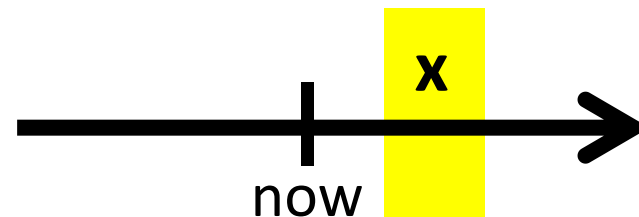
"We're going to lose money if we don't improve these sales figures."

"It looks like it is going to rain."

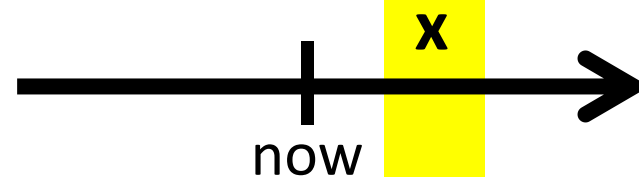
*The airport will
probably be busy
later,*

*so we're going to
get there early.*

'will' to make a future prediction



'going to' to talk about a plan which is not yet fixed



In today's presentation, I am firstly going to talk about the company's performance over the past quarter.

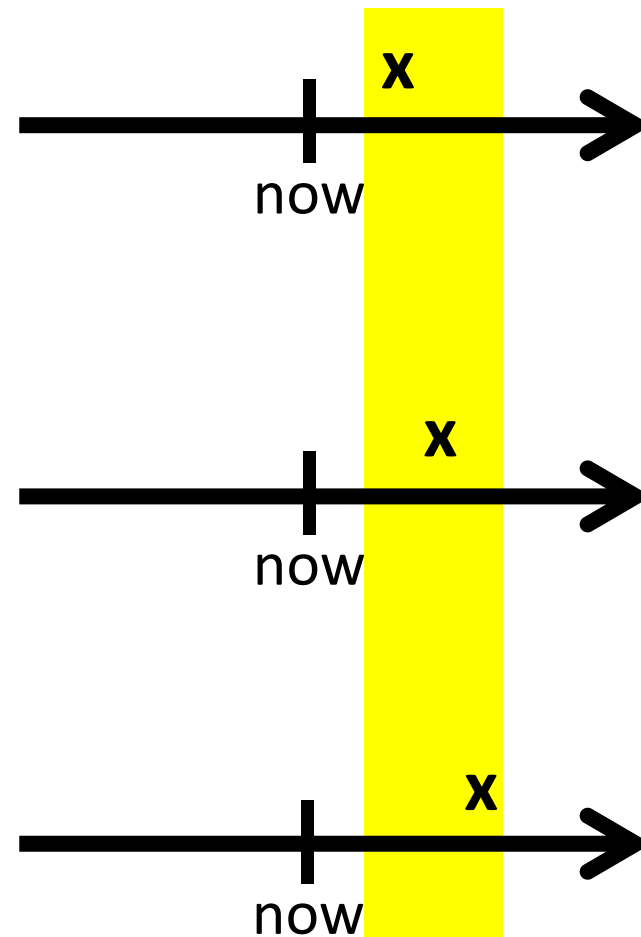
I am then going to talk about projected figures for next year.

Hopefully, there will be plenty of time for questions at the end.

'going to' to talk about an intention which is not yet fixed

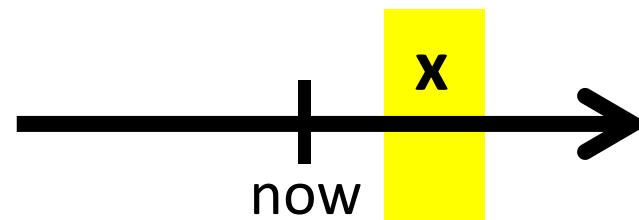
'going to' to talk about an intention which is not yet fixed

'will' to make a future prediction



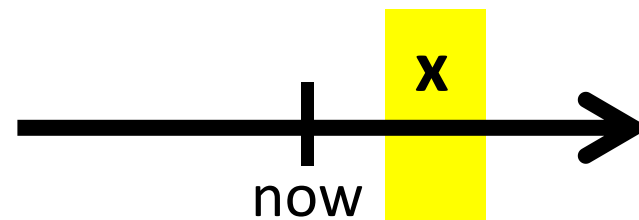
It looks like we are going to be very busy later,

'going to' to talk about a future prediction based on evidence
(you have seen the workload)



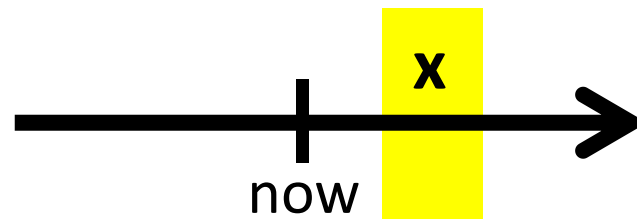
so I will arrange some assistance for you.

'will' to make a spontaneous offer decided just now



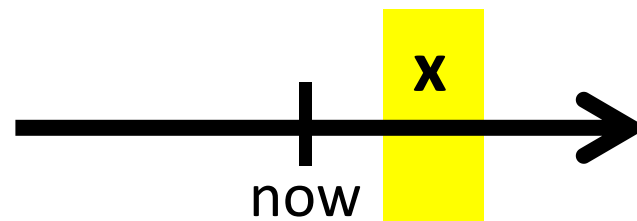
*It looks like it is
going to rain,*

'going to' to talk about a future prediction based on evidence
(you can see the dark clouds)



*so I will bring my
umbrella.*

'will' to make a spontaneous offer decided just now



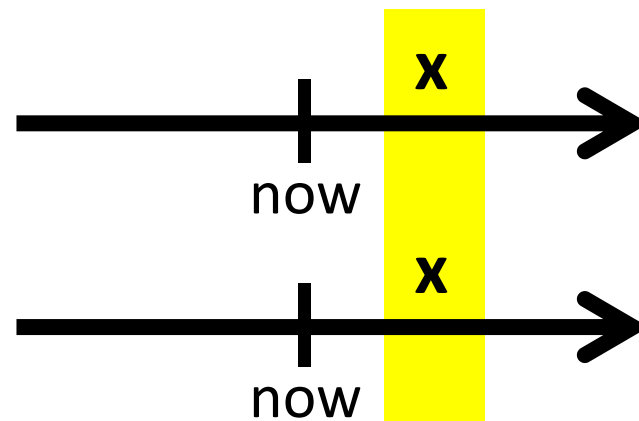
In nearly all future sentences, we use Present simple after *when*, *if*, *until*, *before*, *after*, *in case*, *as soon as*, *as long as*.

***I am going to
explain everything***

when you get here.

'going to' to talk about a plan
which is not yet fixed

Present Simple to talk about a
future event after 'when'



Other Examples:

I'll let you know when I'm ready.

When it gets cold we'll go inside.

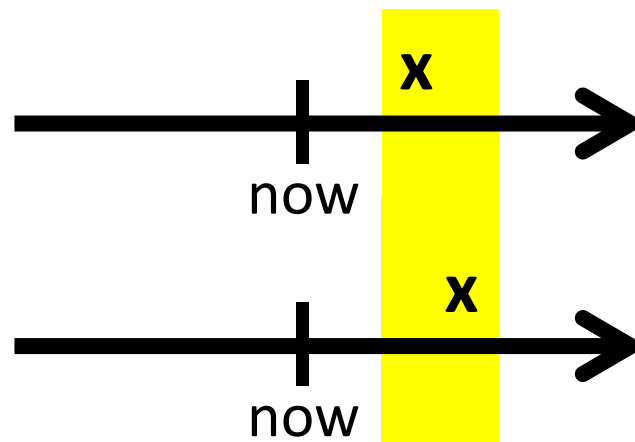
I'm going there as soon as it opens.

I am meeting a colleague

before we go to the airport

Present Continuous to talk about a fixed future plan

Present Simple to talk about a future event after 'before'

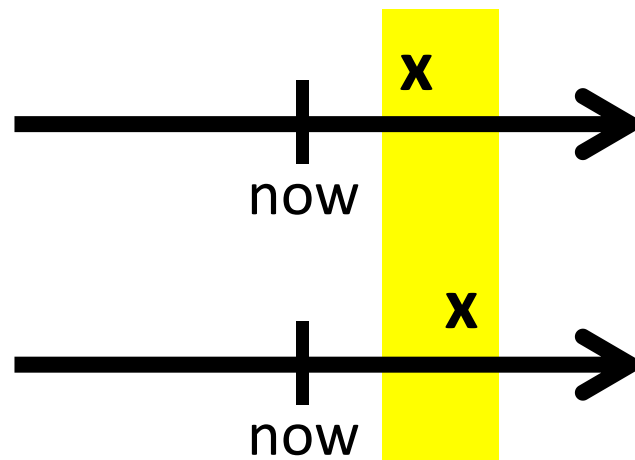


We'll continue the discussion

until we find a solution

'will' to make a spontaneous plan for the immediate future

Present Simple to talk about a future event after 'until'



The only time that we use ‘will’ in sentences with when / if / in case is when we begin a sentence with a phrase like

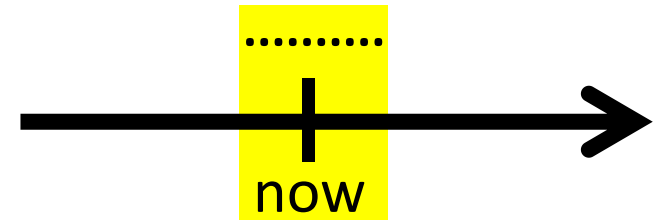
“I don’t know if..”

“Do you know when..”

“Can you tell me when..”

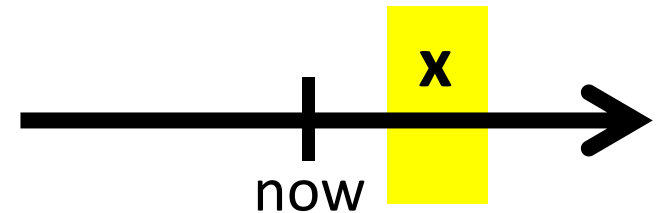
I don’t know

A temporary situation, but we don’t use present continuous with ‘know’, so we use **present simple**



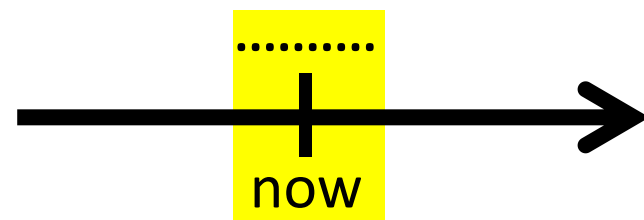
if our problems will ever end.

‘will’ to make a future prediction



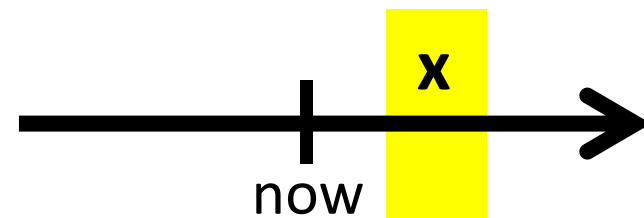
I don't know

A temporary situation, but we don't use present continuous with 'know', so we use **present simple**



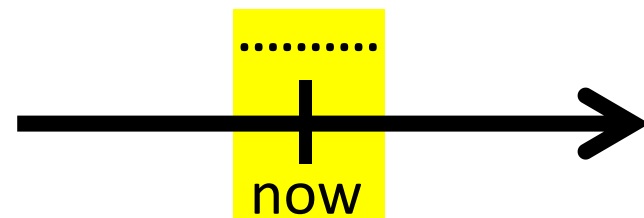
when they are going to arrive.

'going to' to talk about a plan which is not yet fixed



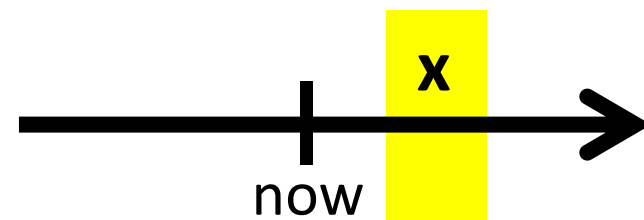
Do you know

A temporary situation, but we don't use present continuous with 'know', so we use **present simple**



when the presentation starts?

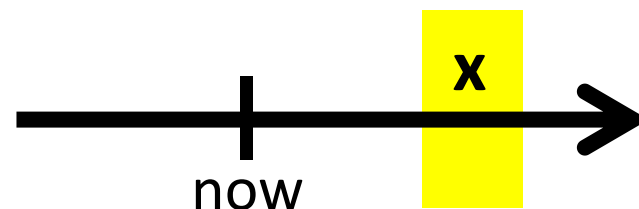
Present Simple to talk about an official, timetabled event



When talking about the future, we can also use present perfect after when / until / in case / if. This is to show that one action is complete before another action:

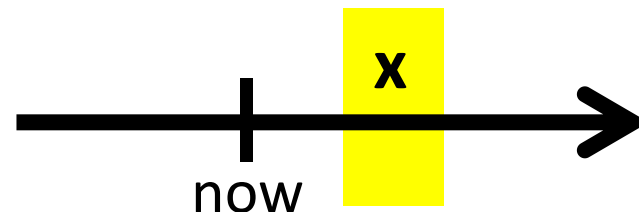
I will call you

'will' to make a future promise / offer decided just now



when I have finished.

Present Perfect after 'when' to show that this future action will be finished first



Other Examples:

We won't begin until everyone has joined the call.

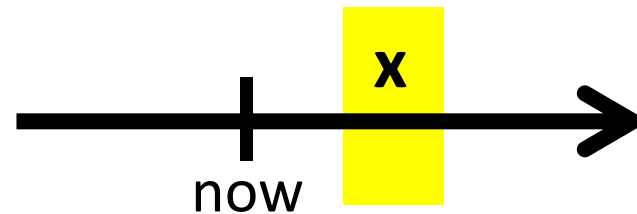
I'll speak to you after the meeting has finished.

I will read through the contract again just in case I have missed something.

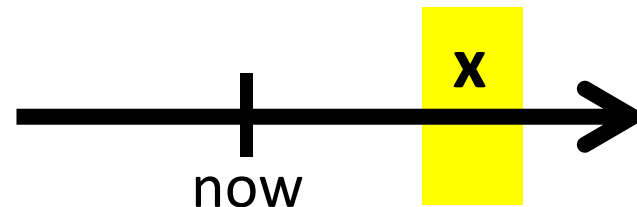
As soon as everyone has joined the call,

we'll begin the meeting.

Present Perfect after 'when'
to show that this future action
will be finished first



'will' to make a spontaneous
future plan decided just now



Other Examples:

I'll give you a call if I have forgotten anything.

When the show has started, people won't be allowed into the theatre.

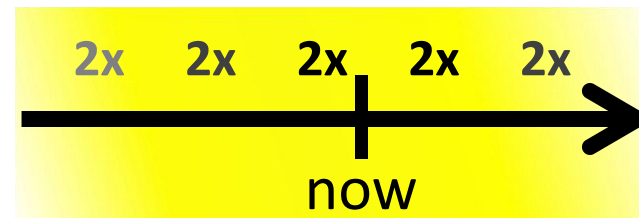
Fill in the gaps with the correct form of the verb in brackets, using an appropriate tense to talk about the future - will / going to / present continuous / present simple

1. The hotel looks good. I think I _____ (book) it this evening.
2. The plane _____ (land) at Birmingham airport at 8pm this evening.
3. The problem looks quite serious. I _____ (deal) with it immediately.
4. I have a lot of plans today. Firstly, I _____ (lead) a conference call at 9am, then I _____ (interview) a job candidate at 11. I think I _____ (not be able to) have lunch until about 2pm.
5. The company _____ (launch) a new product at the end of the month. I have already tested it and it looks great. I'm sure that it _____ (be) a big success.
6. I don't know when the first meeting _____ (start), but I _____ (find out) and let you know as soon as possible.
7. I have spoken with my friend who lives in Italy. We have discussed that we _____ (meet up) sometime this year but we are not sure when yet.
8. I think that WiFi _____ (be) available in all public places by the year 2040.
9. I promise that we _____ (continue) trying until we _____ (succeed).
10. We _____ (have) a celebration on Friday. Would you like to come?
11. I really need to hear his thoughts on this problem, so I _____ (call) him sometime later today.
12. I think I _____ (prepare) some indoor activities for Thursday's event just in case it _____ (rain).
13. I have made a strong promise to myself that I _____ (practice) my English speaking every day before next week's exam.
14. Based on last month's performance, as well as early figures from the first few days of this month, I can predict that we _____ (increase) our profits by around 3.5%.
15. I _____ (have) my hair cut tomorrow at 3pm. I don't know how long it _____ (take), but I _____ (let) you know as soon as I _____ (leave) the hairdressers.
16. I can see that he _____ (get) very angry if this _____ (continue).

Mixing Tenses - Talking about the present and the future

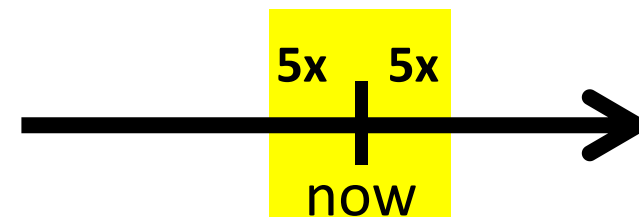
Normally, we only meet 2 times per week to discuss the product,

Present Simple to talk about a general long-term habit



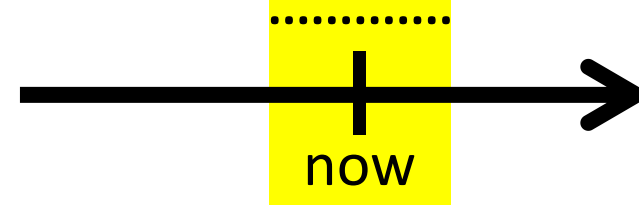
but we are currently meeting 5 times per week,

Present Continuous to talk about a present temporary habit



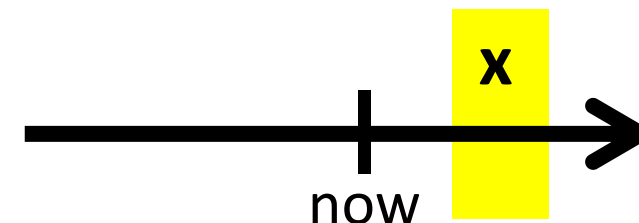
because we are making final preparations for the launch

Present Continuous to talk about a present temporary situation



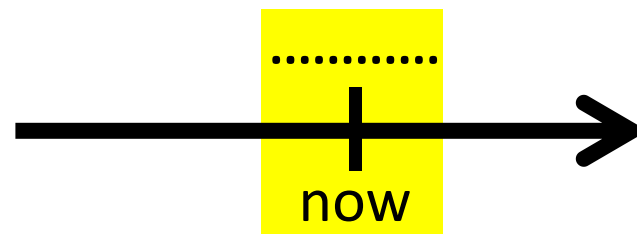
which is at the end of this month.

Present Simple to talk about an official timetabled event in the future



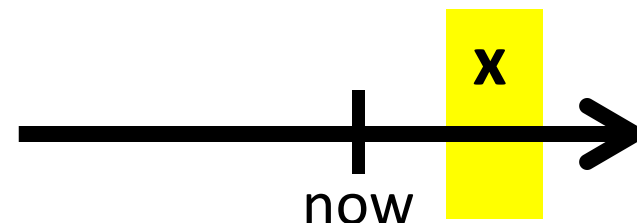
*I am preparing
intensively for a
presentation*

Present Continuous to talk
about a present temporary
situation



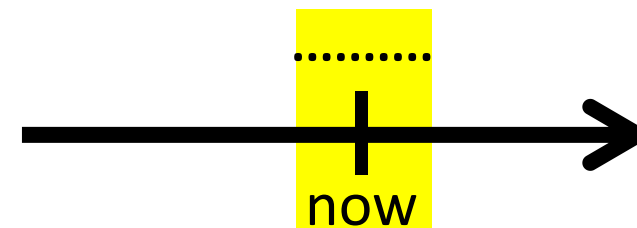
*which I am giving at the
London conference next
week.*

Present Continuous to talk
about a fixed future plan



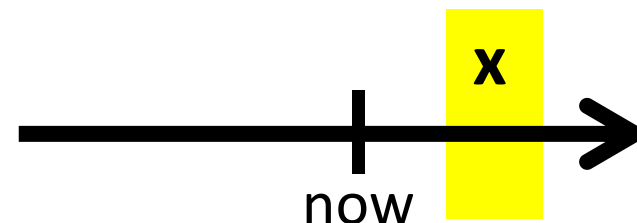
I think that

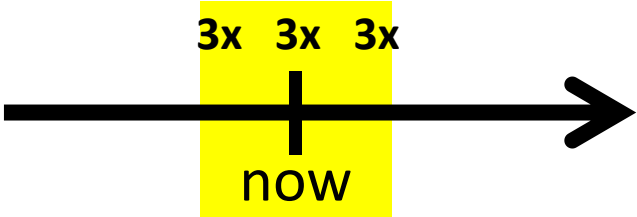
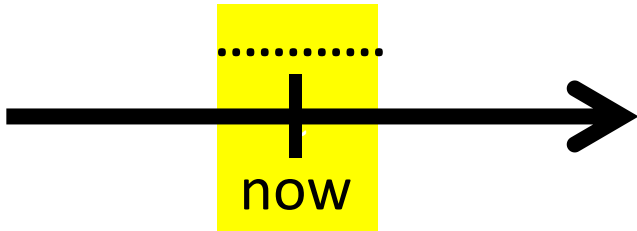
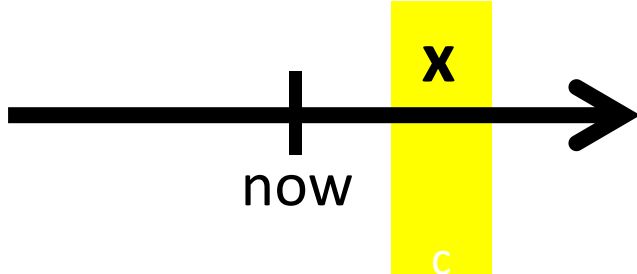
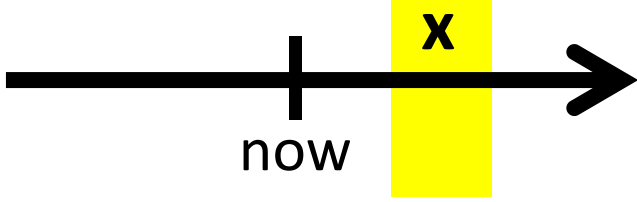
A temporary situation, but we
don't usually use present
continuous with 'think' when
giving an opinion, so we use
present simple




*there are going to be
many people there.*

'going to' to make a future
prediction based on evidence
(you have seen the list of participants)



<div>I <u>am training</u> 3 times per week,</div>	<div>Present Continuous to talk about a temporary present habit</div>	<div></div>
<div>so I <u>am hoping</u> that</div>	<div>Present Continuous to talk about a temporary present situation</div>	<div></div>
<div>I <u>will be</u> ready for the marathon</div>	<div>'will' to make a prediction about the future</div>	<div></div>
<div>which <u>starts</u> next week.</div>	<div>Present Simple to talk about an official event in the future</div>	<div></div>

Lessons
1 - 2



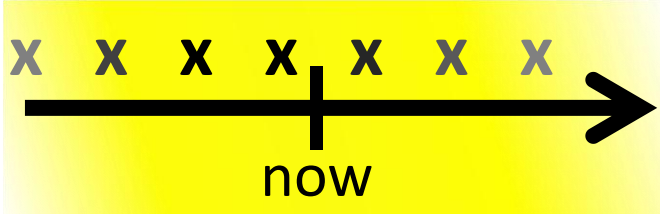
Mixing Present and Future Tenses

I give presentations regularly,

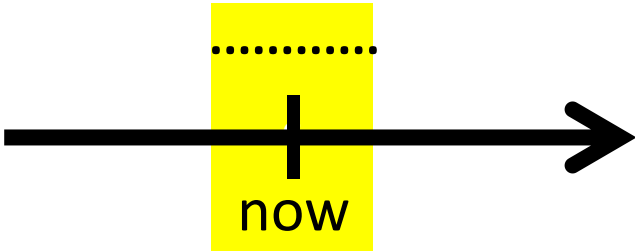
so I am not too nervous about the presentation

which I am giving next week.

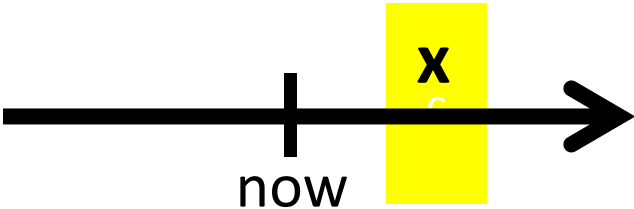
Present Simple to talk about a general, long-term habit




A temporary situation, but we don't usually use present continuous with 'be', so we use **present simple**



Present Continuous to talk about a fixed future plan



 Fluency Space

62

Fill in the gaps with the correct form of the verb in brackets, using either the present simple, present continuous, going to or will

- 1. I am busy at the moment. I _____ (write down) some things that I _____ (say) in the meeting tomorrow.
- 2. I _____ (get) nervous about the presentation that I _____ (give) tomorrow.
- 3. We _____ (still wait) for a reply from them. We _____ (let) you know as soon as we _____ (hear) from them.
- 4. We normally _____ (play) golf on Friday afternoons, but we _____ (play) on Wednesday this week because we _____ (fly) to Hong Kong for a business trip on Friday.
- 5. The sun _____ (shine) so I think I _____ (go) to the beach today.
- 6. I always _____ (leave) the house early when I _____ (drive) to work just in case the traffic _____ (be) heavy.
- 7. I _____ (not work) tomorrow so I _____ (take) you to the airport if you like.
- 8. I _____ (need) to send a parcel so I _____ (drive) to the post office sometime tomorrow.
- 9. I _____ (relax) this week because the conference _____ (start) next Monday.

Lesson 3:

Past Simple or Present Perfect

I did or I have done

Lesson 3.1 - Individual Events in Business Contexts

Lesson 3.2 - With 'ever' and 'never'

Lesson 3.3 - '*I haven't ... yet*'

Lesson 3.4 - '*I haven't..today*'

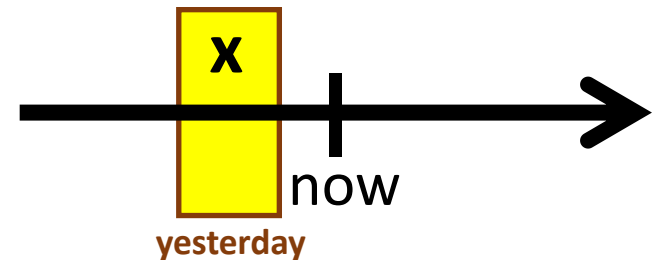
Lesson 3.5 - Repeating Events in Business Contexts

If we use a time in the past to say 'when' something happened, we always use past simple.

This means any phrase referring to a past time: yesterday / last month / 1 hour ago / on 3rd January / in last week's meeting / when I was young

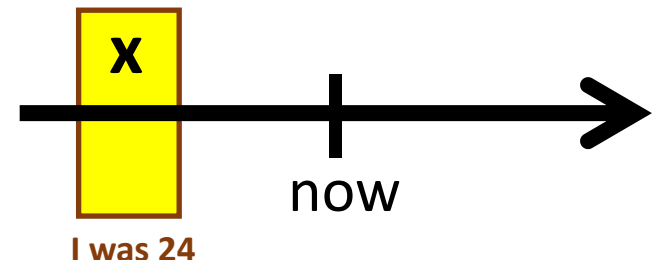
*I broke my arm
yesterday.*

Past
Simple



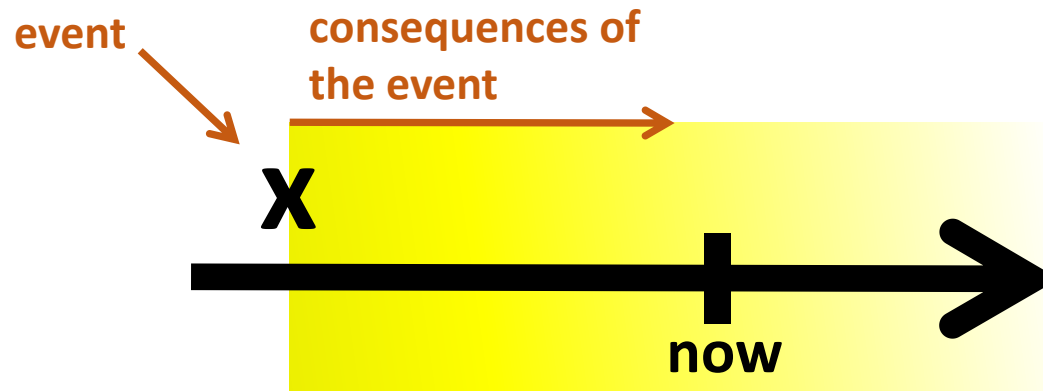
*I joined the company
when I was 24.*

Past
Simple



If you don't say 'when' something happened...

For every event that happened in the past there is the event, and then after the event there are consequences of the event:

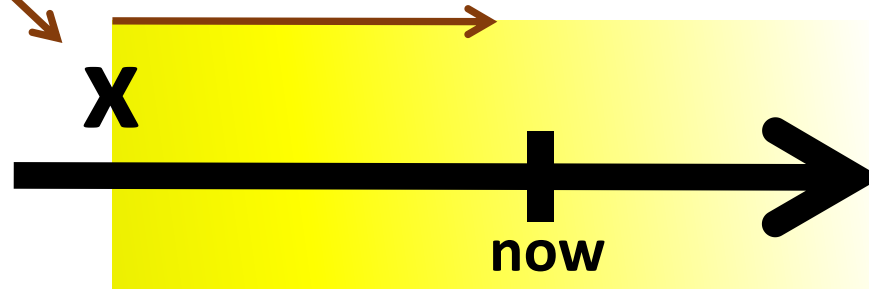


For example, if break your arm, there is the moment that you broke your arm and then there are the consequences, the next few months when your arm is recovering...

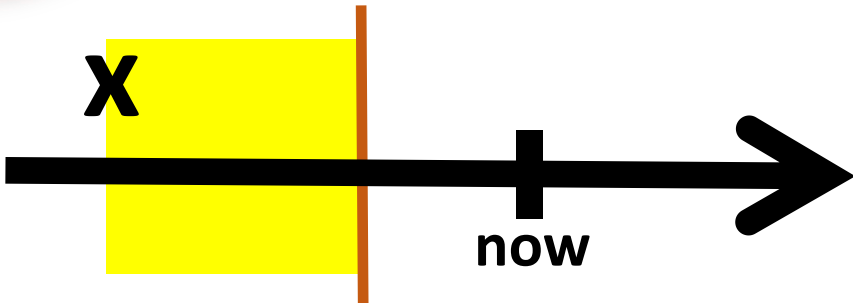
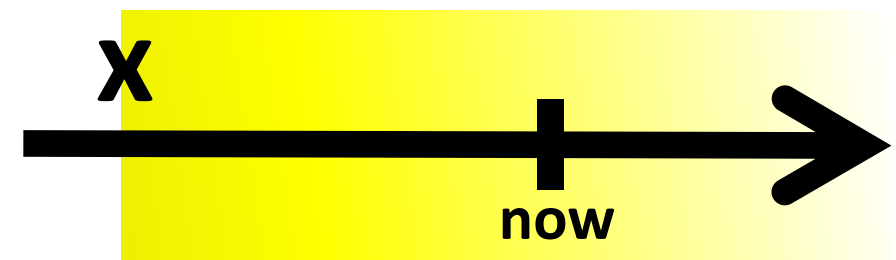
*I have broken
my arm.*

event:
I broke
my arm

**consequences of
the event:**
It is still recovering...

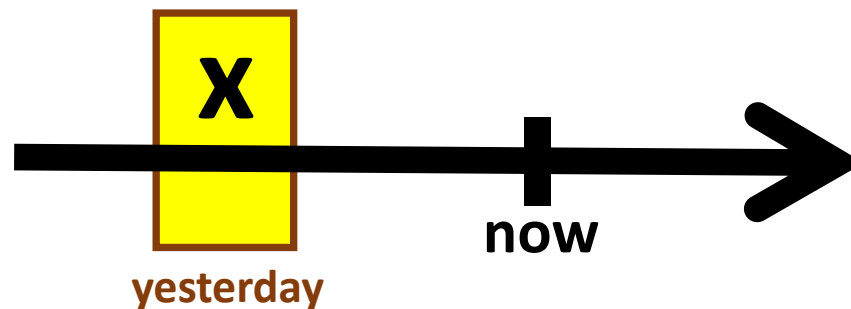


If these consequences are still 'live', and your arm is still recovering, we use present perfect (I have broken..). If your arm is fully recovered, we use past simple (I broke..).

Past Simple Consequences are finished	Present Perfect Consequences are still 'live'
<p><i>I <u>broke</u> my arm,</i> ..but it is better now.</p>  <p>broke my arm my arm is now recovered</p>	<p><i>I <u>have broken</u> my arm,</i> ..and it is still recovering.</p>  <p>have broken my arm still recovering</p>

But remember, if we say 'when' it happened (yesterday/last year), we ALWAYS use past simple. It doesn't matter whether your arm is better or not:

***I broke my arm
yesterday.***



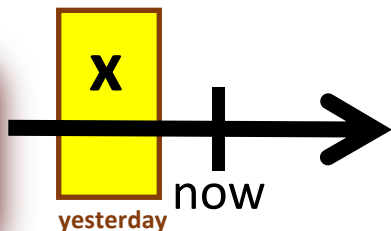
Of course your arm is still recovering, because you only broke it yesterday, but we said exactly when it happened, so we use past simple.

Do you say 'when' you broke your arm?

with past phrases: yesterday / last month



Past simple

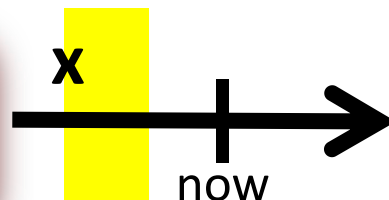


I broke my arm yesterday.

Is your arm still recovering?

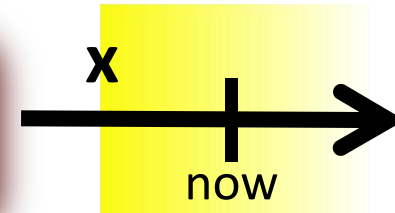


Past simple



I broke my arm, but it is better now.

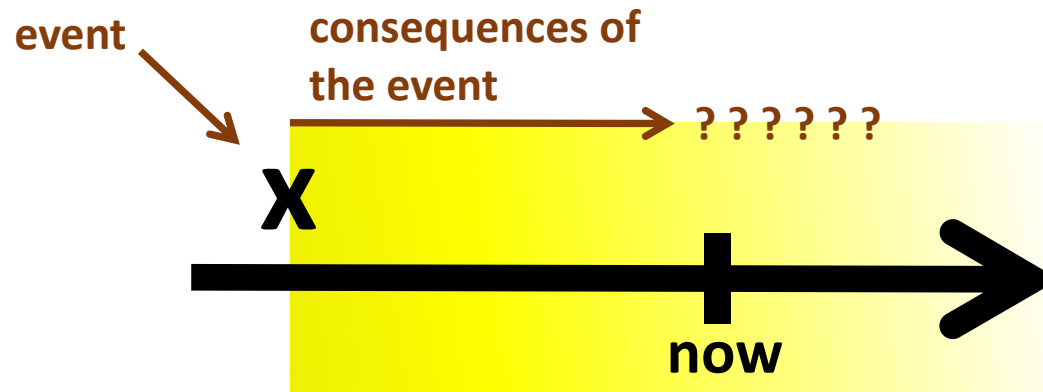
Present Perfect



I have broken my arm. It is still recovering.

In many business contexts it is not clear when the consequences of an event are finished:

- *"The government has announced new restrictions"*
- *"We have arranged to meet"*
- *"I have accepted the offer"*



Therefore, we need to look at many different business contexts to become familiar with this way of thinking....

Business Example 1: *I (have) accepted the job offer*

Past Simple

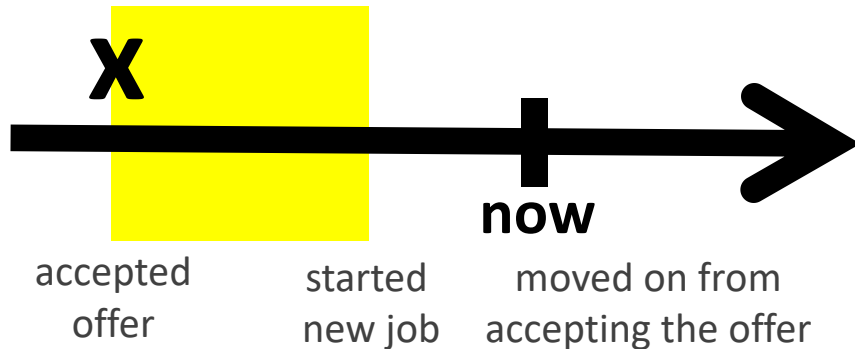
Consequences are finished

*I accepted
the job offer..*

..and I started
last week.

or

..but I changed
my mind.

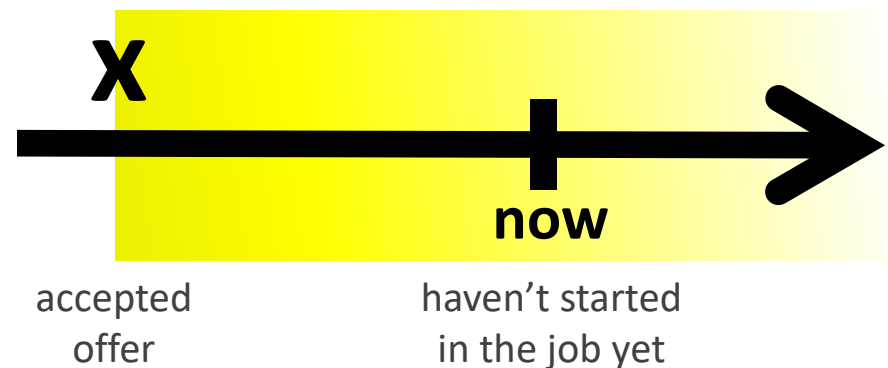


Present Perfect

Consequences are still 'live'

*I have accepted
the job offer..*

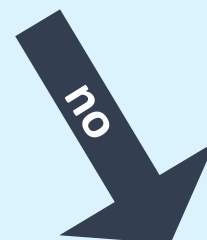
..but I haven't
started yet.



Business Example 1: *I (have) accepted the job offer*

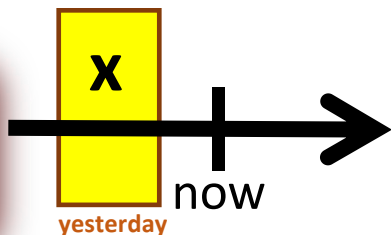
Do you say 'when' you accepted the job offer?

with past phrases: yesterday / last week

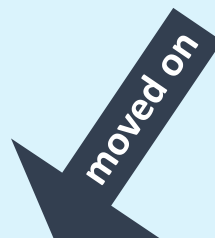


Past simple

*I accepted the
job offer
yesterday.*

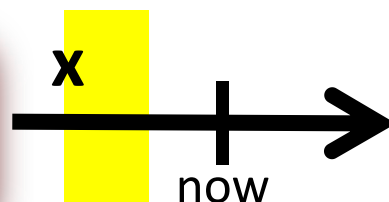


Is the job offer still 'live' or is
the offer no longer valid?



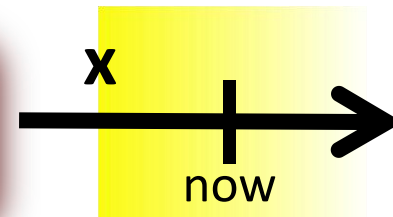
Past simple

*I accepted the
job offer, and I
started last
week.*



Present Perfect

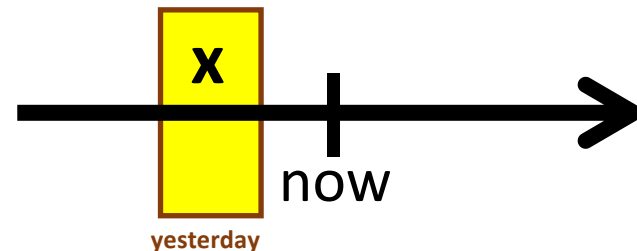
*I have accepted
the job offer,
and I start next
month.*





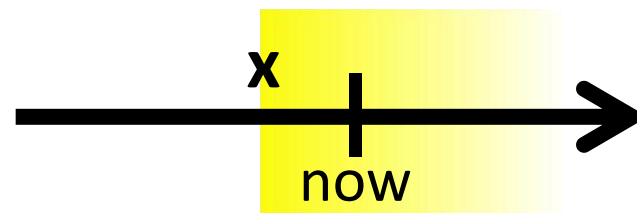
I accepted the job offer yesterday.

Past Simple to talk about a past event when we say 'when' it happened



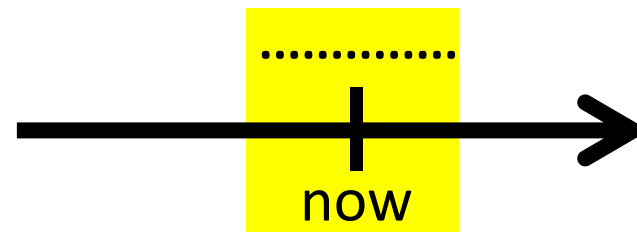
I have just received an email with all the information about my first day.

Present Perfect to talk about a past event which we still haven't moved on from
(received the information about your first day, but you haven't had your first day yet)



I am really looking forward to it!

Present Continuous to talk about a present temporary situation

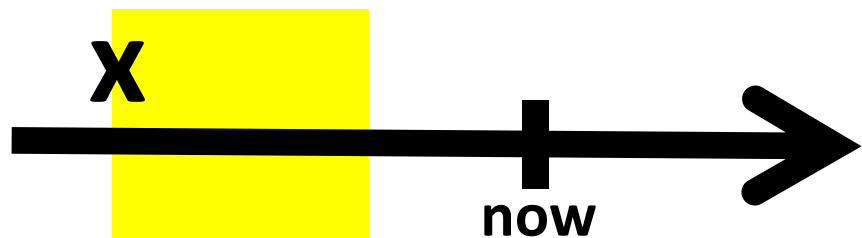


Past Simple

Consequences are finished

*He offered
to help us..*

*..but he didn't
in the end.* **or** *..and he solved
our problem.*



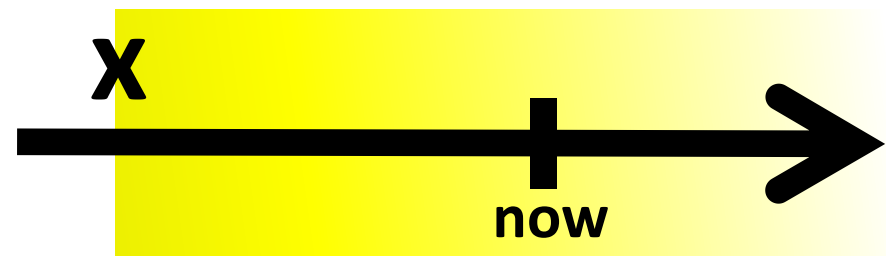
offered
to help us helped us or
didn't help us moved on. Offer
no longer valid

Present Perfect

Consequences are still 'live'

*He has offered
to help us..*

*..I'll call him
next week.*



has offered
to help us hasn't helped
yet

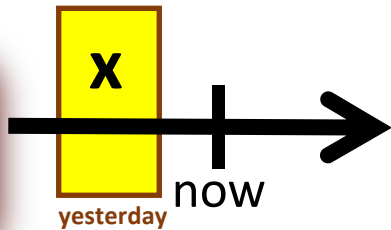
Business Example 2: *He (has) offered to help us*

Do you say 'when' he offered to help us?

with past phrases: yesterday / in last week's meeting

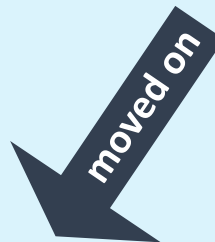


Past simple

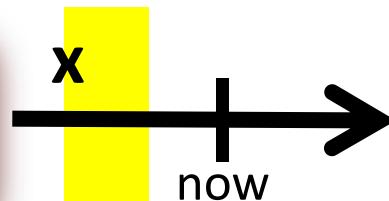


*Yesterday he
offered to
help us.*

Is the offer still 'live' or have
you moved on?

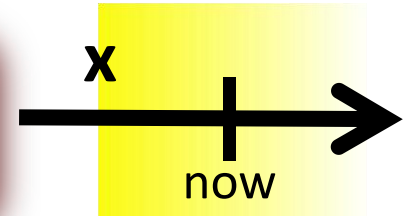


Past simple



*He offered to
help us, but he
didn't in the
end.*

Present Perfect



*He has offered
to help us. I'll
call him next
week.*



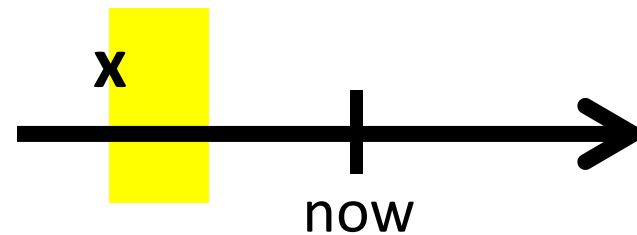
John is very unreliable.

Present Simple to talk about a general, long-term situation



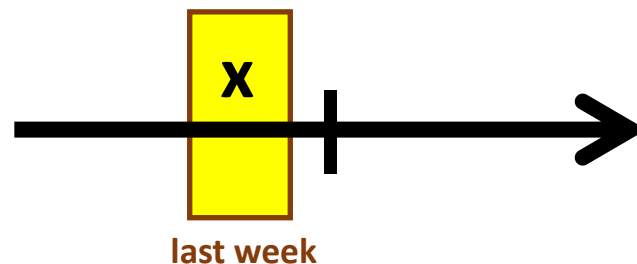
He offered to help us with a product survey,

Past Simple to talk about a finished event in the past
(you have moved on because the offer is no longer valid)



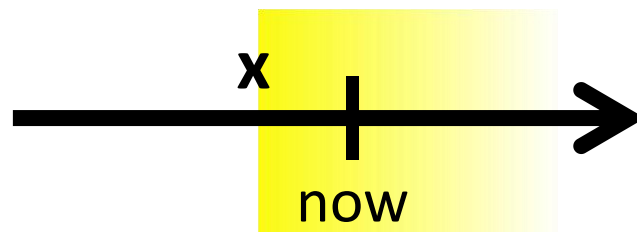
but then he didn't reply to any of my emails last week,

Past Simple to talk about a past event when we say 'when' it happened



so we have asked someone else.

Present Perfect to talk about a past event which we still haven't moved on from
(we have asked someone else but they haven't helped yet)





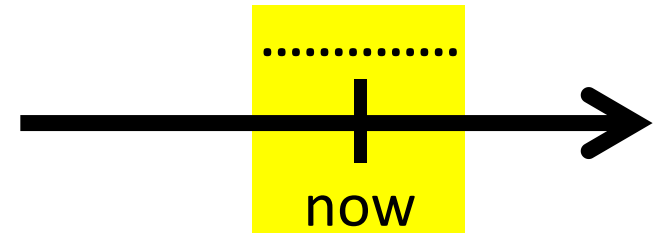
We are experiencing some problems with the system.

Luckily, John has offered to help us,

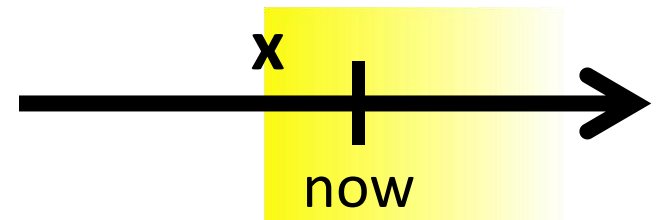
so I will call him

to check what his schedule is like next week.

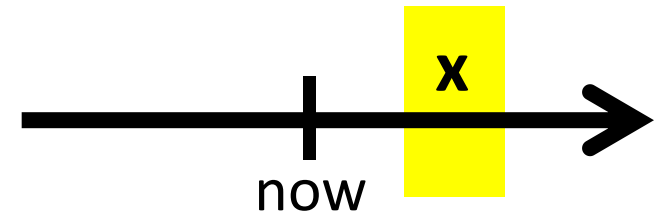
Present Continuous to talk about a present temporary situation



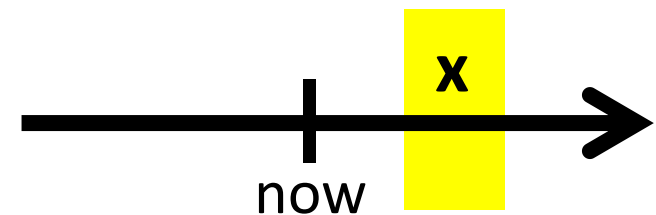
Present Perfect to talk about a past event which we still haven't moved on from
(he has offered but he still hasn't helped us yet)



'will' to make a spontaneous plan decided just now



Present Simple to talk about an official, timetabled plan
(John's schedule)

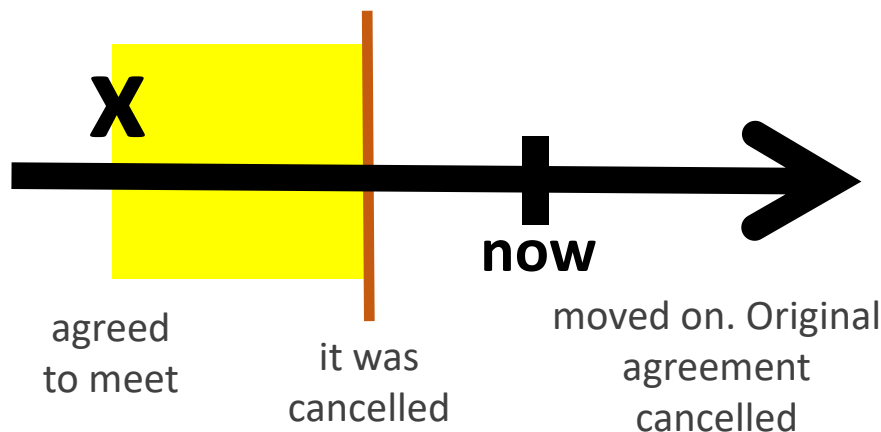


Past Simple

Consequences are finished

We agreed to meet this Friday..

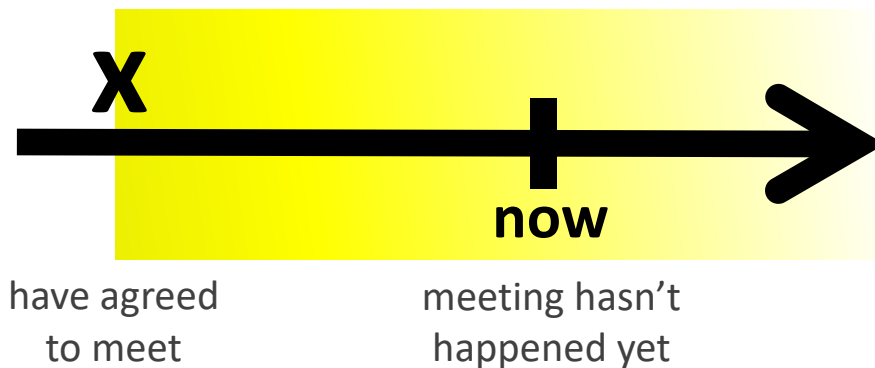
..but it was cancelled.



Present Perfect

Consequences are still 'live'

We have agreed to meet this Friday.



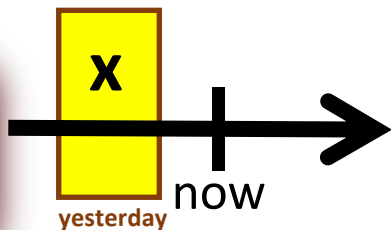
Business Example 3: *We (have) agreed to meet this Friday*

Do you say 'when' we agreed to meet?

with past phrases: yesterday / in last week's meeting

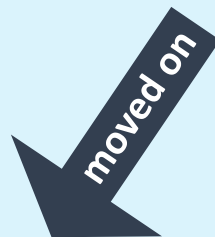


Past simple

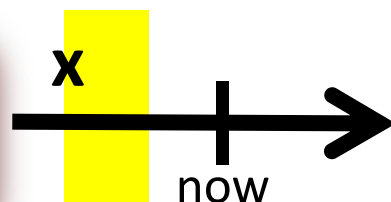


Yesterday we agreed to meet this Friday.

Is the agreement for the meeting still 'live' or is it no longer valid?

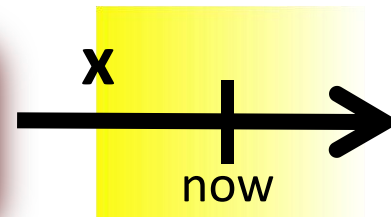


Past simple



We agreed to meet this Friday, but it was cancelled.

Present Perfect



We have agreed to meet this Friday.



We originally agreed to meet on Friday,

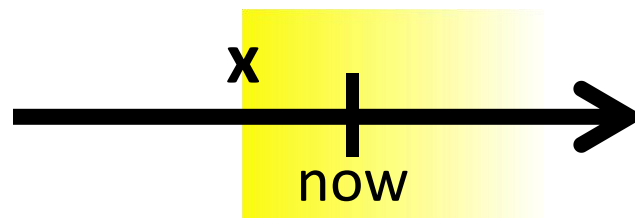
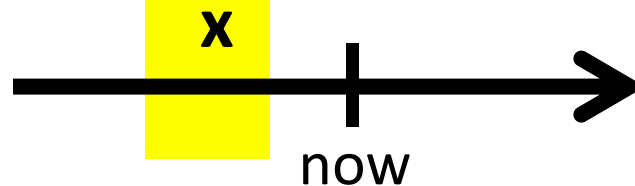
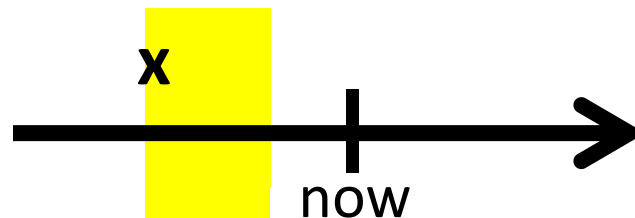
but John cancelled at the last minute,

so we have rearranged to meet next Monday at 9am.

Past Simple to talk about a finished event in the past
(you have moved on because you are no longer going to meet on Friday)

Past Simple to talk about a finished event in the past
(you have moved on because you have rearranged the meeting already)

Present Perfect to talk about a past event which we still haven't moved on from
(rearranged the meeting, but it hasn't happened yet)

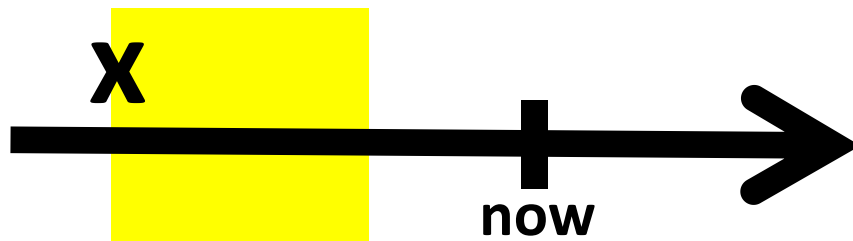


Past Simple

Consequences are finished

*We released
a new product..*

*..and it was
a big success. or ..but it failed.*



released
a product

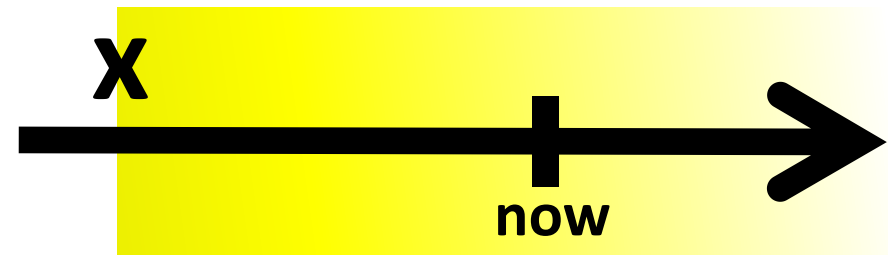
got feedback
on success

Moved on.
Release phase is
over

Present Perfect

Consequences are still 'live'

*We have released
a new product..*



have released
a product

don't know whether it
is successful yet

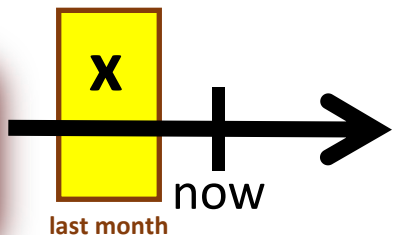
Business Example 4: *We (have) released a new product*

Do you say 'when' you released a new product?

with past phrases: yesterday / last month

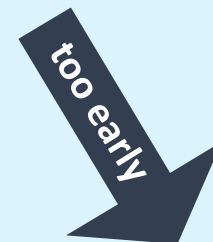


Past simple

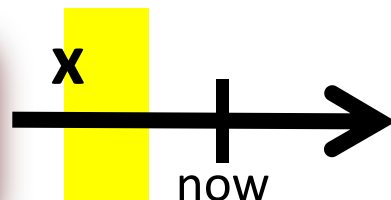


We released a new product last month.

Do you know whether the release has been successful or is it too early for feedback?

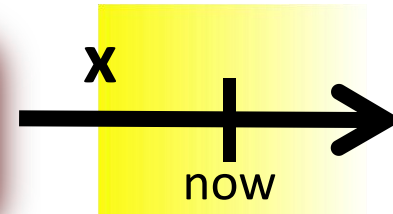


Past simple



We released a new product, but it failed.

Present Perfect



We have released a new product.

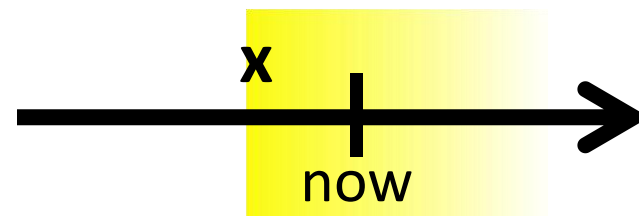


We have released a new product.

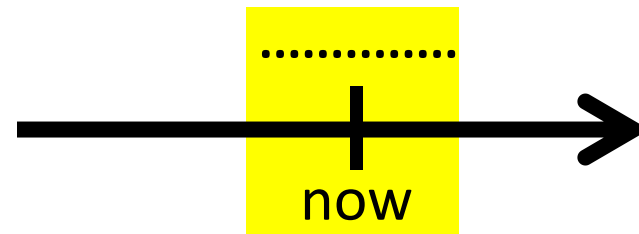
We are waiting nervously for the first month's sales figures,

which come out next week.

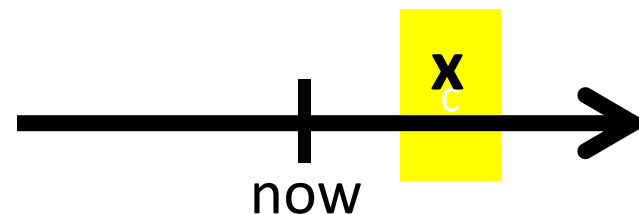
Present Perfect to talk about a past event which we still haven't moved on from
(released the product, but the release is still new. We don't have feedback on its success yet)



Present Continuous to talk about a present temporary situation



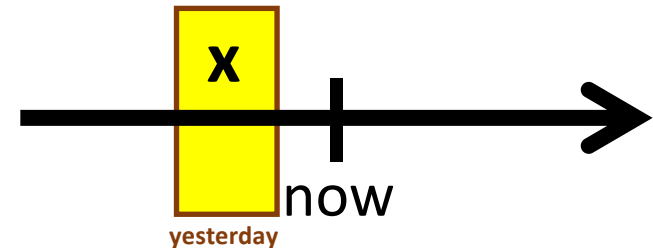
Present Simple to talk about an official, timetabled event
(the official release of the figures)





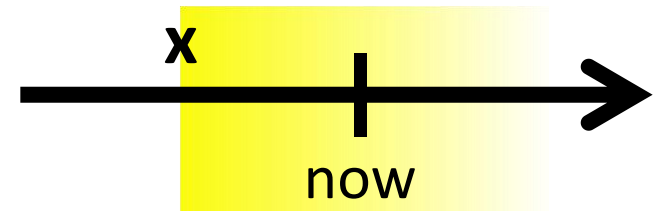
*We released our
new product only
yesterday,*

Past Simple to talk about a
past event when we say 'when'
it happened



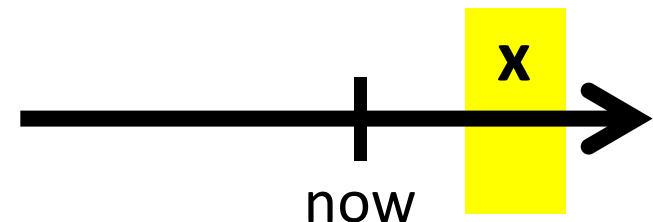
*but the feedback we
have received so far
has been good,*

Present Perfect to talk about a
past event which we still
haven't moved on from
(we are still receiving feedback)



*so hopefully it is
going to be
a big success.*

'going to' to talk about a future
prediction based on evidence
(the feedback that you have received so far)



Business Example 5: *The government (has) proposed..*

Past Simple

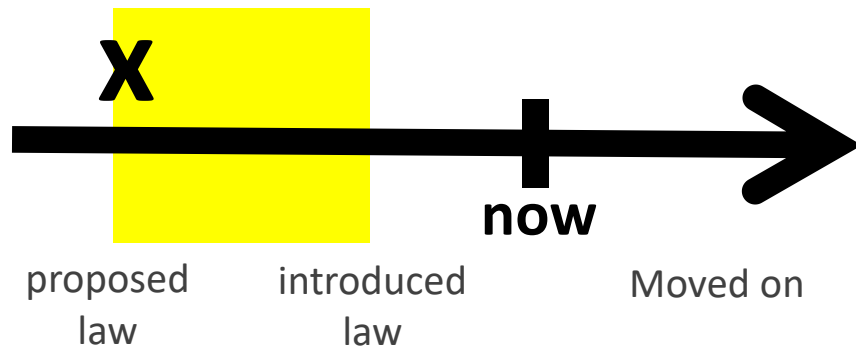
Consequences are finished

*The government
proposed a stricter
tax law..*

*..which they
introduced
last year.*

or

*..but
parliament
voted against it.*

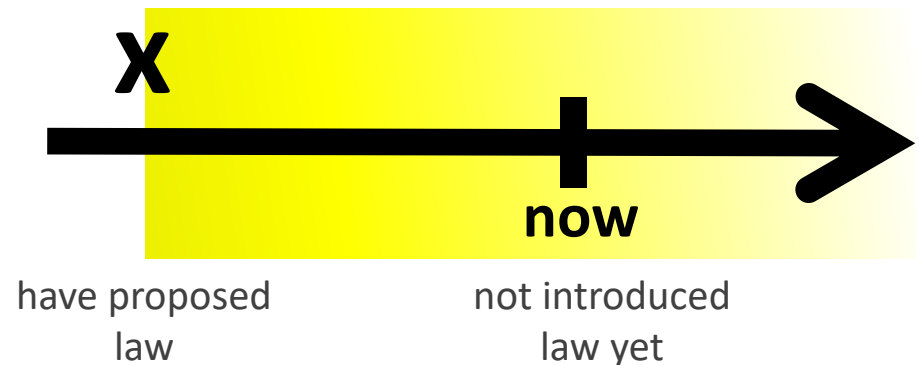


Present Perfect

Consequences are still 'live'

*The government
has proposed a
stricter tax law.*

*It comes into effect
next year.*



Business Example 5: *The government (has) proposed..*

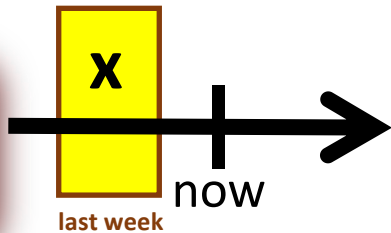
Do you say 'when' the government proposed the law?

with past phrases: yesterday / in last week's meeting
/ when I was young

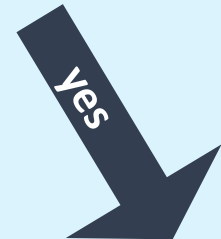
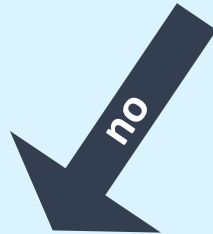


Past simple

The government proposed a stricter tax law last week.

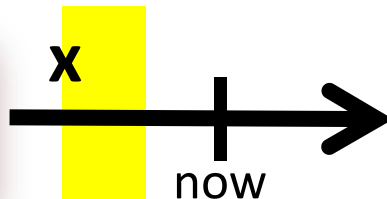


Are they still waiting for the proposal to come into effect?



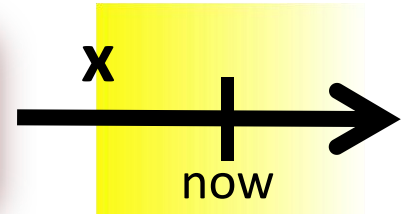
Past simple

The government proposed a stricter tax law, but parliament voted against it.



Present Perfect

The government has proposed a stricter tax law. It comes into effect next year.



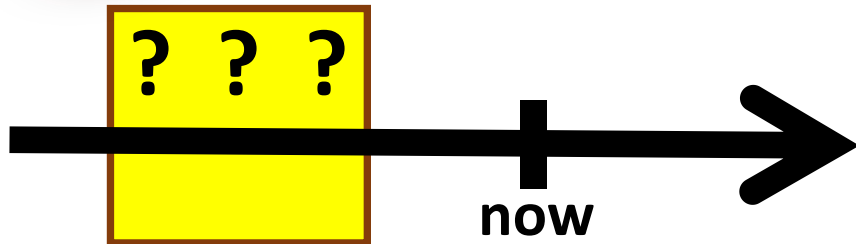
Often when we ask questions with 'ever', we use present perfect: "*Have you ever lived abroad?*" However, sometimes we can add in a timeframe or context, which means that we can use past simple:

Past Simple

means that there is no chance that it will happen in the context given

Did you ever visit the opera house while you were in Sydney?

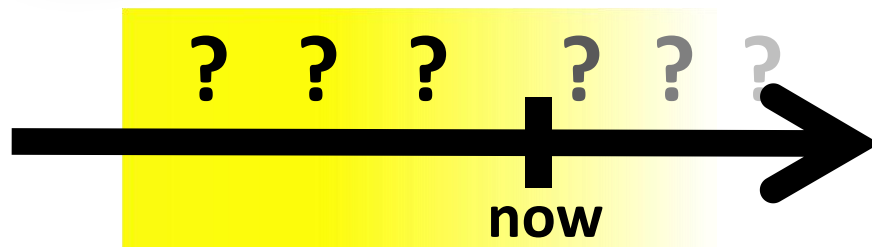
in Sydney



Present Perfect

means that there is a chance that it can happen in the future

Have you ever visited the Sydney opera house?



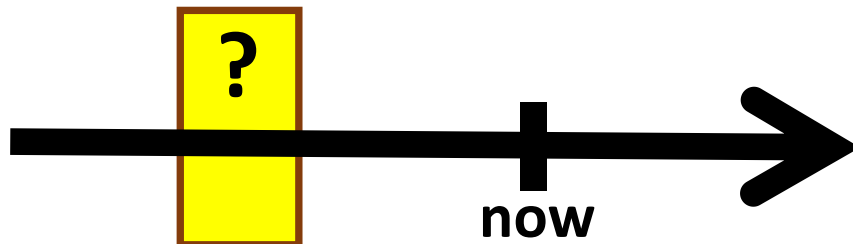
Past Simple

Asking about a single finished event
in the past

I went to the cinema last night...

**Did you see the new
James Bond movie?**

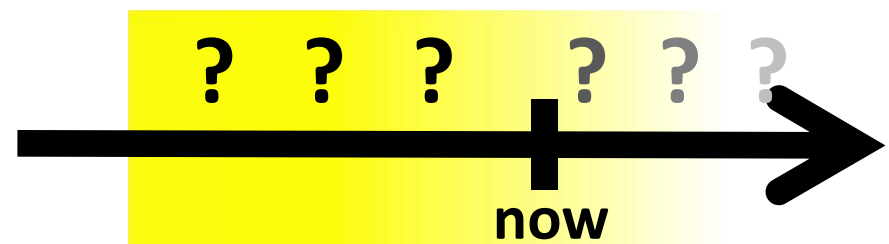
last night at the cinema



Present Perfect

There is a chance that it can happen
in the future

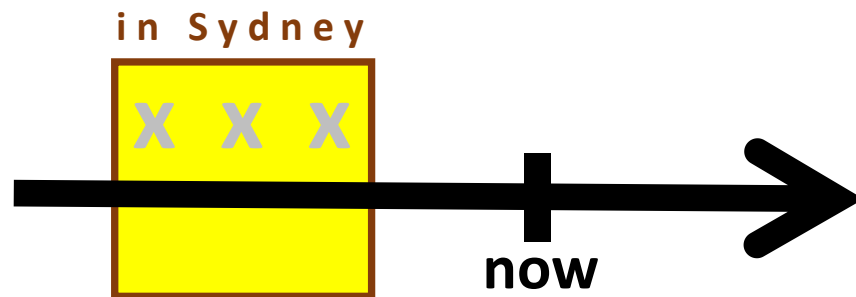
**Have you seen the new
James bond movie?**



Past Simple

means that there is no chance that it will happen in the context given

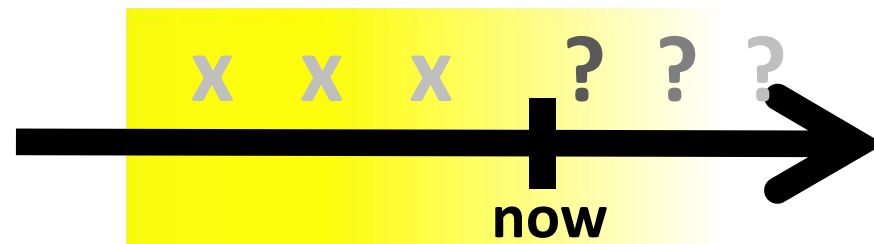
I never visited the opera house when I lived in Sydney.



Present Perfect

means that there is a chance that it can happen in the future

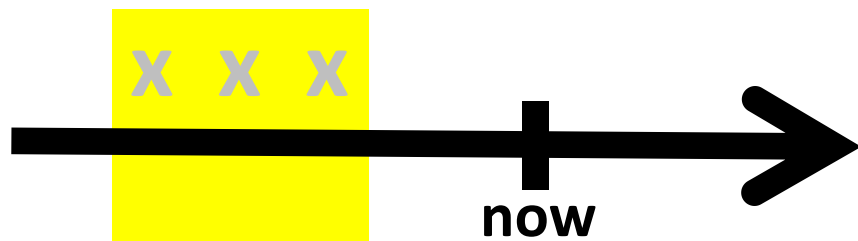
I have never visited the Sydney opera house.



Past Simple

means that there is no chance that it will happen in the context given

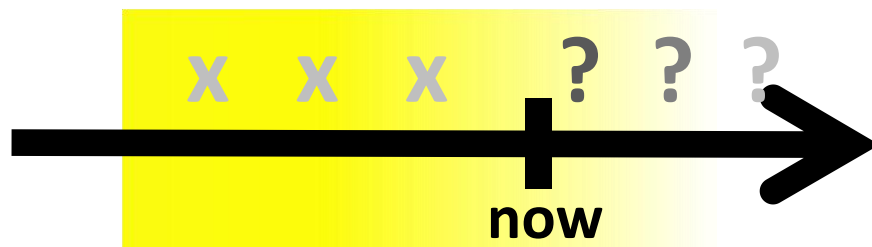
My previous boss never praised me.



Present Perfect

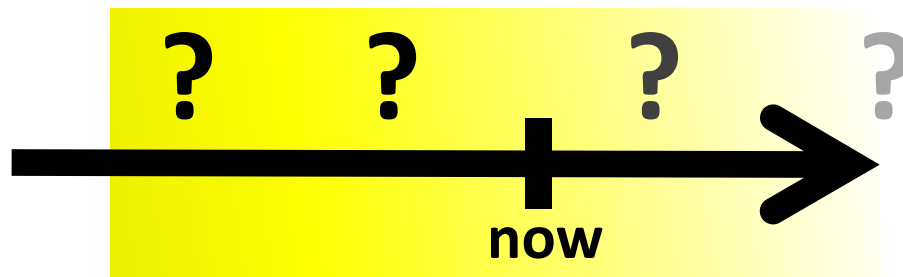
means that there is a chance that it can happen in the future

My current boss has never praised me.



We use present perfect to ask questions with yet:

- *"Have you spoken to her yet?"*
- *"Have you finished the report yet?"*
- *"Have you found a solution yet?"*



We use present perfect because there is still time to do it in the future if you haven't done it yet. we can also say the sentence without yet:

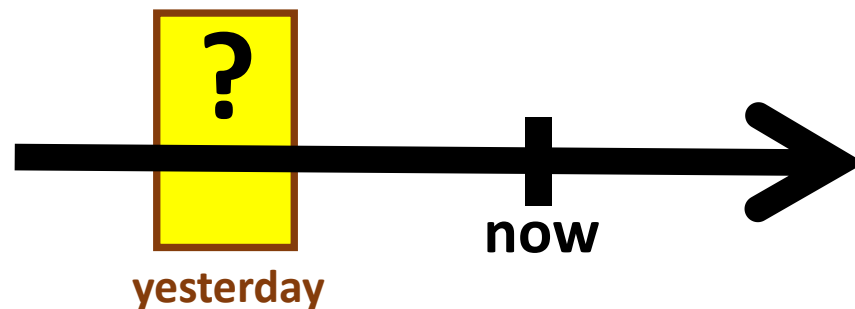
- *"Have you spoken to her (yet)?"*
- *"Have you finished the report (yet)?"*

We can also ask a question with past simple: "*Did you find a solution?*" This suggests it is now too late to do something if you haven't done it:

<p>Past Simple Now too late to do it</p>	<p>Present Perfect There is still time to do it</p>
<div data-bbox="248 621 797 871"> <p><i><u>Did you find a solution?</u></i></p> </div> <div data-bbox="145 913 994 1185"> </div> <div data-bbox="207 1206 973 1299"> <p>Did you find a solution?</p> <p>no chance to find one now. It's too late</p> </div>	<div data-bbox="1160 621 1854 871"> <p><i><u>Have you found a solution (yet)?</u></i></p> </div> <div data-bbox="1087 913 1958 1185"> </div> <div data-bbox="1243 1206 1968 1299"> <p>Have you found a solution?</p> <p>still time to find one in the future</p> </div>

But remember, if we ask 'when' it happened using a time in the past (yesterday/last year), we ALWAYS use past simple. It doesn't matter whether there is still time to find a solution or not:

Did you find a solution yesterday in the meeting?



Maybe yesterday's meeting was the last chance to find a solution, or maybe we still have time to find a solution in future meetings. We need more context.

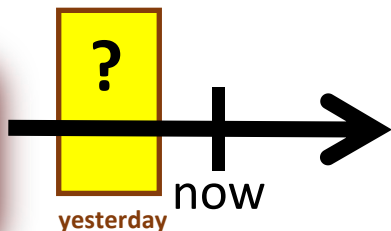
Summary of Rules - Did you find / have you found a solution?

Are you asking about a specific past time?

yesterday / last month



Past simple

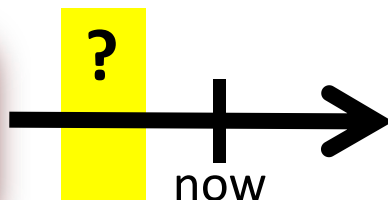


*Did you find
a solution
yesterday?*

Is it too late if someone didn't
do it / hasn't done it?

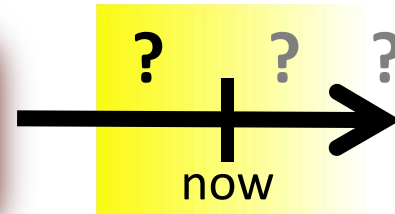


Past simple



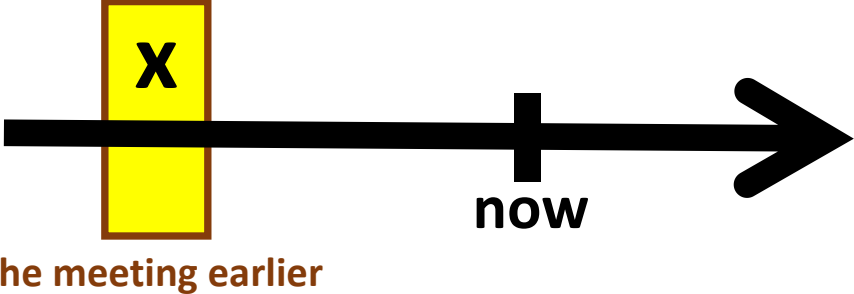
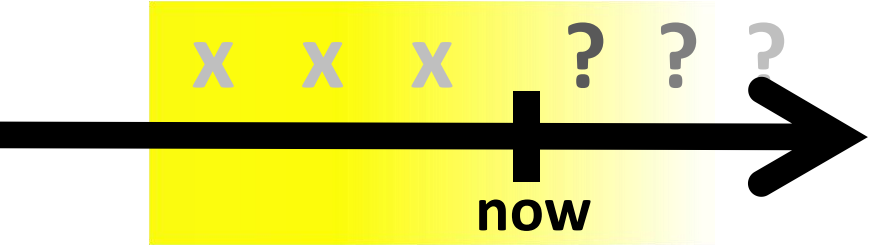
*Did you find
a solution?*

Present Perfect



*Have you
found a
solution (yet)?*

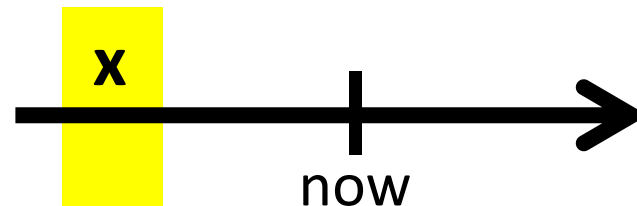
The answer to questions with 'yet' often follows the pattern below:

Past Simple	Present Perfect
<p>Have you found a solution yet?</p> <p><i>Yes, <u>we found</u> a solution in the meeting earlier.</i></p> 	<p>Have you found a solution yet?</p> <p><i>No, we still <u>haven't found</u> a solution yet.</i></p> 



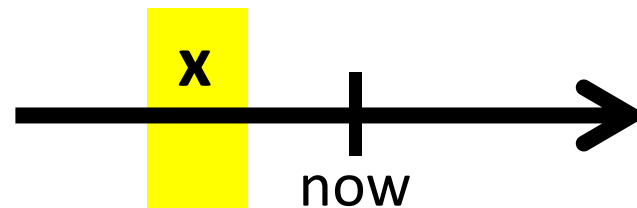
*A client called me
with an urgent
problem.*

Past Simple to talk about
finished event in the past
(you have moved on because the problem is
solved)



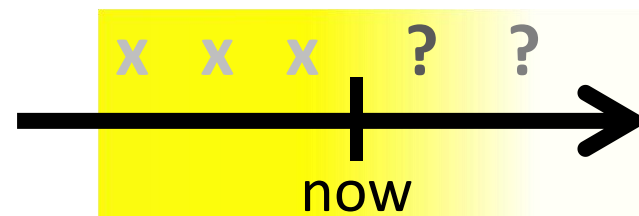
*that I needed to solve
immediately,*

Past Simple to talk about
finished event in the past
(the problem is solved. We could also use
present perfect here because we are still
suffering the consequences)



*so I haven't had a
chance to look at your
report yet.*

Present Perfect to talk about
an event which has not yet
happened, but may happen in
the future



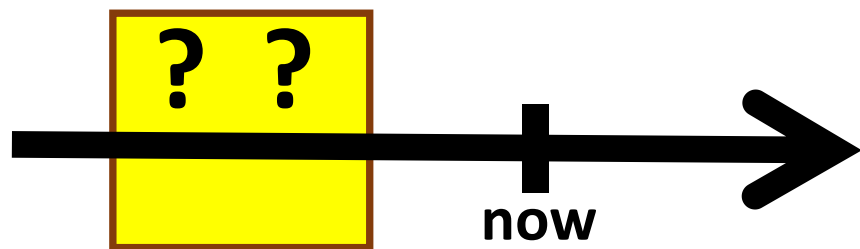
Present Perfect or Past Simple with Present Times

When we ask if someone has done something today / this week / this year, we could use present perfect or past simple:

Past Simple

It won't happen today

Did you see him in the office today?

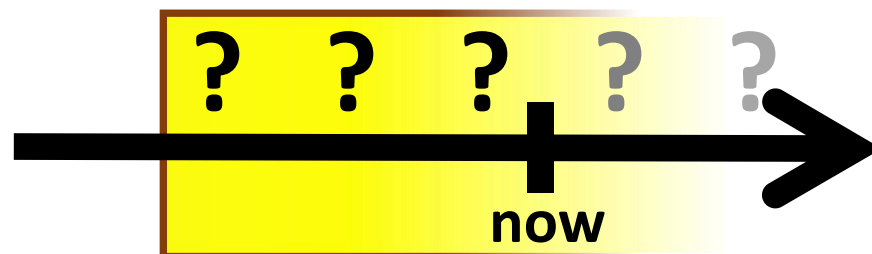


today in the office you are no longer in the office today

Present Perfect

It might still happen today

Have you seen him in the office today?

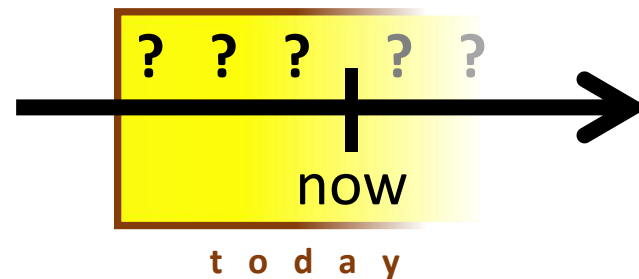


Today in the office



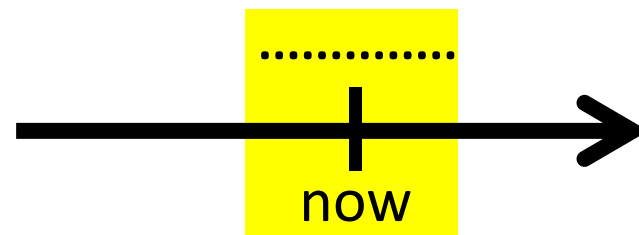
Have you seen John in the office today?

Present Perfect to talk about something that hasn't happened so far but might in the future



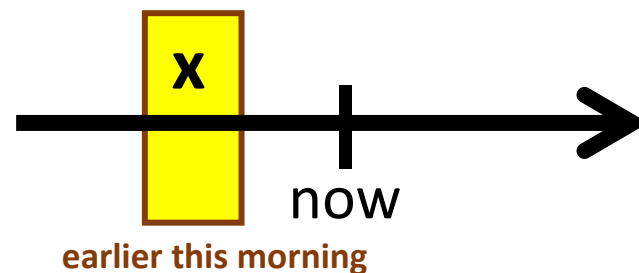
I really need to speak to him.

A temporary situation, but we can't use present continuous with 'need', so we use **present simple**



Yes, I saw him earlier this morning.

Present Perfect to talk about a past event when we say 'when' it happened

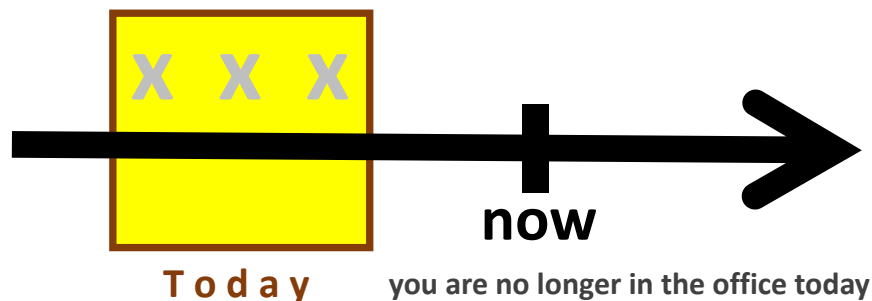


We also often say that we haven't done something today / this week / this year. This usually means *so far*:

Past Simple

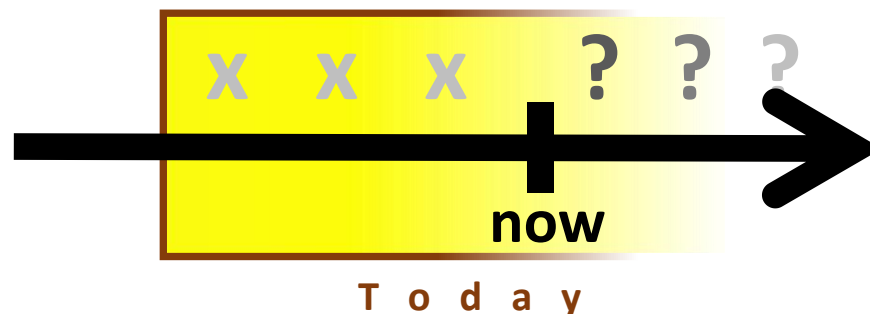
It won't happen today

I didn't see him in the office today.

**Present Perfect**

It might still happen today

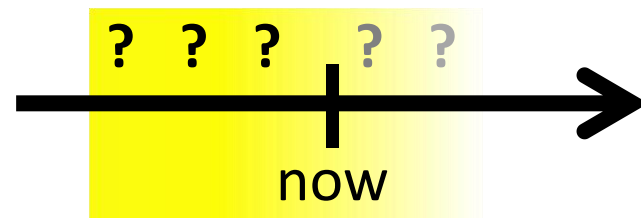
I haven't seen him in the office today.





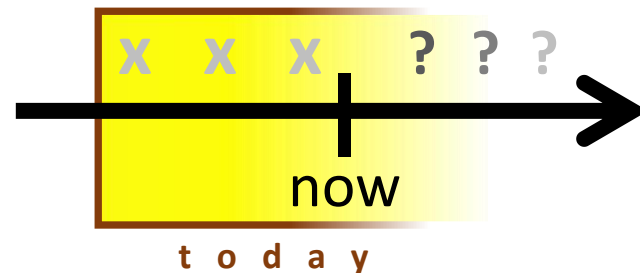
Have you spoken to Alice yet about the issue?

Present Perfect to talk about something that hasn't happened so far but might in the future



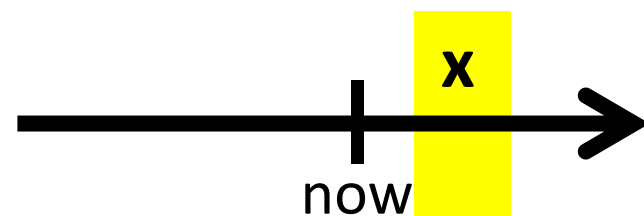
I haven't seen her today,

Present Perfect to talk about something that hasn't happened so far but might in the future



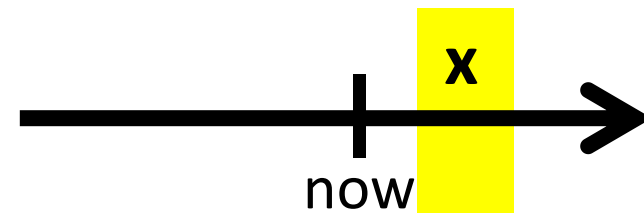
but we are having a team meeting at 5pm,

Present Continuous to talk about a fixed future arrangement



so I'll speak to her then.

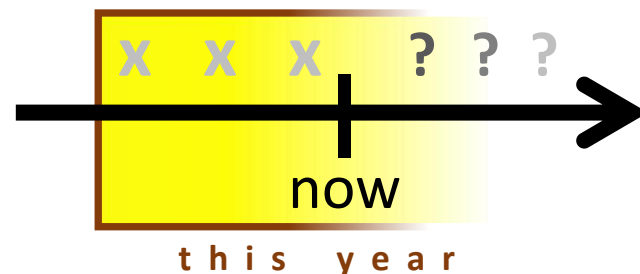
'will' to make a future promise / offer





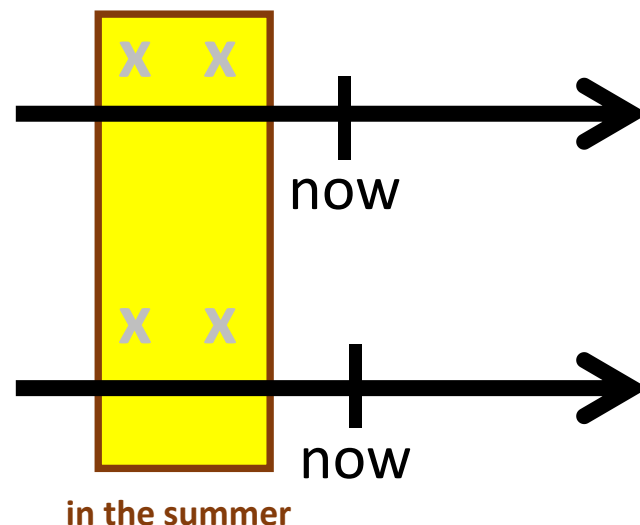
I haven't been on holiday yet this year.

Present Perfect to talk about something that hasn't happened so far but might in the timeframe given (today)



I didn't go on holiday in the summer,

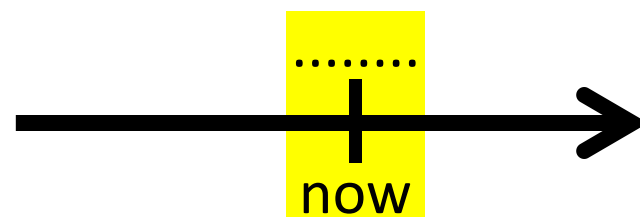
Past Simple to talk about something that didn't happen and now can't happen in the timeframe given (summer)



because I didn't have any time,

so I really need a break!

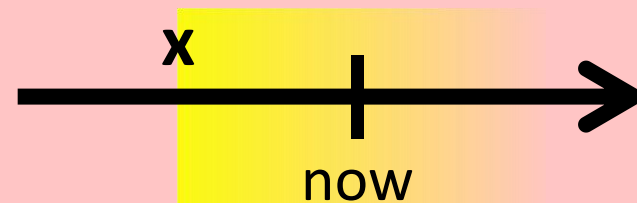
A present temporary situation, but we don't use continuous forms with 'need', so we use **present simple**



News headlines only use simple tenses. They use the present simple tense to talk about situations which have just happened. This is something which is only used in news headlines, and therefore if you don't write news headlines, then you will never need to use this style. It is worth mentioning this though, because if you read news in English often, it is important to recognise that the tenses in the headline are not standard English tenses:

**PRIME MINISTER
ANNOUNCES
BUDGET CUTS**

News headlines use **present simple** to talk about events which have just happened



Other Examples:

**LONDON FC MANAGER
RESIGNS**

**SCIENTISTS DISCOVER NEW
SPECIES OF FISH**

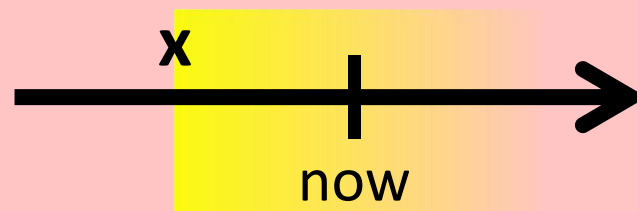
**VOLCANO ERUPTS ON
PACIFIC ISLAND**

As soon as the news article begins, the verb tenses switch back to normal tenses:

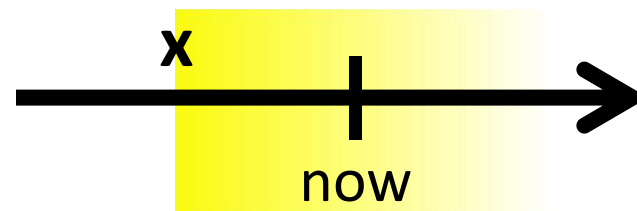
PRIME MINISTER ANNOUNCES BUDGET CUTS

The British Prime minister has announced a series of significant budget cuts due to the current economic crisis in the country.

News headlines use **present simple** to talk about events which have just happened



When the article begins, it switches back to standard verb tenses: **Present Perfect** to talk about a past event which we still haven't moved on from



Take a look at the pairs of sentences below. Can you think of the possible different contexts for the 2 sentences in each question?

Example: I have prepared a cake for his birthday party
I prepared a cake for his birthday party
In the first sentence, the cake is prepared but the birthday party hasn't happened yet. In the second sentence the birthday party is finished.

1. She has inspired me to change my life.
She inspired me to change my life.

2. They have promised to send us a refund.
They promised to send us a refund.

3. He has said that he is going to help us.
He said that he was going to help us.

4. I have written a contract.
I wrote a contract.

Fill in the gaps with the correct form of the verb in brackets, using either past simple or present perfect

5. We _____ (have) a meeting about it yesterday.
6. I hope the exam goes well tomorrow. I _____ (prepare) a lot this time because I _____ (fail) the previous one.
7. I _____ (buy) a new washing machine, but it wasn't working properly, so we _____ (send) it to be repaired. We are still waiting for them to send it back!
8. We _____ (opened) a new restaurant in the city centre. We _____ (have) a grand opening party last night. You should come and check it out, we still have lots of special offers for opening week.
9. I _____ (send) her an invitation to the event, but she wasn't interested.
10. Our audience _____ (respond) really well to our latest Facebook post. People are still sharing it!
11. They _____ (tell) us 20 minutes ago that they would get back to us immediately, but we _____ (not hear) anything yet!
12. We _____ (have) a problem with the internet connection earlier, so we are running a little behind schedule.

In repeating past events, we often say how many times we have done something:

3 times

many times

We can also say how many things we have done:

4 countries

2 companies

We then often provide some context or timeframe to say when these repeating events happened:

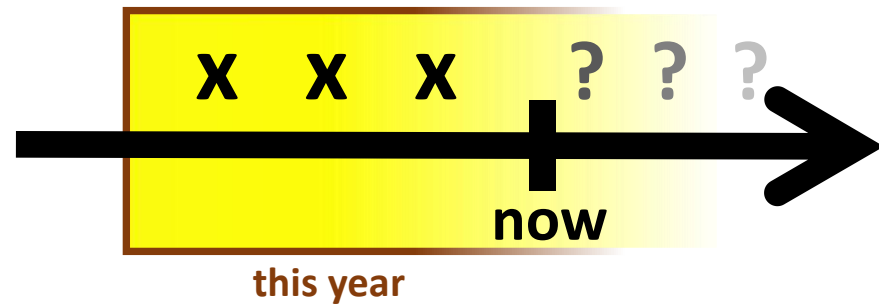
last year / this year

today

during the past few weeks

during our discussion earlier
in my career

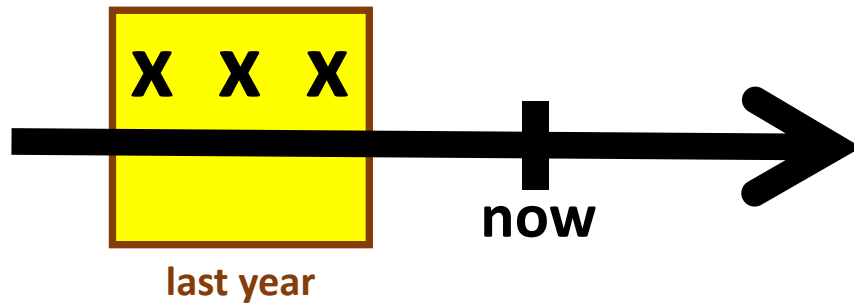
I have visited Spain 3 times this year.



Past Simple

Can't happen again in the timeframe

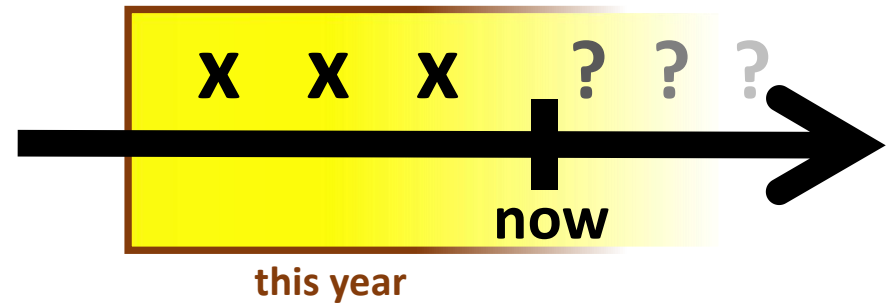
I went to China 3 times last year.



Present Perfect

Can happen again in the timeframe

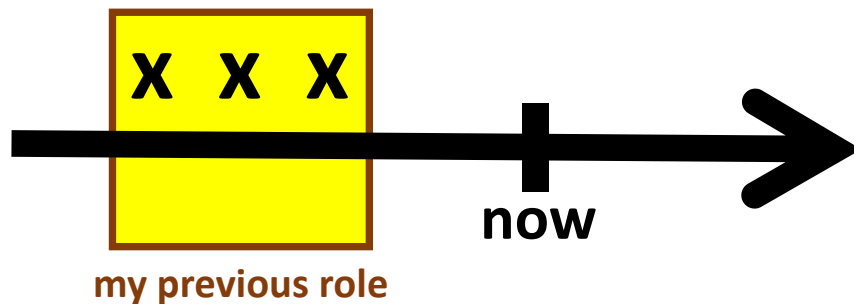
I have been to China 3 times this year.



Past Simple

Can't happen again in the context

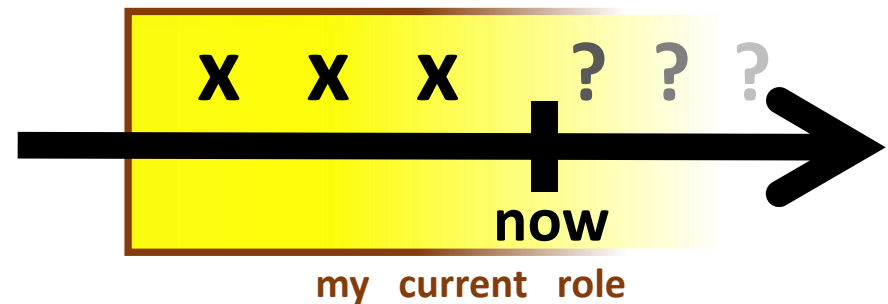
I worked on 3 big projects in my previous role.



Present Perfect

Can happen again in the context

I have worked on 3 big projects in my current role.

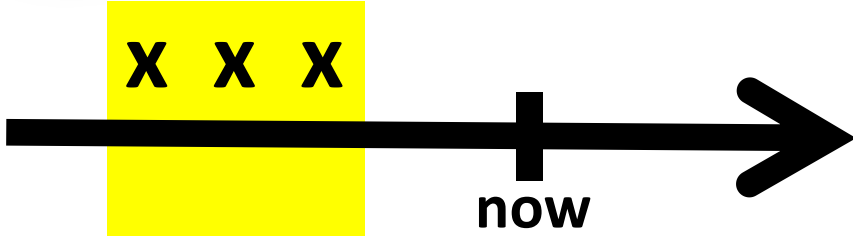
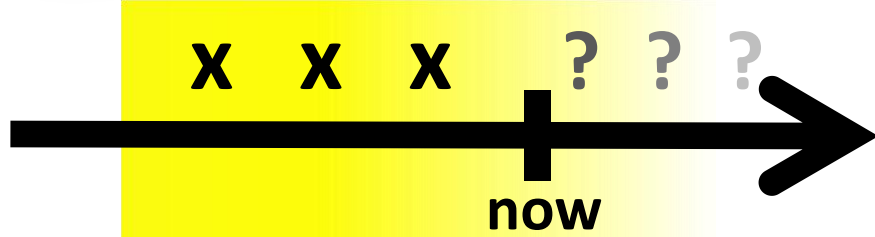


Past Simple or Present Perfect for Repeating Events

Sometimes there is no context given. Normally this means that you decide whether something can happen again in someone's life or in the existence of something:

"The company has released so many good products" (in its existence)

"I have seen this film many times" (in my life)

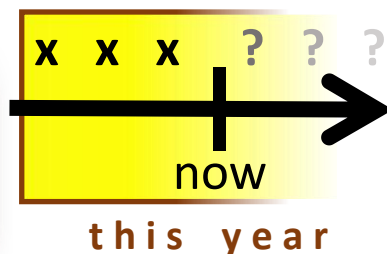
Past Simple Can't happen again in their life	Present Perfect Can happen again in their life
<p><i>Elvis Presley <u>released</u> many great songs.</i></p> 	<p><i>Rihanna <u>has released</u> many great songs.</i></p> 

Can the event happen again in the timeframe or context given?

Yes = present perfect

Timeframe: This Year

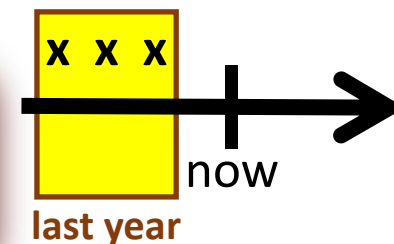
I have been to Spain 3 times this year. I go there often on business.



No = past simple

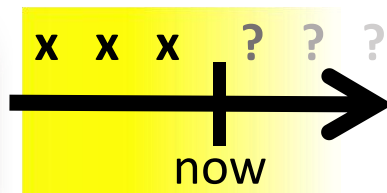
Timeframe: Last Year

I went to Spain 3 times last year. It was great!



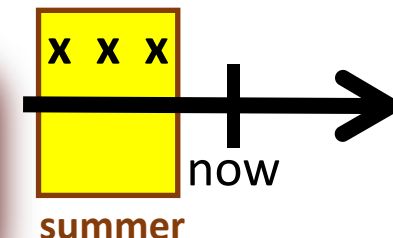
Context not given, but from the sentence it is clear that you aim to visit Spain more times in your life.

I have been to Spain 3 times. I love the country.



Context: This Summer
(when this summer is finished)

I went to Spain 3 times this summer.

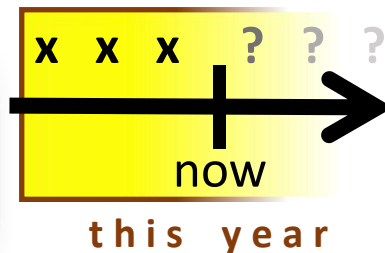


Can the event happen again in the timeframe or context given?

Yes = present perfect

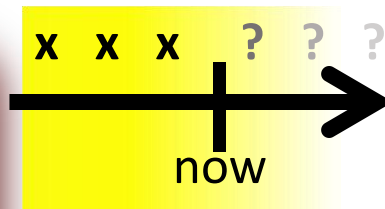
Timeframe: This Year

We have released 3 successful products this year.



Context not given, but it's clear that more products will be released in the overall lifespan of the company.

Our company is doing well. We have released 3 successful products. We want to release more.

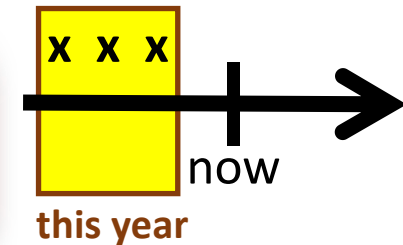


No = past simple

Timeframe: This Year

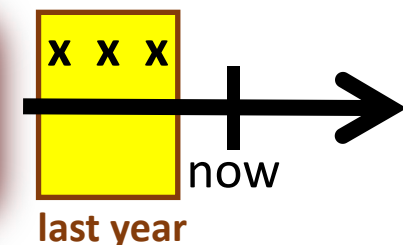
(when this year is finished)

We released 3 successful products this year.



Timeframe: Last Year

We released 3 successful products last year.

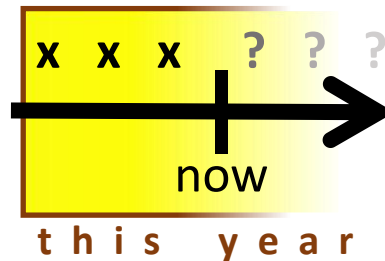


Can the event happen again in the timeframe or context given?

Yes = present perfect

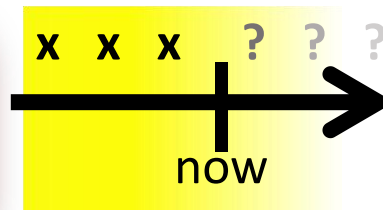
Timeframe: This year

Rihanna has released 3 great songs this year.



Context not given, but it is clear that Rihanna will release more songs, because her career is still going

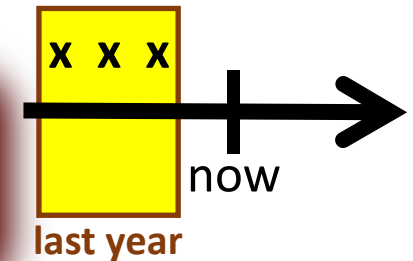
Rihanna is a great singer. She has released many great songs.



No = past simple

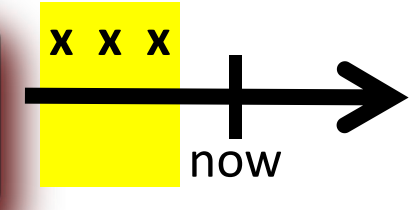
Timeframe: Last year

Rihanna released 3 great songs last year.



Context not given, but it is clear that Elvis Presley will not release more songs, because his career is finished

Elvis Presley was a great singer. He released many great songs.

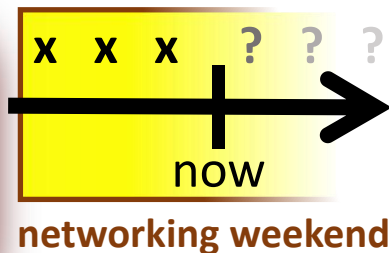


Can the event happen again in the timeframe or context given?

Yes = present perfect

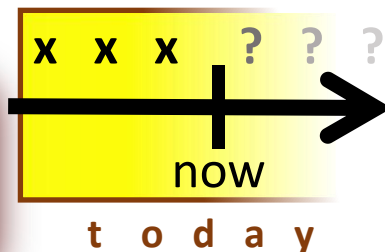
Context: Networking weekend

The networking weekend is going well. I have had 3 meetings with potential clients already.



Timeframe: Today

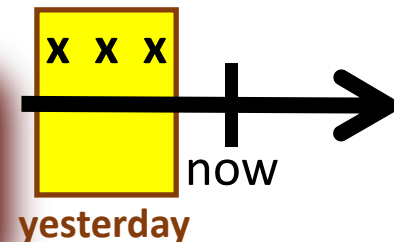
I have had 3 meetings today already, and I have 2 more later.



No = past simple

Timeframe: Yesterday

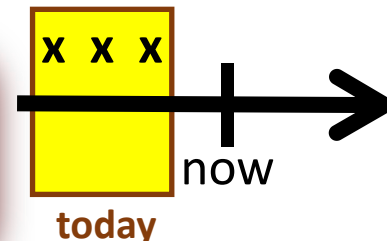
I had 3 meetings yesterday. It was very tiring.



Timeframe: Today

(when today is finished)

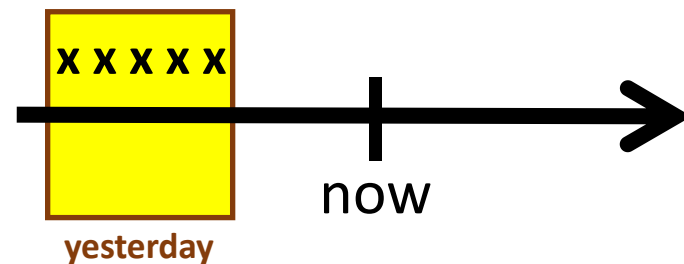
I had 3 meetings today. I'm glad the day is over.





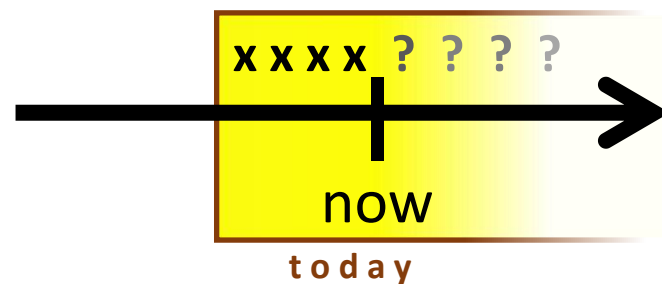
*I had 5 meetings
yesterday,*

Past Simple for an event
which will not happen again in
the time given (yesterday)



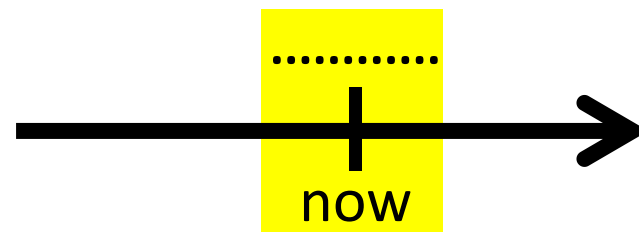
*and I have had
another 4 so far
today,*

Present Perfect for an event
which can happen again in the
time given (today)



*so I am feeling
really tired.*

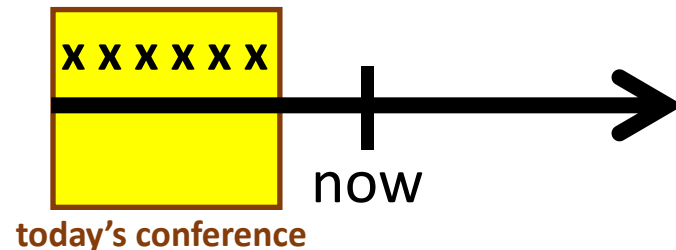
Present Continuous to talk
about a present temporary
situation





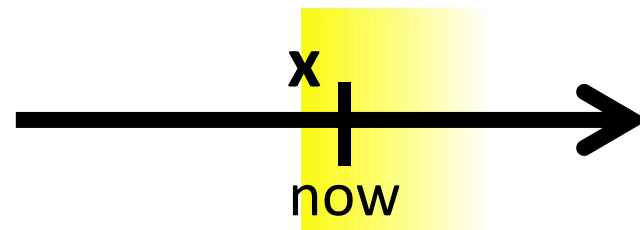
*I had 6 meetings
at the conference
today.*

Past Simple for an event
which will not happen again in
the context given (today's
conference)



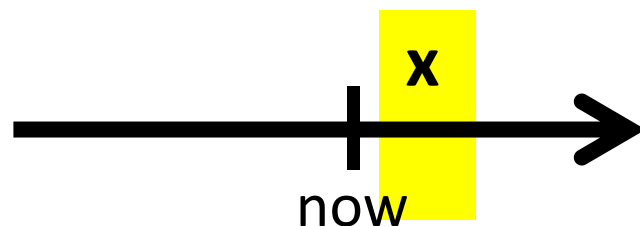
*I'm so happy that I've
finally arrived home!*

Present Perfect to talk about a
past event which we still
haven't moved on from
(only just arrived home so you haven't done
anything yet)



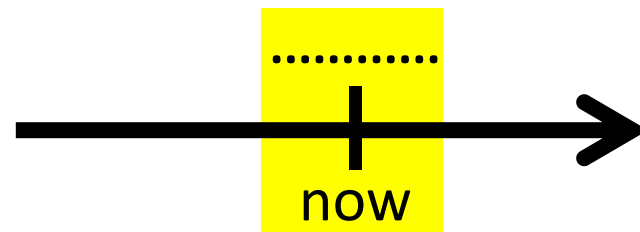
*I think I'll go straight
to bed though,*

'will' to make a spontaneous
decision for the future



*because I'm feeling
really tired.*

Present Continuous to talk
about a present temporary
situation



Fill in the gaps with the correct form of the verb in brackets, using either the present perfect or past simple tense

1. I _____ (visit) my friend Ellen 3 times already since she _____ (move) to the USA last year.
2. Italy _____ (won) 3 football world cups. The latest world cup win _____ (be) in 2006.
3. We _____ (have to) restart the call 3 times during the online meeting earlier, but we _____ (solve) the connection problem now.
4. I _____ (never win) a tennis competition.
5. I don't want to go into the office, because I _____ (have to) go into the office 3 times this week already.
6. I am excited to go to Australia even though I _____ (visit) there many times before.
7. I _____ (think) about changing my job many times until I finally _____ (decide) to take that brave step last year.
8. _____ (ever eat) in Martin's restaurant? The food is really nice there! I _____ (be) there over 10 times!
9. I am enjoying my retirement, but I always get this feeling that I _____ (never achieve) everything that I wanted to during my career.
10. When you _____ (live) in India, _____ (ever go) to a temple?
11. William Shakespeare _____ (write) around 37 plays. He _____ (write) his first one sometime around 1590.
12. They _____ (say) 'no' to all of our offers so far. However, I _____ (prepare) an offer which will be much better for them. Hopefully this time we will strike a deal.
13. We _____ (try) over 5 times to make him change his mind, but unfortunately he didn't listen.
14. _____ (started) to watch that new series yet? I _____ (see) 3 episodes and I really like it. However, John _____ (stop) watching halfway through the first episode!

Lesson 4:

Tenses with 'for', 'since' and 'How long..?'

Lesson 4.1 - 'for' or 'since'?

Lesson 4.2 - 'since' in Business Introductions

Lesson 4.3 - 'for' and 'how long' in Business Introductions

Present Perfect Continuous and verb tenses with 'for' and 'since' in Business

We use 'for' and 'since' to say how long something has been happening.

These words are very important for business introductions:

"I have been working at X Company since 2013"

"I have been living in Buenos Aires for 3 years"

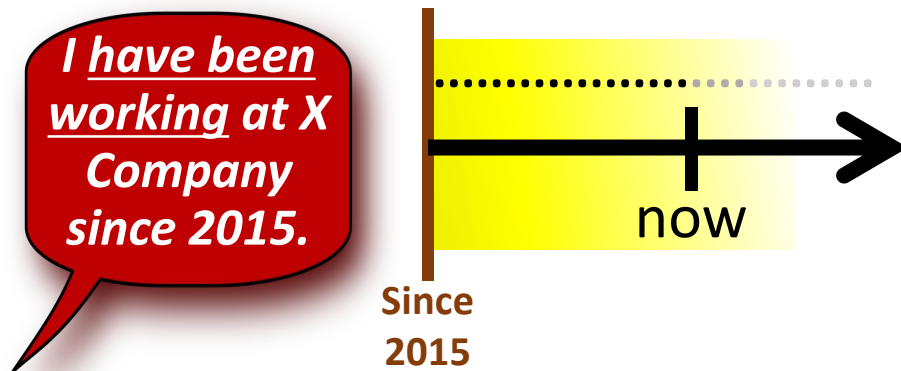
"How long have you been staying at the hotel?"

Some of the most common mistakes that English learners make are in standard business introductions using 'for' and 'since'. These mistakes can cause problems because they change the meaning of the sentence. English learners make 2 important mistakes which we will look at in this lesson:

- When to use 'for' and when to use 'since'
- Which tense to use with 'for' and 'since'

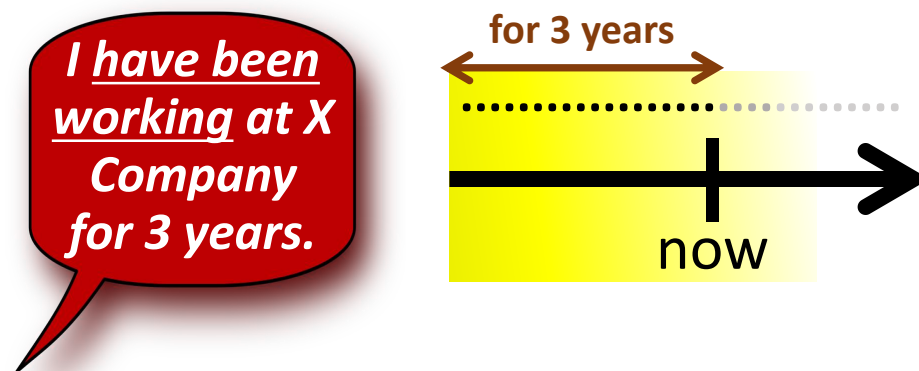


We use **since** + the start time



- since 2015
- since last week
- since January
- since our first lesson
- since I started at the company
- since we launched the app

We use **for** + the length of time
~~not since~~



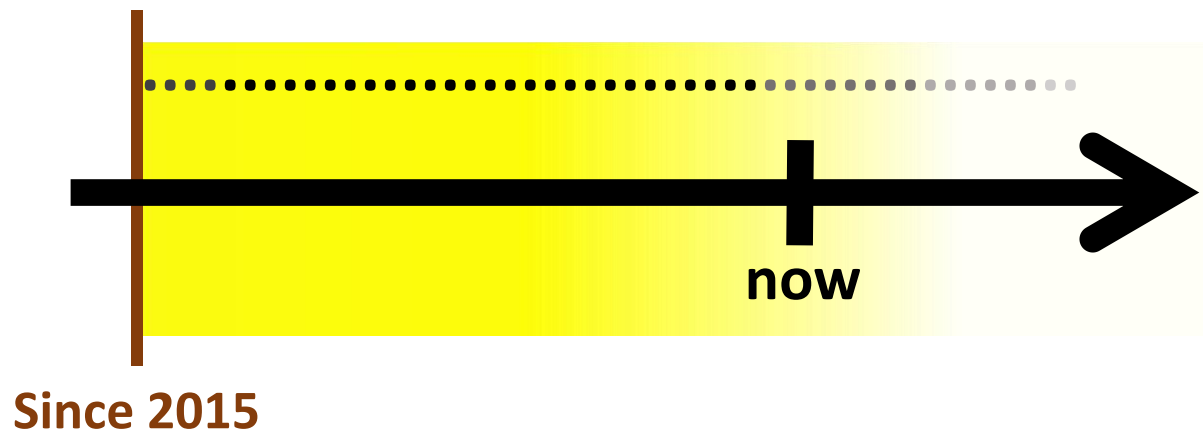
- ~~since~~ for 3 years
- ~~since~~ for 2 months
- ~~since~~ for 1 week
- ~~since~~ for 30 minutes
- ~~since~~ for 6 hours
- ~~since~~ for 10 days

Present perfect continuous is used to talk about events which started in the past and have been continuing to now. This means that this is therefore the main tense that we use with 'since':

I have been -ing

since + [start time]

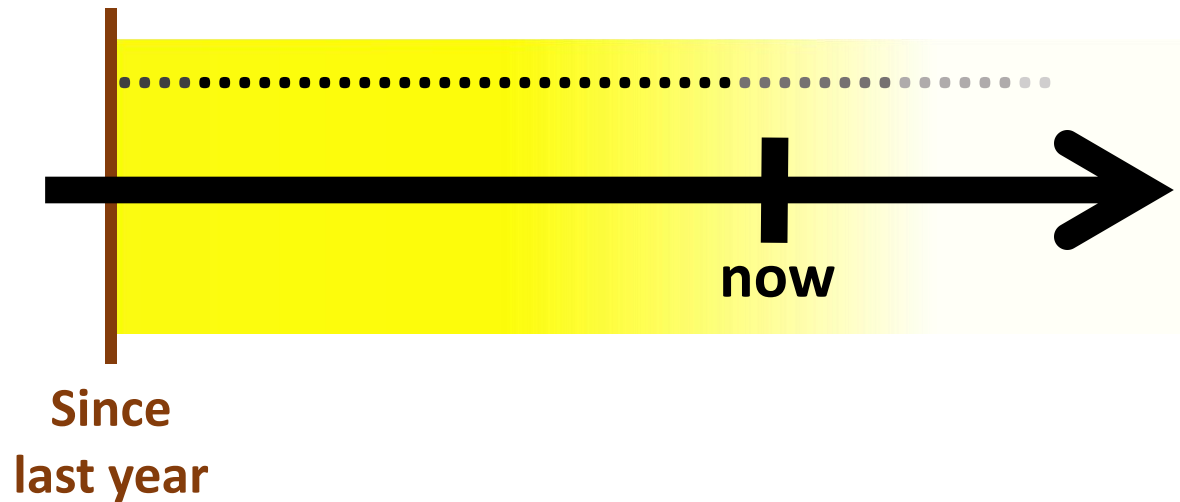
*I have been
working at X
Company
since 2015.*



We never use present continuous with 'since'. This is one of the main mistakes that English learners make when using 'since':

***I have been
managing the
team since last
year.*** ✓

***I am managing
the team since
last year.*** ✗



Correct Verb Tenses with 'since'

Sometimes we need to use a full sentence to say the start time. In this case we use the following structure:

have been -ing

since + [start time in past simple]

My English has been improving.....

since I joined the company.

since + [start time in past simple]

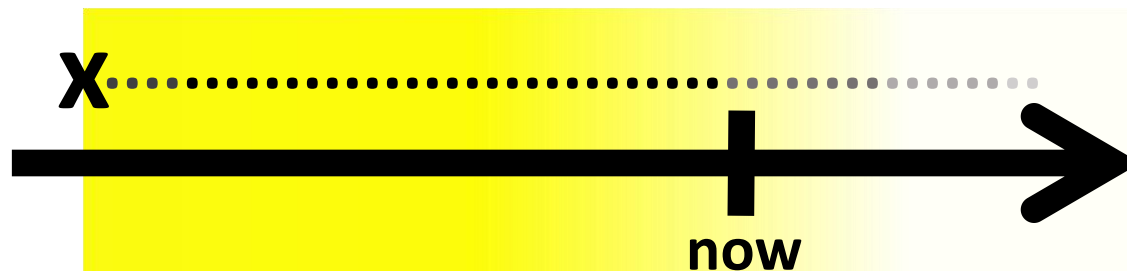
have been -ing

Since I joined the company.....

my English has been improving.

Since I joined
the company

My English has been improving....

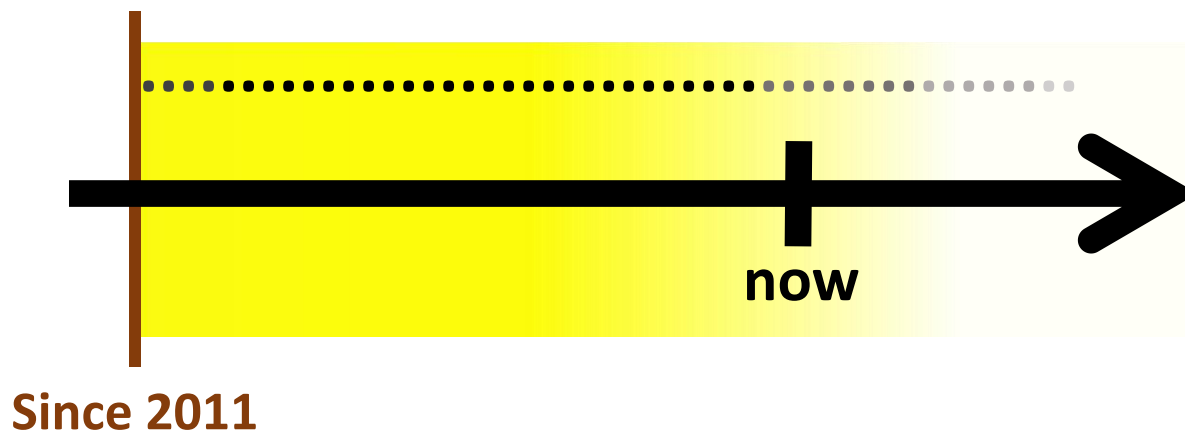


Present Perfect Simple with 'to be' and 'since'

With the verb 'to be', we don't use continuous tenses. We therefore use present perfect simple (have been..) with since. We never use present simple with 'since':

I have been at the company since 2011. ✓

I am at the company since 2011. ✗



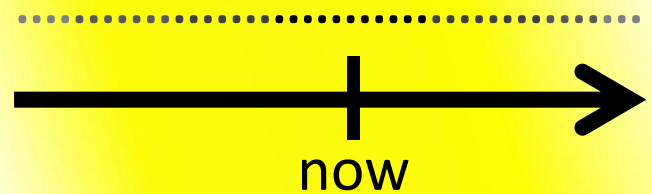
Other Examples: ~~I am~~ have been CEO since January.

~~We are~~ have been based in Frankfurt since 2018.



Hello I am Martin.

Present Simple to talk about a general, permanent fact



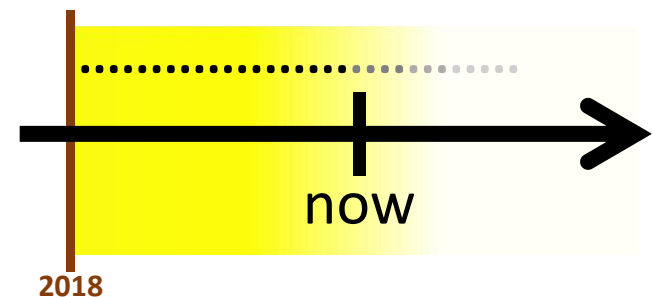
I am the marketing manager here at Company.

Present Simple to talk about a general, long-term situation



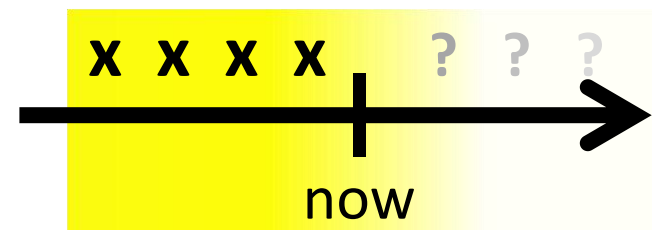
I have been here since 2018,

We usually use present perfect continuous with 'since', but we can't use that with 'to be', so we use **present perfect simple**



during which time I have overseen many marketing campaigns.

Present Perfect for a repeating event which can happen again in the future



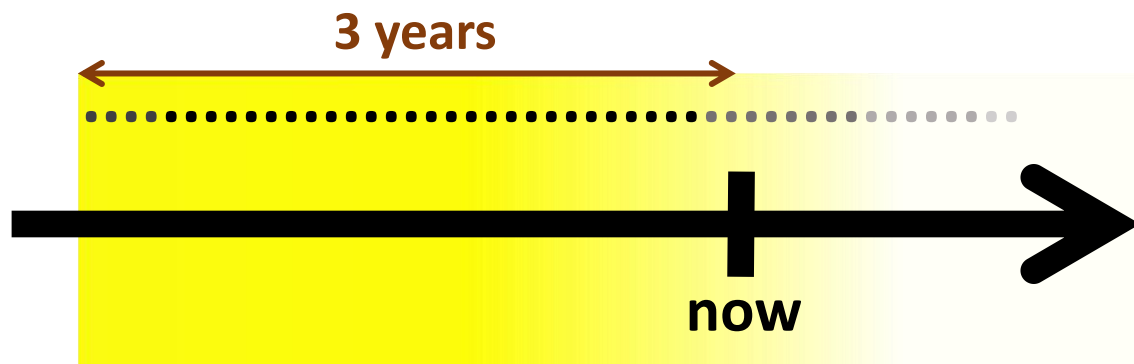
Correct Verb Tenses with 'for'

In business introductions, we often use 'for' to talk about events which started in the past and have been continuing to now. This means that in business introductions we use present perfect continuous with 'for':

I have been -ing

for + [length of time]

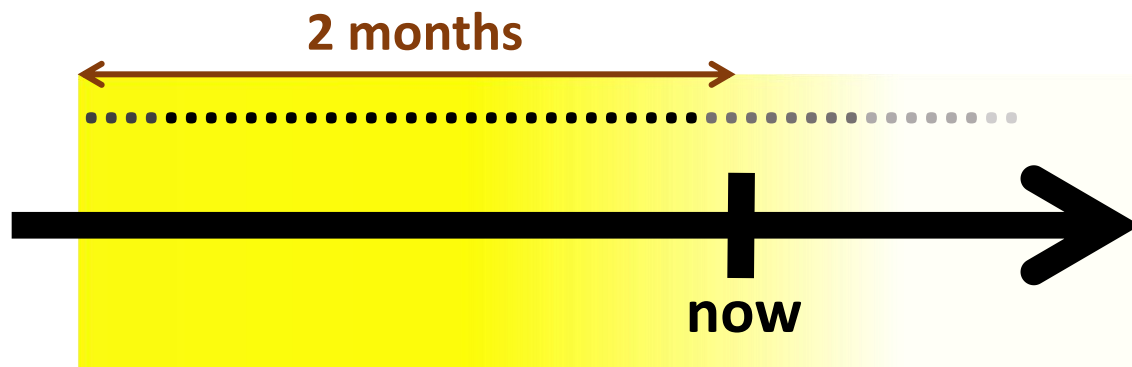
*I have been
working at X
Company
for 3 years.*



When we are talking about the length of time from the beginning of an event to now, we don't use present continuous with 'for'. This is one of the main mistakes that English learners make when using 'for' in business introductions:

***I have been
managing the
team for 2
months.*** ✓

***I am managing
the team for 2
months.*** ✗

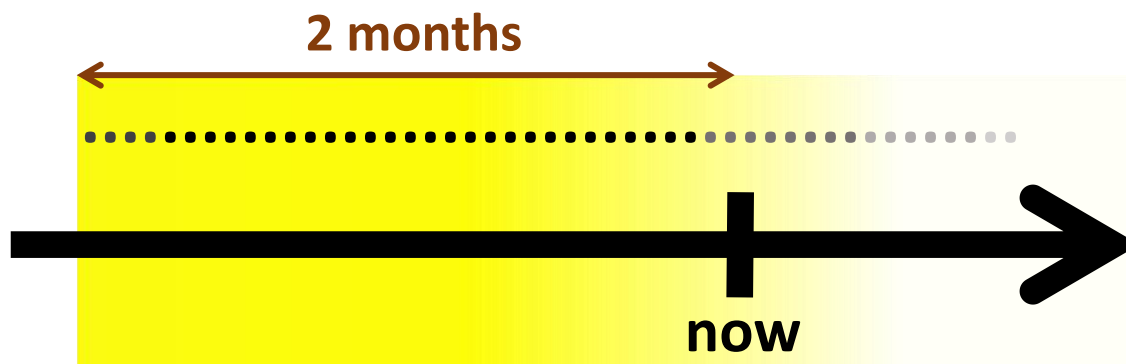


The verb 'to be' with 'for'

With the verb 'to be', we don't use the present perfect continuous, so we only use the present perfect simple (I have been..). Be careful not to use present simple here. This is a common mistake:

I have been at the company for 2 months. ✓

I am at the company for 2 months. ✗



Other Examples: ~~I am~~ have been CEO for 2 months.

~~We are~~ have been based in Frankfurt for 2 months.

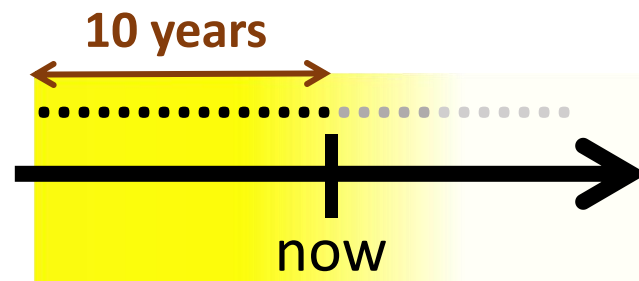
It is a great conference. ~~We are~~ have been here for 2 days.

The verb 'to know' with 'for'

On page 18, there is a list of verbs which are not used in continuous tenses. The only other verb which is useful with 'for' or 'how long' is the verb 'to know'. With the verb 'to know', we only use the present perfect simple (I have known..). This is also very common in business Introductions:

*John is a great partner.
I have known him for
10 years.*

We usually use present perfect continuous with 'for', but we can't use present perfect continuous with the verb 'to know', so we use **present perfect simple**



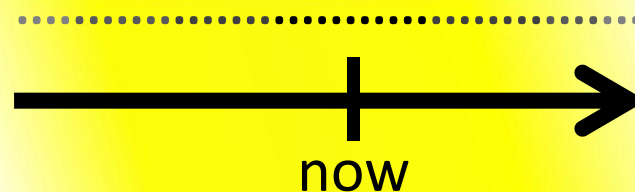
What is the difference between '*I work at X company*' and '*I have been working at X company for 3 years*'?

As you can see on the timelines below, these are pretty much say the same thing. Just with the present perfect continuous the focus is on the length of time from the past to now.

Present Simple	Present Perfect Continuous
<div data-bbox="147 572 948 825"> <p><i><u>I work</u> at X company.</i></p> </div> <div data-bbox="153 993 1000 1286"> <p>Timeline showing a continuous state starting from an unspecified point in the past and continuing to the present ('now').</p> </div>	<div data-bbox="1114 572 1916 825"> <p><i><u>I have been working</u> at X company for 3 years.</i></p> </div> <div data-bbox="1089 925 1922 1286"> <p>Timeline showing a continuous state starting 3 years ago and continuing to the present ('now').</p> </div>

Where do you work, John?

Present Simple to ask about a general, long-term situation



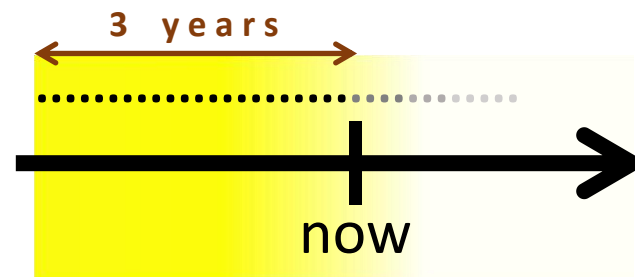
I work at X company in the city centre.

Present Simple to talk about a general, long-term situation



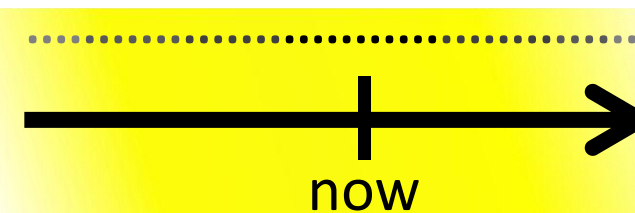
I have been working there for quite a while, about 3 years.

Present Perfect Continuous with 'for' to say how long something has been happening so far



I'm their regional marketing manager.

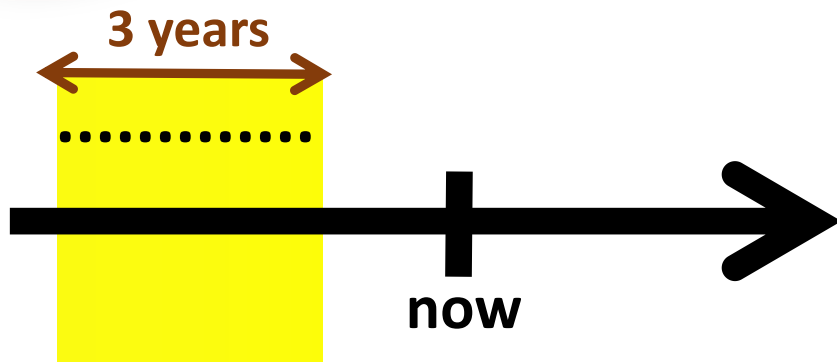
Present Simple to talk about a general, long-term situation



If a continuing event happened in the past and it is now finished, we can use past simple with 'for' and 'how long':

Past Simple

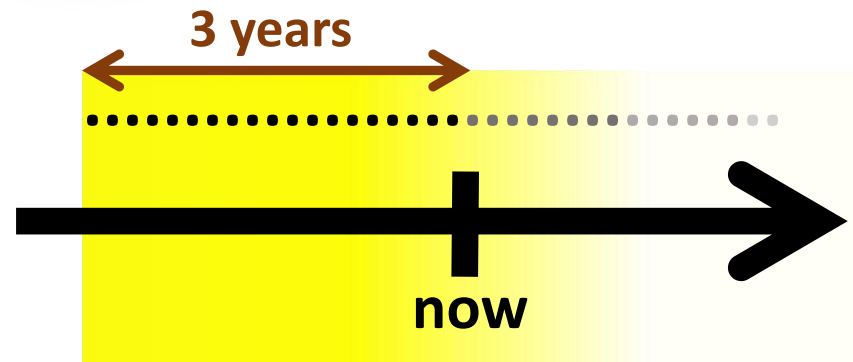
***I worked at X
company for 3 years.***



you are no longer working there

Present Perfect Continuous

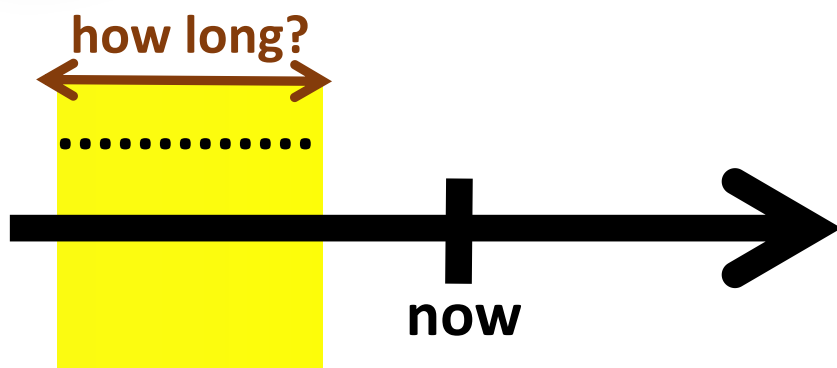
***I have been working at
X company for 3 years.***



you are still working there

Past Simple

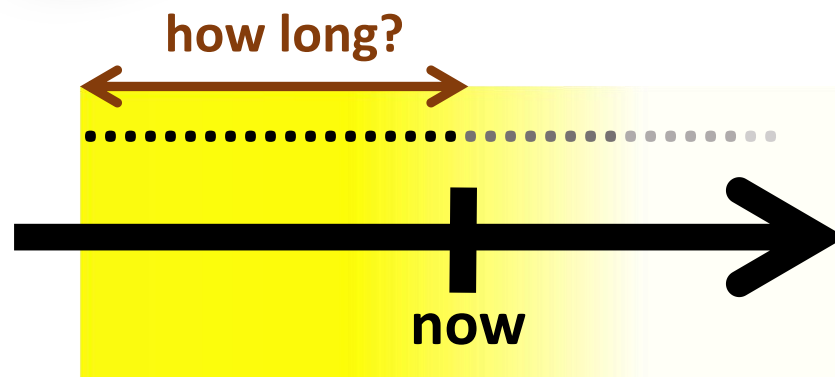
*How long did you
work in your
previous company?*



you are no longer working there

Present Perfect Continuous

*How long have you
been working at the
company?*



you are still working there

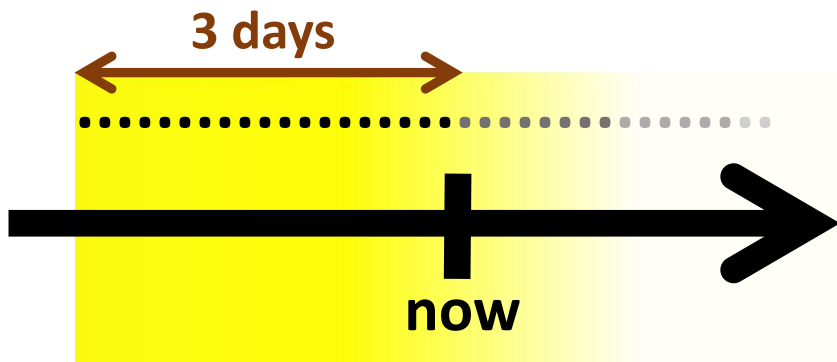
Present Continuous with 'for'

We can also use present continuous with 'for' and 'how long' to talk about the total length of time of something. This is often used with talking about how long you are staying somewhere on a business trip:

Present Perfect Continuous

We have been staying here for 3 days.

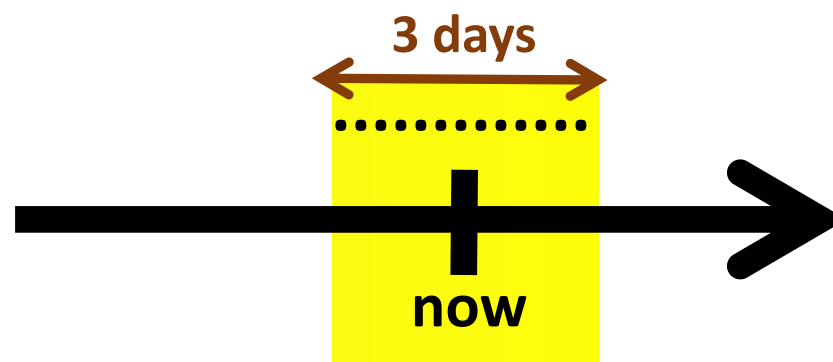
3 days is the time that you have been staying there so far
(you will probably stay for more days)



Present Continuous

We are staying here for 3 days.

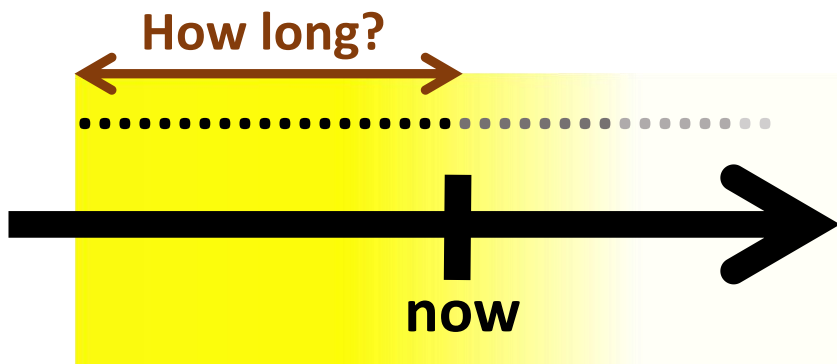
3 days is the total length of time of your stay



present perfect continuous

How long have you been staying in the city?

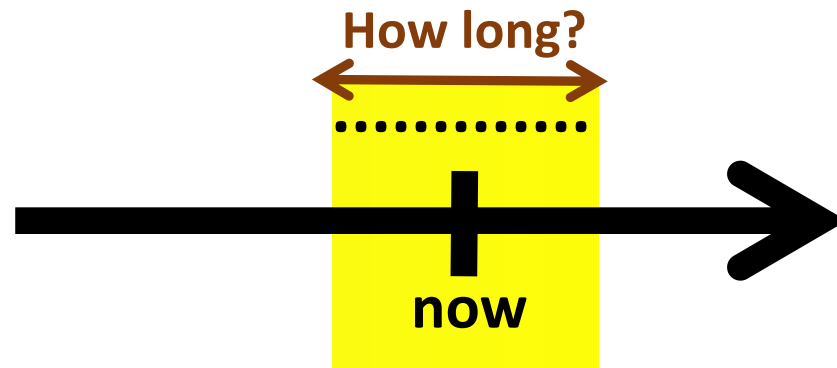
How long have you been here so far
(you will probably stay for longer)



present continuous

How long are you staying in the city?

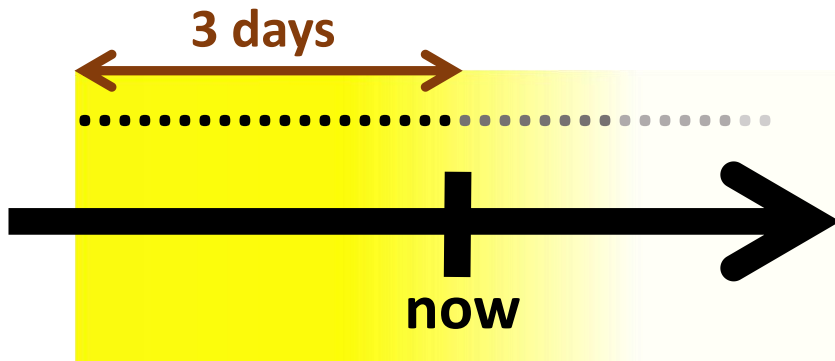
How long is the total length of
your stay in the city



**present perfect
with the verb 'to be'**

*We have been
here for 3 days.*

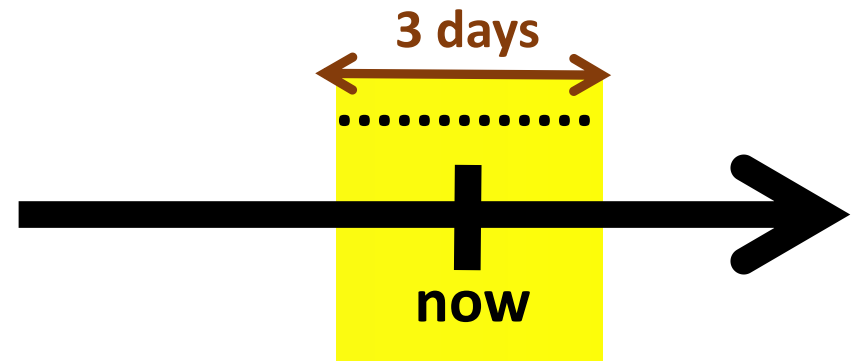
3 days is the time that you have
been there so far
(you will probably be there for more days)



**present simple
with the verb 'to be'**

*We are here for
3 days.*

3 days is the total length of time of
your stay

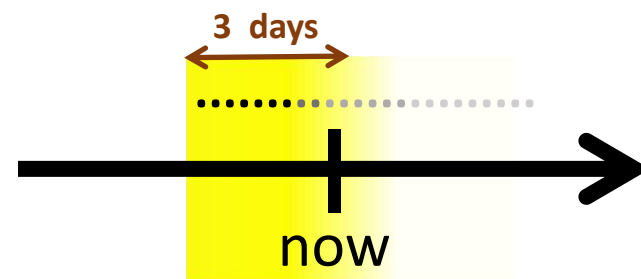


Present simple with the verb 'to be' with 'for'

It is very common to use both of these in the same sentence when we are explaining how long we have been somewhere:

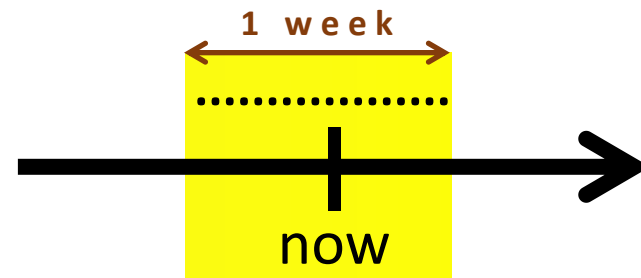
We've been here for 3 days,

Saying how long something has been happening so far. We don't use present perfect continuous with 'be', so we just use **present perfect**



and we're here for 1 week in total.

Talking about the total duration of something (a present temporary situation). We can't use present continuous with 'be' so we use **present simple**



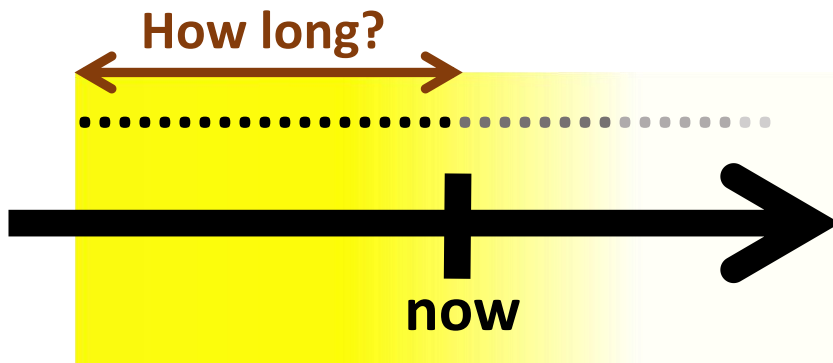
Other Examples:

We have been here for 2 days, but we're staying in the city for 4 months in total.

present perfect
with the verb 'to be'

How long have you been in the city?

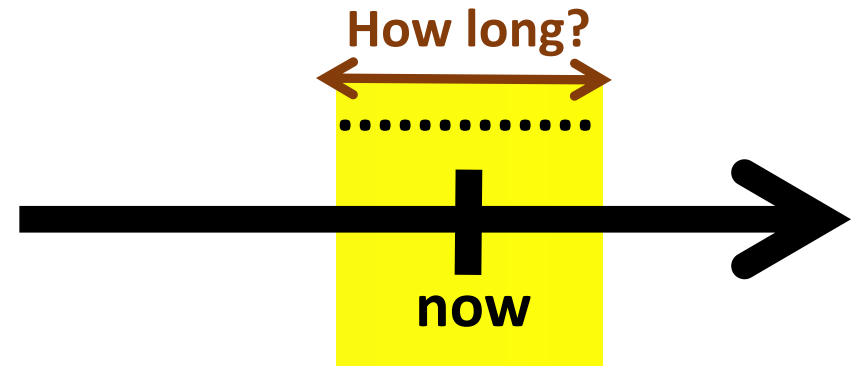
How long have you been here so far
(you will probably stay for longer)



present simple
with the verb 'to be'

How long are you in the city?

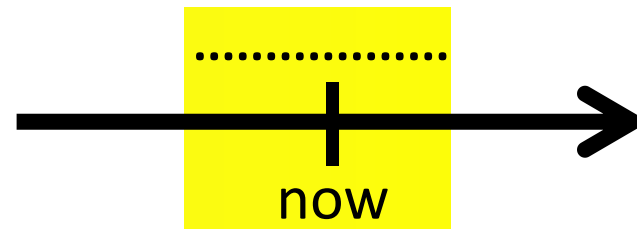
How long is the total length of
your stay in the city





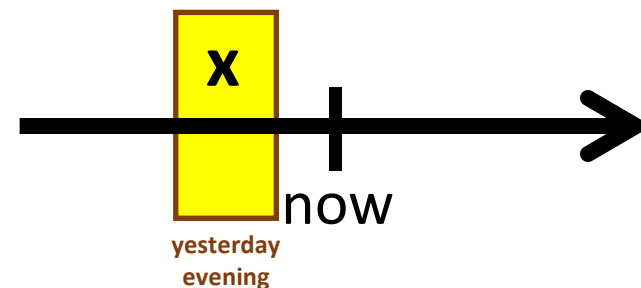
*Welcome to Madrid,
How long are you staying in the city?*

Present Continuous with 'for',
to talk about the total
duration of something (a
present temporary situation)



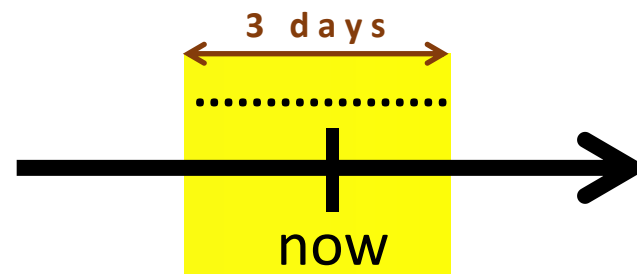
*Well, we arrived
yesterday evening,*

Past Simple to talk about a
past event when we say 'when'
it happened



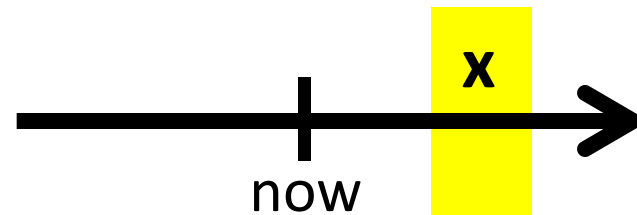
*and we are here for 3
days,*

Talking about the total duration
of something. We can't use
present continuous with 'be' so
we use **present simple**



*so hopefully we will
get some time to look
around the city after the
conference.*

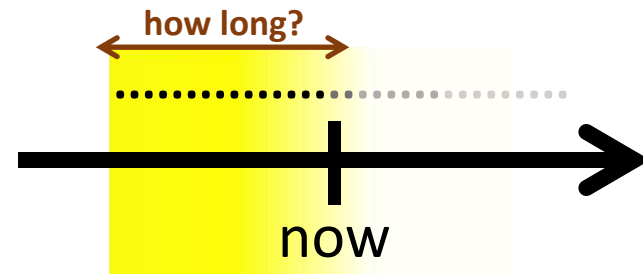
'will' to make a future
prediction





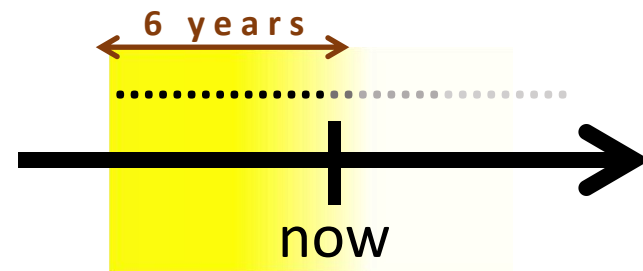
How long have you been living in Leeds?

Present Perfect Continuous
with 'how long' to ask how long something has been happening so far



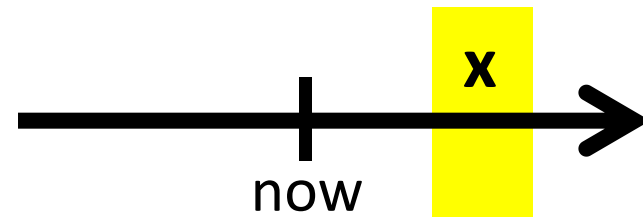
I've been here for nearly 6 years,

Talking about how long something has been happening so far, but we don't use present continuous with 'be', so we use **present simple**



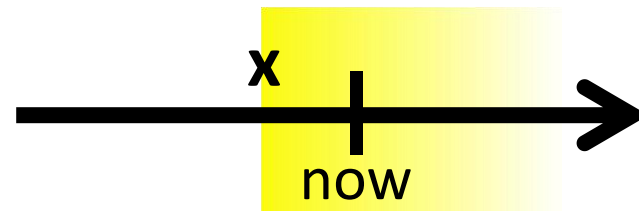
but I'm moving at the end of next month,

Present Continuous to talk about a fixed plan



because I have been offered an opportunity in London.

Present Perfect to talk about a past event which we still haven't moved on from
(received the offer but haven't moved to London yet)



Some other words to use instead of 'for' to say how long something happened / has been happening

Past Simple
now finished

during the summer...

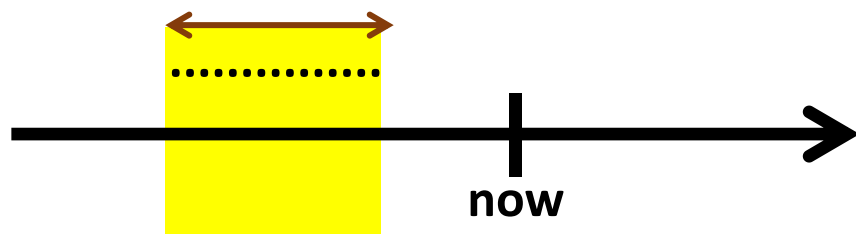
During the summer I worked hard.

last week / month

Last week I worked hard.

all day / week

I worked hard all day yesterday.



Present Perfect Continuous
still continuing

during the summer....

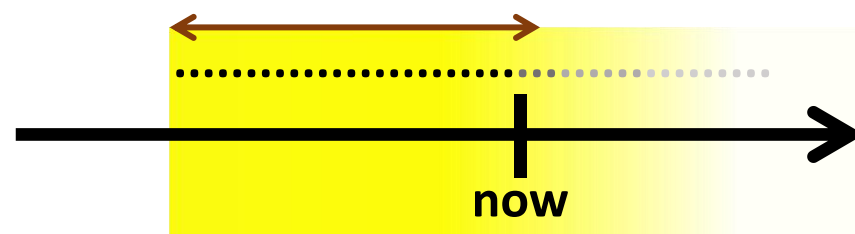
During the summer I have been working hard.

in the last week / month

In the last week I have been working hard.

all day / week

I have been working hard all day.



Lesson 5:

Present Perfect or Present Perfect Continuous

I have done or I have been doing?

Lesson 5.1 - Long Term Events

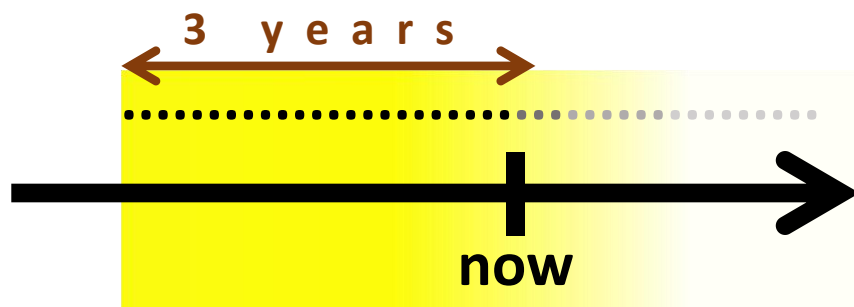
Lesson 5.2 - How Many Times?

Lesson 5.3 - Is the Event Still Continuing?

Lesson 5.4 - Graphs

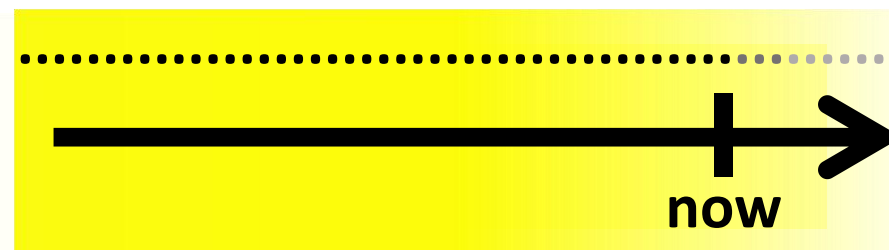
Present Perfect Continuous
focuses on how long something
has been happening so far

*I have been living in the UK
for 3 years.*



Present Perfect Simple
focuses on something has
happened over the very long term

I always lived in the UK.



Words to Focus on 'how long' and Long Term Events: Examples for business Introductions and Interviews

Present Perfect Continuous Words to focus on 'how long'

for

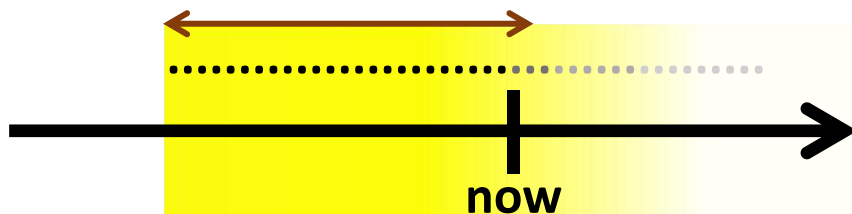
I have been studying English for 3 months.

since

Since I graduated, I have been working on myself in many ways.

how long?

How long have you been studying English?



Present Perfect Simple Words to focus on the very long term

always

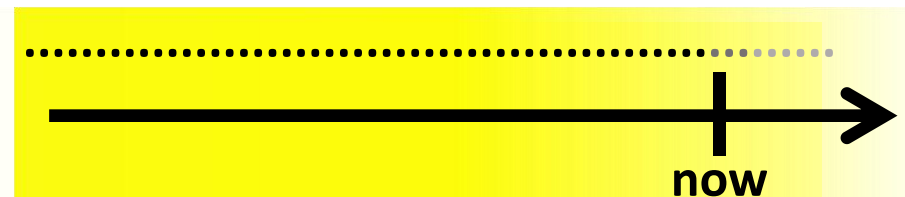
I have always worked hard on myself.

never

I have never worked in an international company before.

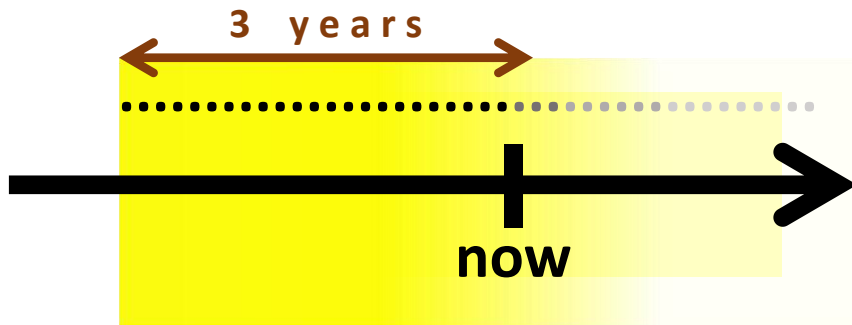
have you ever?

Have you ever worked in such a big team?



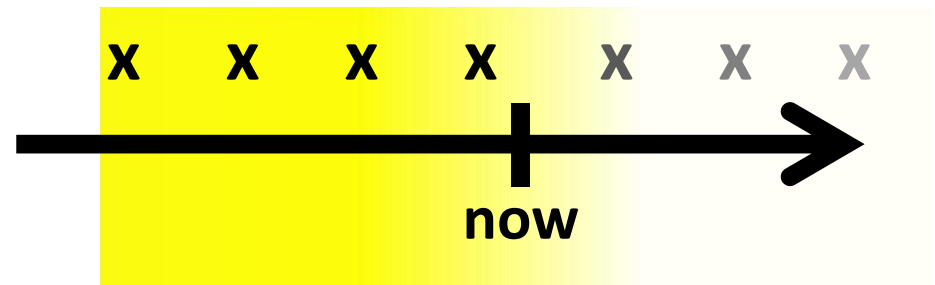
Present Perfect Continuous
focuses on how long something
has been happening so far

*I have been working at my
current company for 3 years.*



Present Perfect Simple
focuses on how many times
something has happened so far

*I have worked on 4
international projects.*



Words to focus on 'how long' and 'how many times': Examples for business Introductions and Interviews

Present Perfect Continuous Words to focus on 'how long'

for

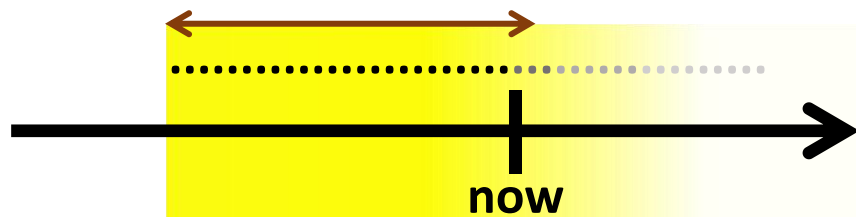
I have been managing this team for 3 years.

since

I've been working in my current role since 2017.

how long?

How long have you been working with your current team?



Present Perfect Simple Words to focus on 'how many times'

many

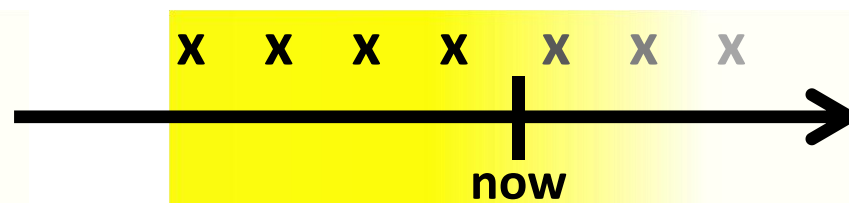
I have managed many large teams.

4 companies / cities

I have worked in 4 international companies.

how many?

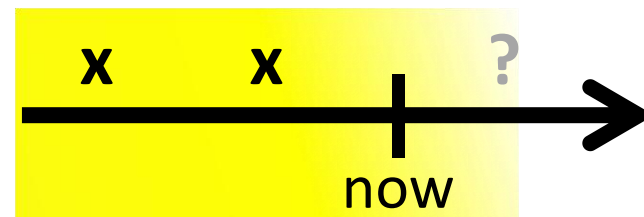
How many international projects have you worked on?





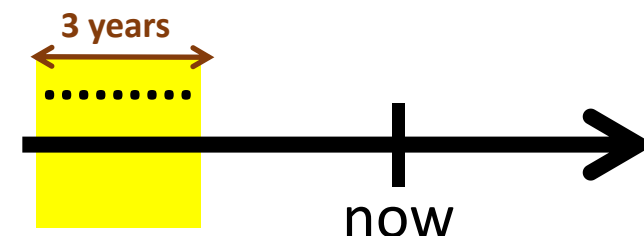
I have worked in 2 major companies.

Present Perfect to say how many times you have done something so far



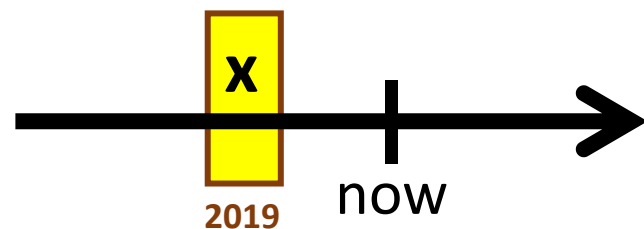
I worked at McKinsey for 3 years.

Past Simple with 'for' to say how long you did something in the past when it is now finished



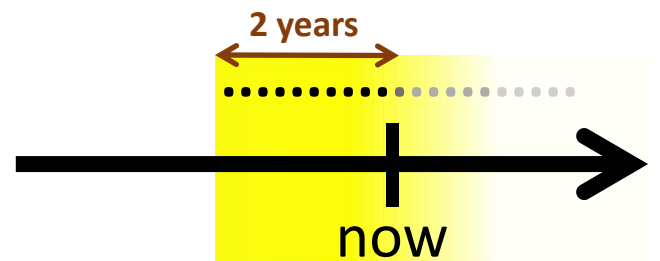
Then in 2019 I joined my current company,

Past Simple to talk about a past event when you say 'when' it happened



which I have been managing for 2 years.

Present Perfect Continuous with 'for' to say how long something has been happening so far



Words to focus on 'how long' and 'how many times': Examples for business Introductions and Interviews

Present Perfect Continuous Words to focus on 'how long'

today / this week

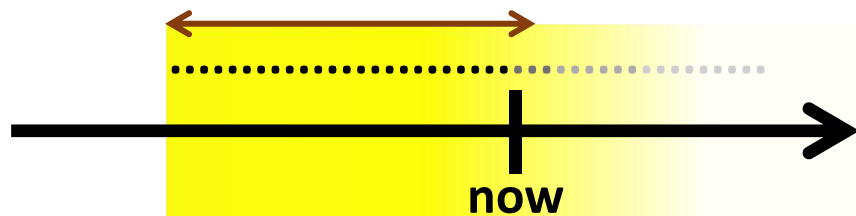
We have been working intensively this week to secure a deal.

over / during the last..

Over / during the last few weeks, we have been speaking to the client about the product

all day / all week

We have been working on the launch all week



Present Perfect Simple Words to focus on 'how many times'

many

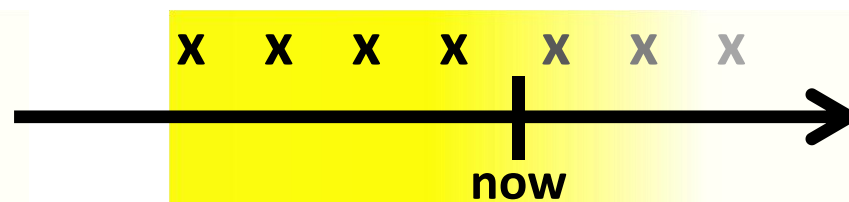
We have made many changes to the agreement in order to secure the deal.

over 300 clients

We have spoken to over 300 clients to ask their opinion about the product.

how many?

How many people have you invited to the launch?





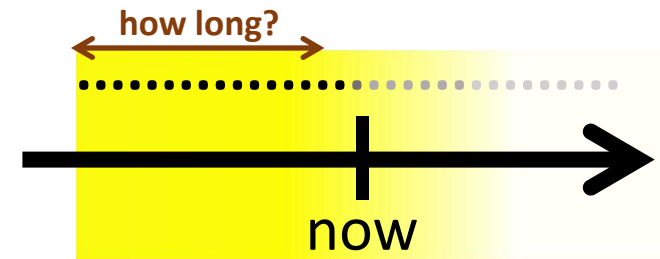
So John, what have you guys been focusing on since the previous meeting?

Well, over the last 5 days we have been doing research into what customers think about our new product.

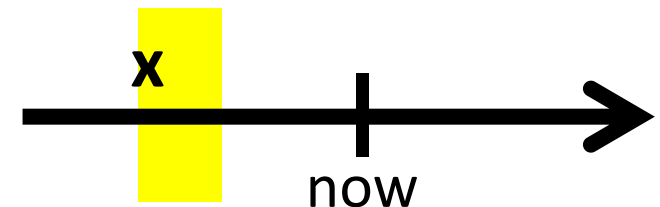
Firstly, we asked for feedback on social media, and then we emailed those on our mailing list.

We have put together a presentation of the results for you today.

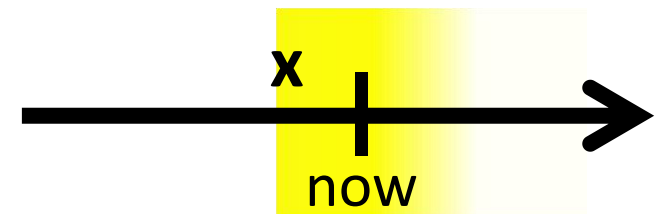
Present Perfect Continuous
to talk about how long something has been continuing to now



Past Simple to talk about each completed, individual part of the process, **which doesn't need to be discussed in the meeting**



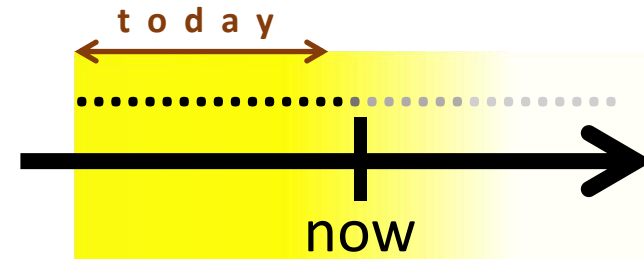
Present Perfect to talk about the final part of the process, **which you now want to discuss in the meeting**





So John, what have you been working on today?

Present Perfect Continuous
to talk about the duration of event which has been continuing to now, by saying how long it has been continuing



(Today) I have been mainly dealing with clients.

I solved one client's problem with the system,

Past Simple to talk about each completed, individual part of the process, **which doesn't need to be discussed**



then I helped a new client register into the system.

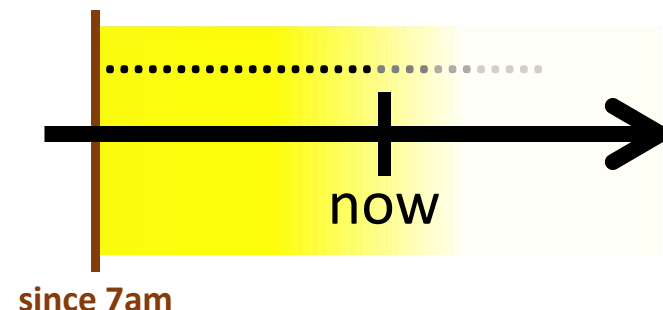
Past Simple to talk about each completed, individual part of the process, **which doesn't need to be discussed**





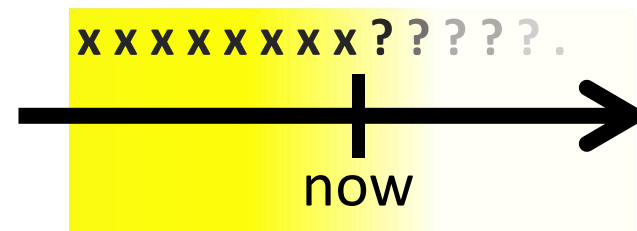
*I have been working
since 7am this
morning,*

Present Perfect Continuous
with 'since' to talk about how
long something has been
happening so far



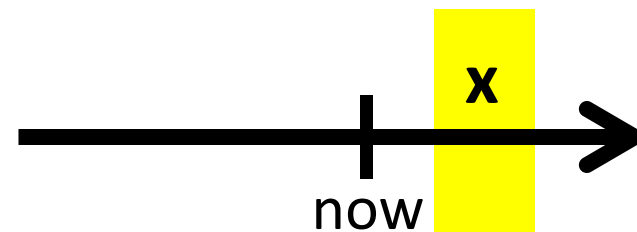
*and I have probably
sent over 50 emails,*

Present Perfect to talk about
how many times something
has happened so far



*so I'm going to take
an early lunch break.*

'going to' to talk about an
intention which is not yet fixed



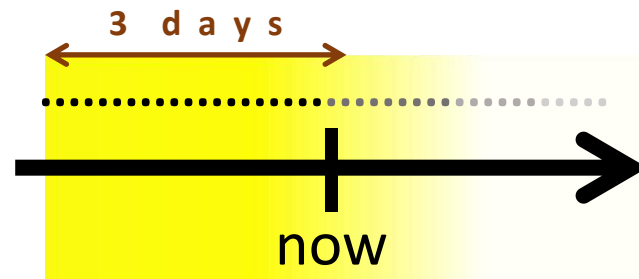


*He has been waiting
for reply for 3 days,*

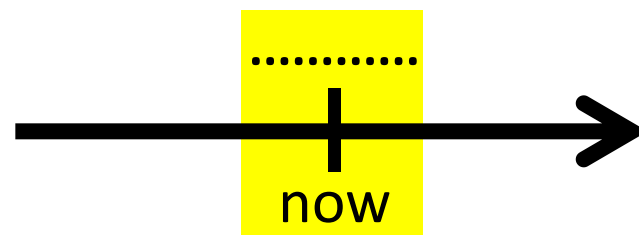
so he is panicking

*that they aren't going to get in
contact.*

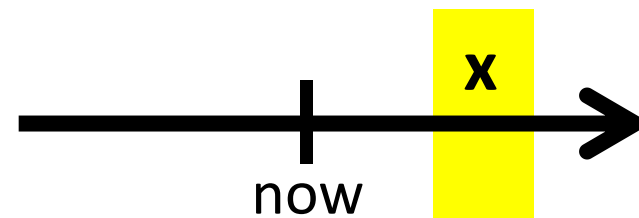
Present Perfect Continuous
with 'for' to talk about how
long something has been
happening so far



Present Continuous to talk
about a present temporary
situation

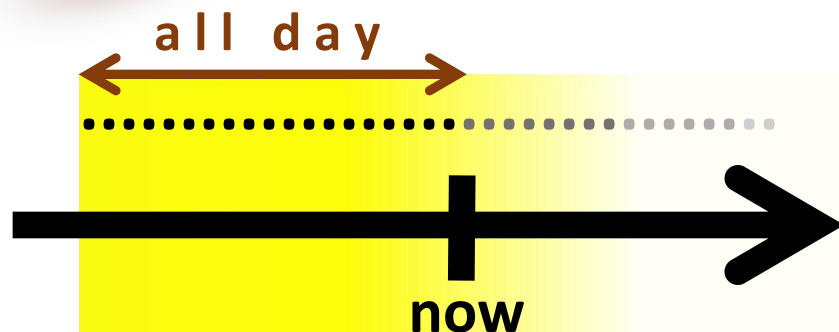


'going to' to talk about a plan
which is not yet fixed



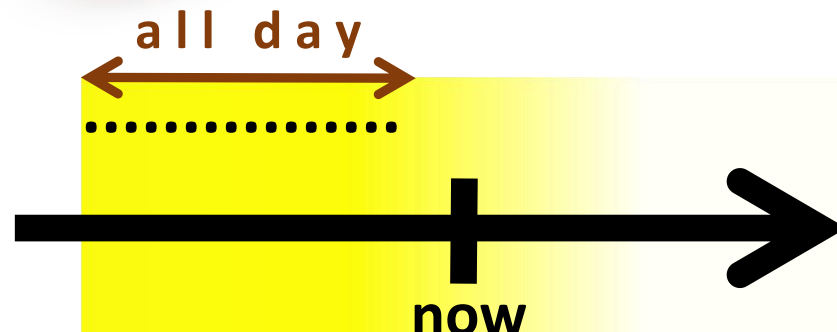
We can use present perfect continuous even when the continuing event is finished. As you can see from the sentences below, we can tell that the event is just finished from the context of the rest of the sentence:

***I have been working**
all day, but I still haven't
finished yet.*



you are still working

***I have been working**
all day. I am so tired, so
I'm going to bed.*

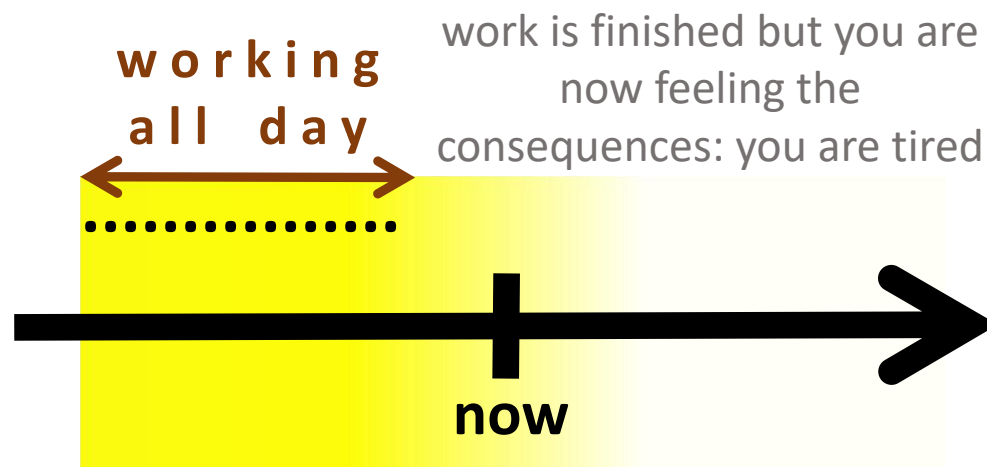


you are no longer working

Present Perfect Continuous - Is the activity still continuing or is it finished?

If the event is finished, we still use present perfect continuous to show that we are still experiencing the consequences of long event:

***I have been working**
all day. I am so tired, so
I'm going to bed.*



This works the same as present perfect simple, where the event is finished but you are still experiencing the consequences (see page 63).

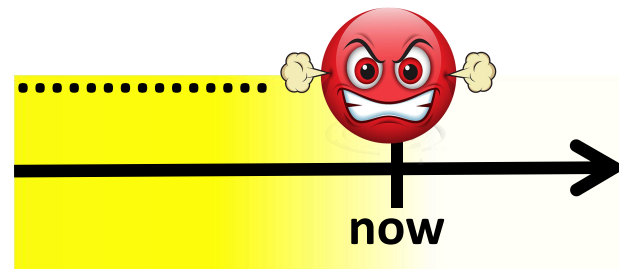
We talk about how the process has made you feel or look

tired / exhausted

I'm exhausted because I have been working so hard on this project.

angry / annoyed

I am so annoyed with him. I've been trying to contact him, but he hasn't replied.

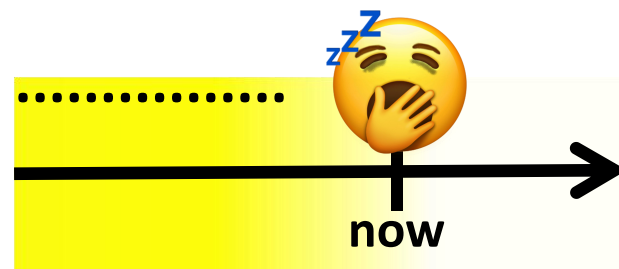


tired / exhausted

*"you look exhausted"
"I have been playing golf with a client."*

a mess

Apologies for my messy desk. I have been sorting paperwork.



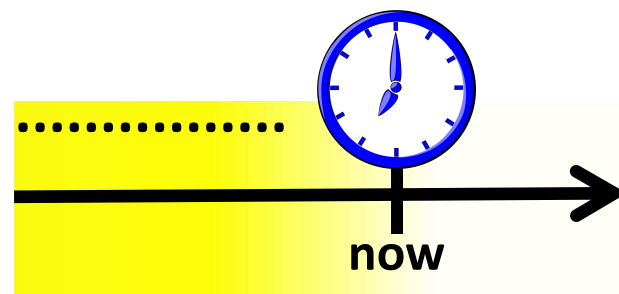
It is also good for giving a reason why you are late...

late

Apologies for the fact that I am late, I have been speaking with an important client.

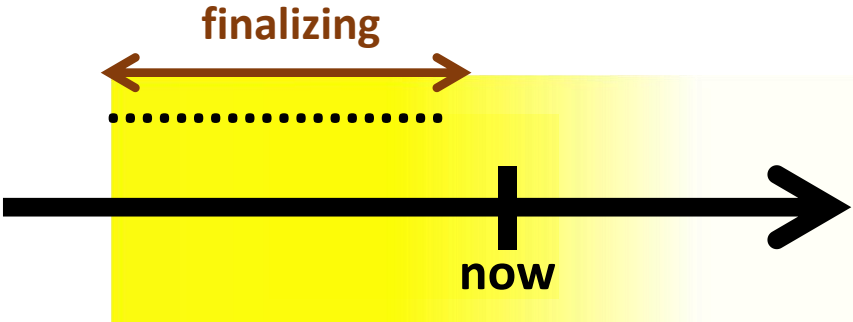
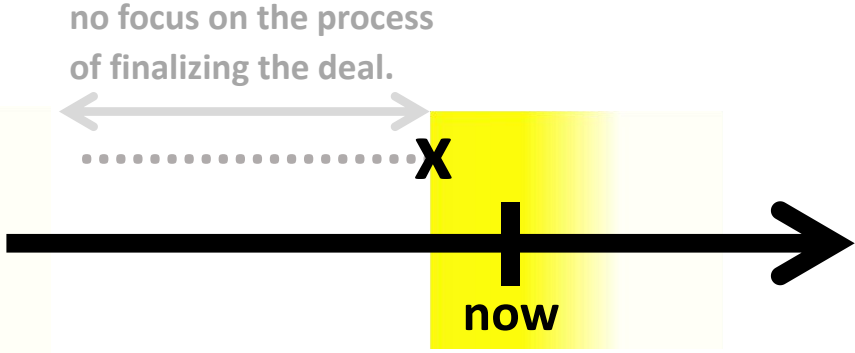
delay

Apologies for the delay, we have been dealing with some technical issues.



Present Perfect Continuous or Present Perfect Simple: Focusing on the duration or the completion of the event?

When we focus on the length of an activity, we use present perfect continuous. We do this either by saying how long it is, or by talking about a consequence like those on the previous page. If we focus on the fact that something is finished, we use present perfect simple:

Present Perfect Continuous focus on the duration / process	Present Perfect Simple just saying something is complete
<p>all week <i>We have been finalizing this deal all week.</i></p> <p>I'm tired <i>I am so exhausted because we have been finalizing a deal.</i></p>  <p>The diagram shows a horizontal timeline with a thick black arrow pointing right. A vertical tick mark labeled 'now' is positioned on the timeline. A yellow rectangular block highlights a period of time starting before 'now' and ending at 'now'. Above this block, a brown double-headed arrow spans the duration, with the word 'finalizing' written above it. A dotted line runs horizontally across the yellow block.</p>	<p><i>I <u>have finalized</u> the deal. I will prepare a contract.</i></p>  <p>The diagram shows a horizontal timeline with a thick black arrow pointing right. A vertical tick mark labeled 'now' is positioned on the timeline. A yellow rectangular block highlights a period of time ending at 'now'. Above this block, a grey double-headed arrow spans the duration, with the text 'no focus on the process of finalizing the deal.' written above it. A dotted line runs horizontally across the yellow block, ending at a black 'X' mark at the 'now' position.</p>

Present Perfect Continuous or Present Perfect Simple: Focusing on the duration or the completion of the event?

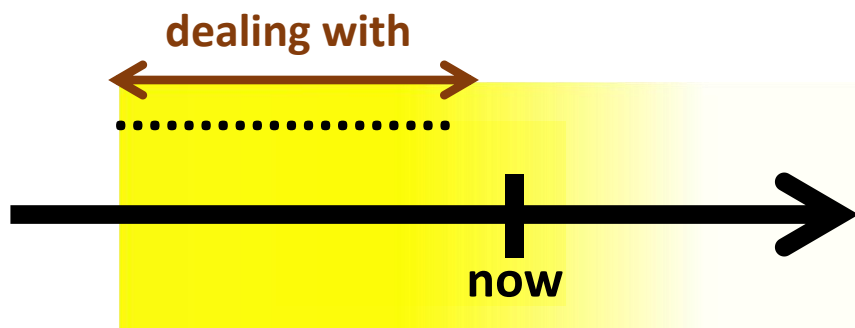
Present Perfect Continuous
focus on the duration / process

all morning / I'm annoyed

I'm annoyed because I've been dealing with a huge problem all morning.

There was a delay

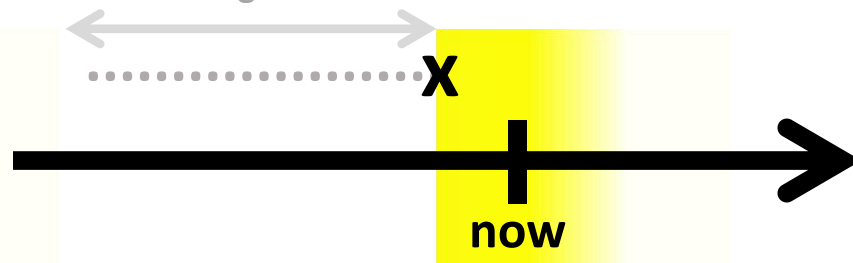
Apologies for the delay, I have been dealing with an urgent problem with a customer.



Present Perfect Simple
just saying something is complete

We have dealt with the problem, Please check that everything is working ok.

no focus on the process
of finalizing the deal.



Present Perfect Continuous or Present Perfect Simple: Focusing on the duration or the completion of the event?

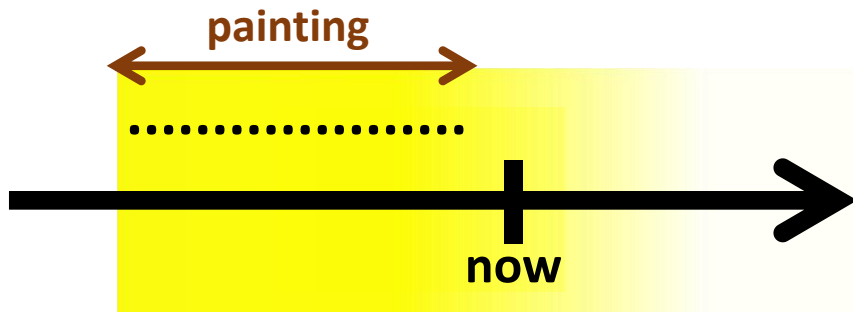
Present Perfect Continuous
focus on the duration / process

since / There was a delay

*I've been painting the walls since this morning,
so I have not had time to do anything else.*

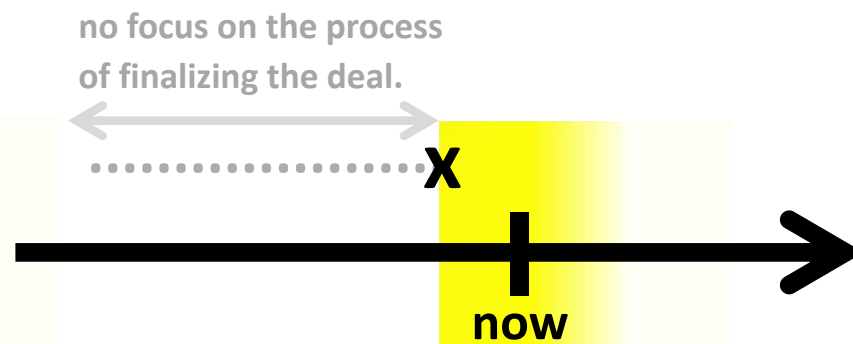
it looks a mess

*The room looks a mess because I have been
painting the walls.*



Present Perfect Simple
just saying something is complete

*I have painted all the walls, but don't
touch them because the paint isn't dry yet.*

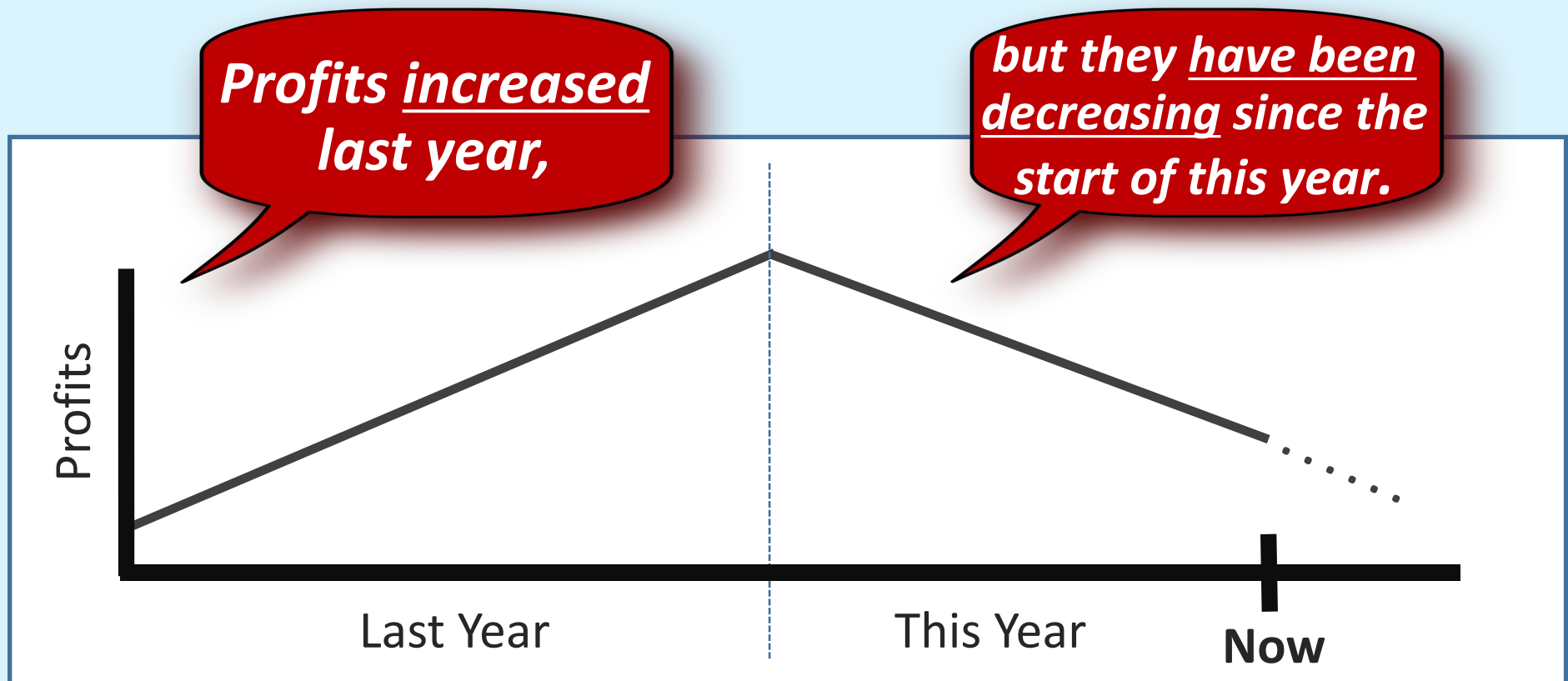


Past simple...

is used when the graph has since changed direction. We also usually say when it happened.

Present perfect continuous...

is used when the graph is still moving in the same direction now. We also usually use words such as 'for' or 'since' here.



Often, we can use the same words to talk about the timeframe:

Past simple

During: Profits increased during 2021...

In 2021/22: Profits increased in 2021...

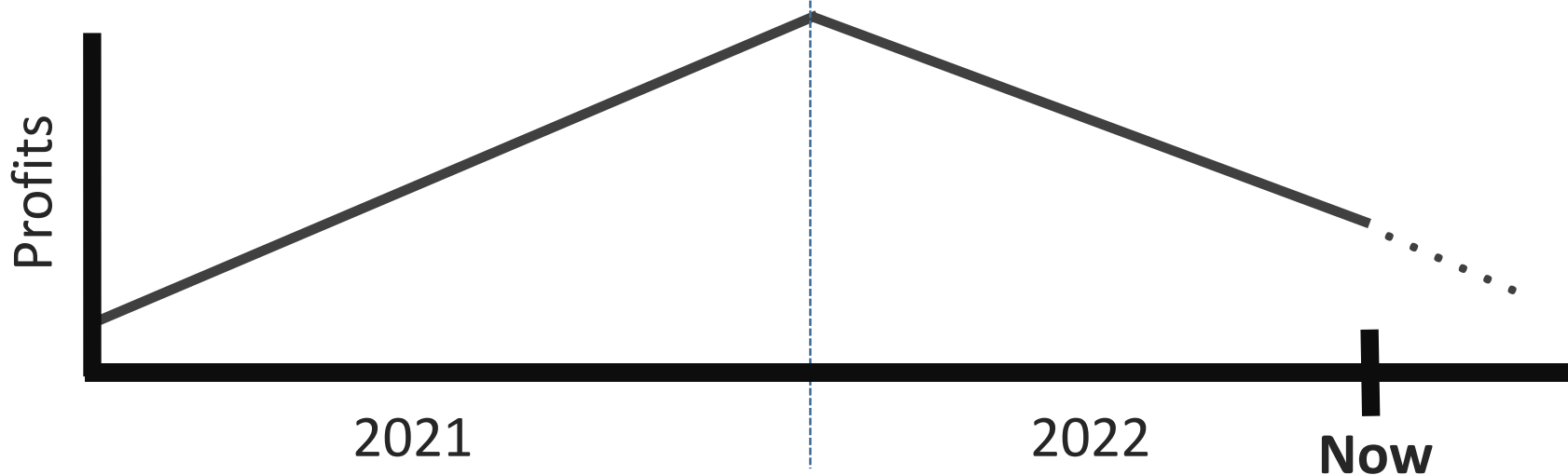
Last year: Profits increased last year...

Present perfect continuous

but they have been decreasing during 2022.

They have been decreasing in 2022.

but this year they have been decreasing.



If we add a number or percentage to the graph, we use present perfect simple instead of present perfect continuous for the final part of the graph:

Past simple

by %: Profits increased by 4% in 2021...

by \$4m: Profits went up by \$4m in 2021...

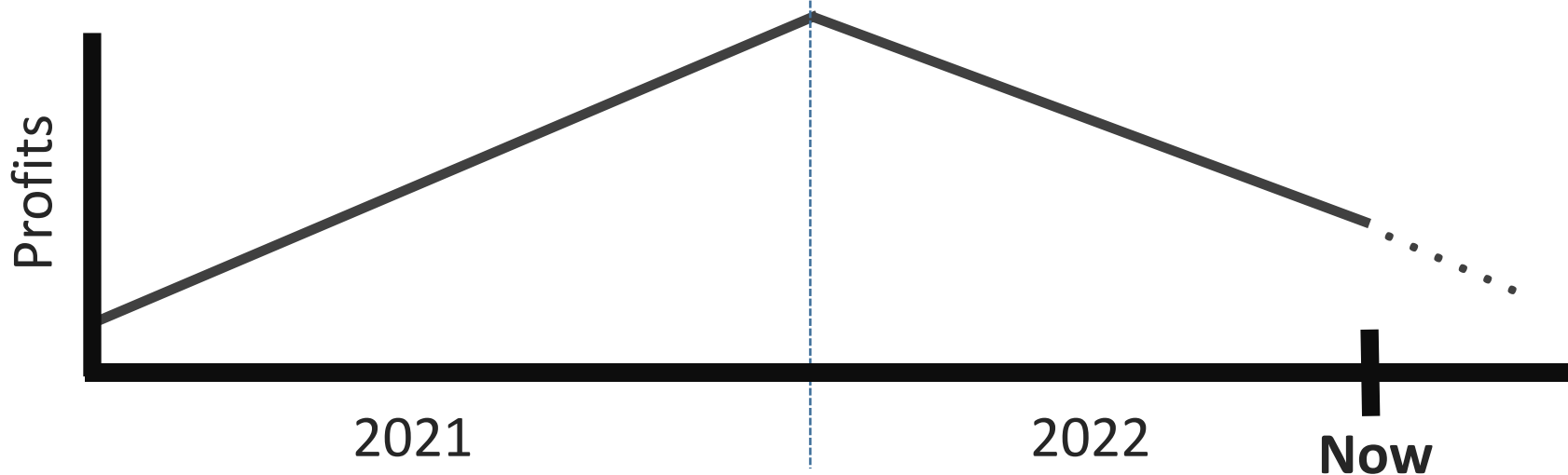
to \$100: The stock price increased to \$100...

Present perfect simple

but they have decreased by 6% this year.

but so far this year we have lost \$3.5 million.

but during this year it has decreased to \$90.





As you can see, we can use past simple until the final part of the graph....

*Profits
decreased
in 2017.*

Past Simple to talk
about a past event
when we say 'when'
it happened

*They were
stable
in 2018.*

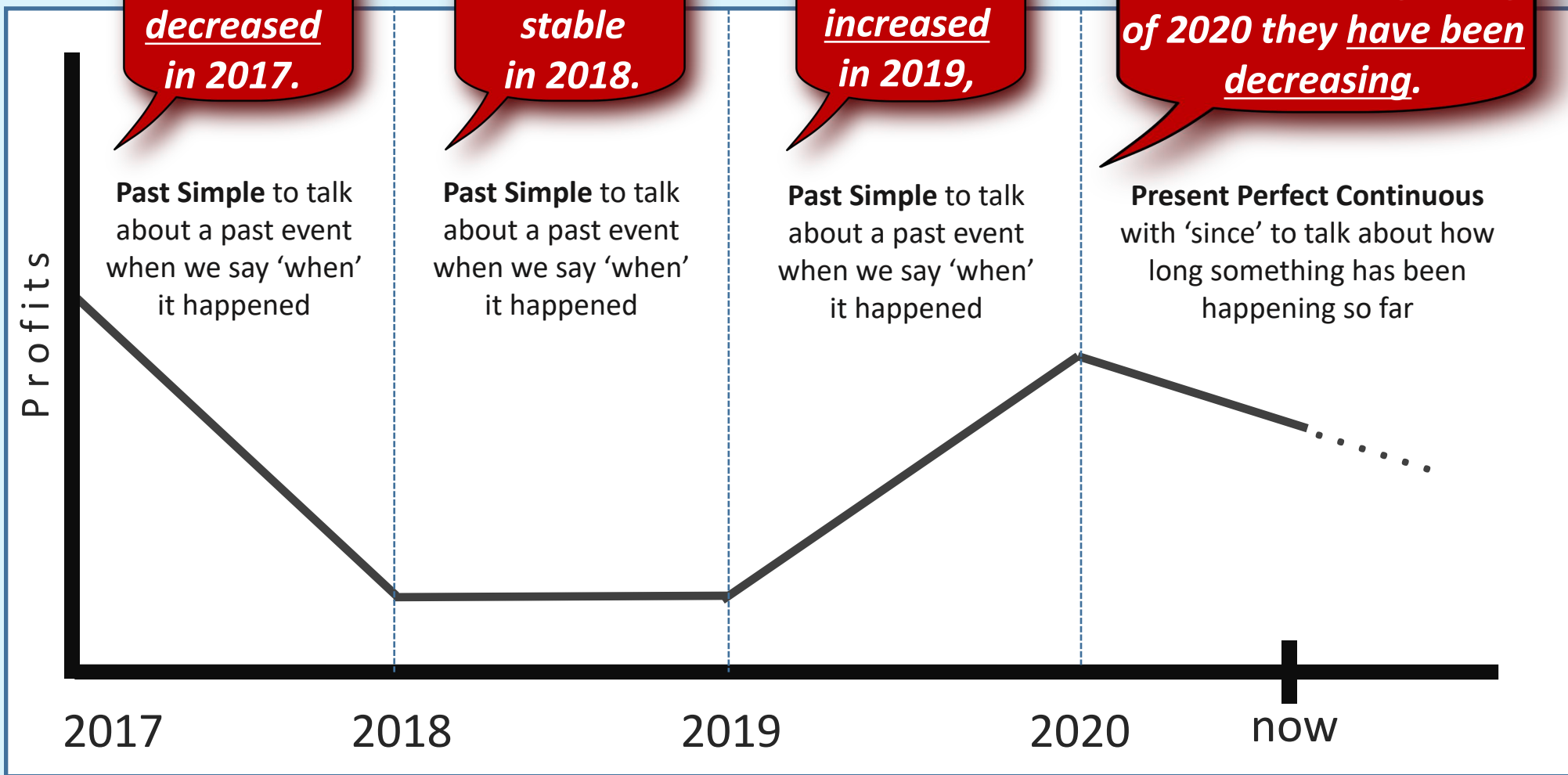
Past Simple to talk
about a past event
when we say 'when'
it happened

*They
increased
in 2019,*

Past Simple to talk
about a past event
when we say 'when'
it happened

*but since the beginning
of 2020 they have been
decreasing.*

Present Perfect Continuous
with 'since' to talk about how
long something has been
happening so far



**Each sentence below contains
1 mistake. Can you find the
mistake and correct the
sentence?**

1. Our social media page has been gaining 4000 followers since the start of the month.

2. I am learning English since 2015.

3. She is still not here yet. How long do you wait for her?

4. The machine has been breaking down 3 times today!

5. I am trying this new diet since 2 months. (2 mistakes)

6. I have been working hard ever since I have been waking up this morning.

**Fill in the gaps with the correct form of the
verb in brackets, using either the present
perfect, present perfect continuous,
present continuous or past simple**

7. We _____ (speak) for 2 hours so far and we _____ (cover) only 2 topics on the agenda!
8. I _____ (live) here for 10 years, and I _____ (never experience) such bad weather as these current storms.
9. Support for the main political party _____ (decrease) by 4% since the President _____ (introduce) a new tax law.
10. The situation _____ (get) worse over the past few weeks. I hope that we can solve it soon.
11. We _____ (stay) in Beijing for 2 weeks in total for a business trip. We _____ (be) here only for 2 days and we _____ (met) so many interesting people!
12. I am so happy that the product is a success. We _____ (work) on it for so long.
13. Last year I _____ (study) in Dubai for 6 months. Since I _____ (returned) to the UK, I _____ (live) with my parents.
14. John is very upset because he _____ (argue) with Elena.

Lesson 6:

Past Simple or Past Continuous

I did or I was doing?

Lesson 6.1 - Do we need to use Past Continuous

Lesson 6.2 - Interruptions with 'when'

Lesson 6.3 - Interruptions with 'until'

Using Past Simple for Anything that is Finished

If we look back at previous chapters, we can see that we can actually just use past simple for any type of finished event in the past. Single events, continuing events and repeating events can all use past simple:

***Yesterday morning
was very busy.***

***I worked for
3 hours,***

***and then I attended
2 meetings***

***before I finally
ate lunch***

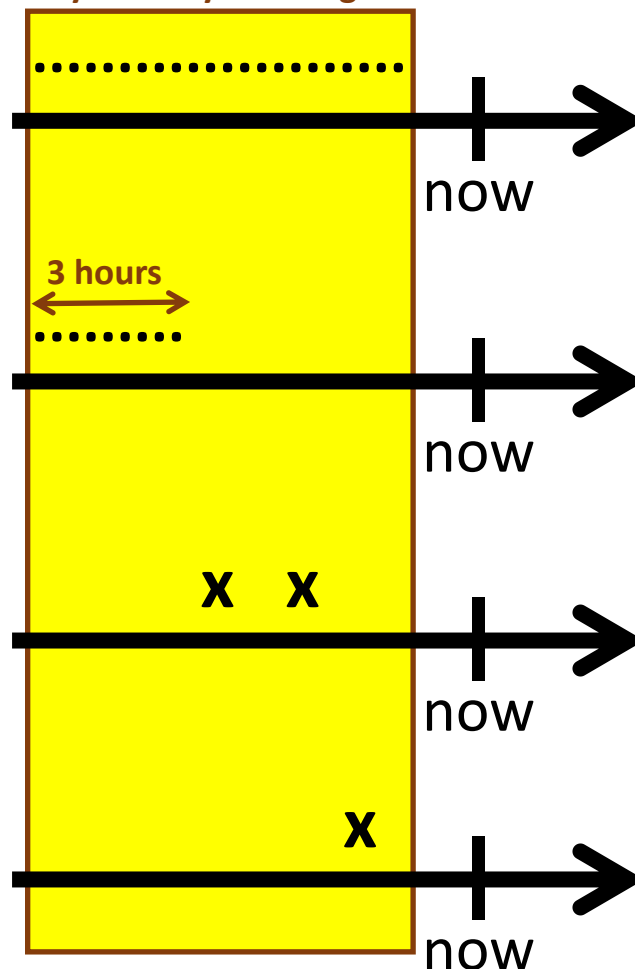
Past Simple to talk about a past continuing event when we say 'when' it happened

Past Simple to talk about a continuing event when we say 'when' it happened

Past Simple to talk about a repeating event when we say 'when' it happened

Past Simple to talk about a past event when we say 'when' it happened

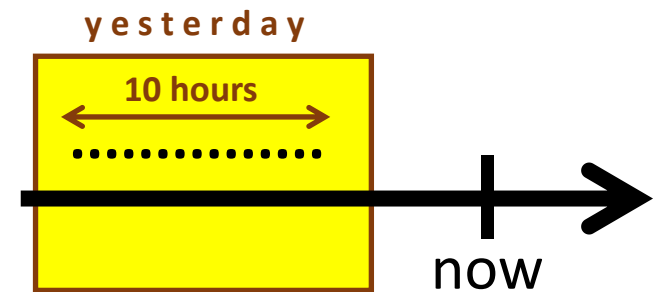
yesterday morning



We can also see here that we can use past continuous for continuing events:

*Yesterday, I worked
for 10 hours.*

Past Simple to talk about a continuing event when we say 'when' it happened



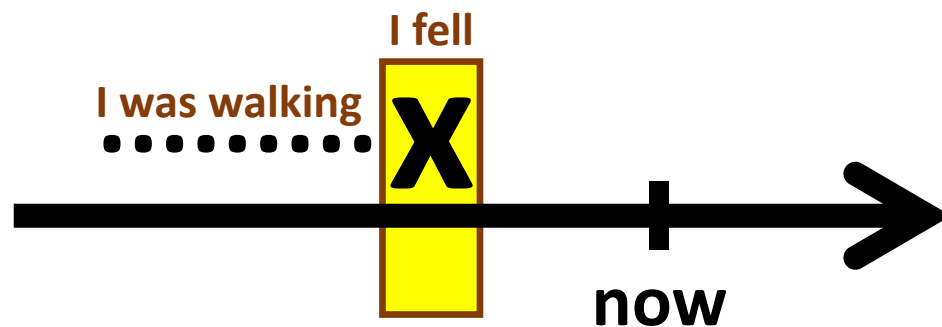
So, do we even need to use past continuous? The answer is that there are 3 times when it could be useful:

- When a continuing action was interrupted by another action
- Future from the past (see lesson 9)
- Indirect Speech (see lesson 10)

The main use of the past continuous is to talk about a continuing event that was suddenly interrupted. These sentences involve 'when'.

*I was walking
when I suddenly
fell.*

naturally here we say 'when'
something happened, so we
use past simple



In this case, your walk was completely
stopped when you fell.



***I was walking when
I suddenly fell***

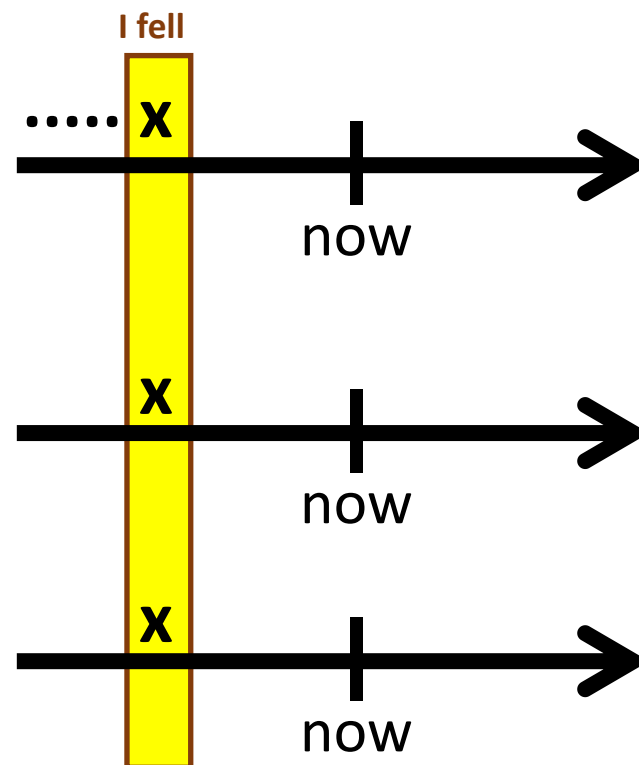
and broke my ankle.

***I had to go straight
to hospital.***

Past Continuous to talk about a continuing event in the past which was interrupted by another event (**past simple**)

Past Simple to talk about a past event when we say 'when' it happened (when I fell)

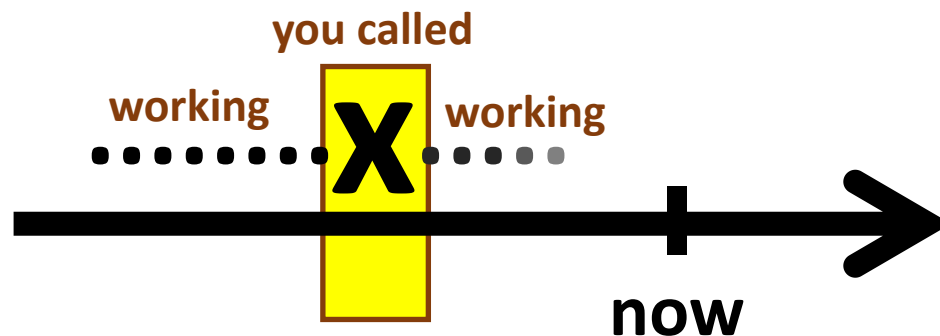
Past Simple to talk about a past event when we say 'when' it happened (when I fell)



The continuing event can also continue through the interruption when you ignore the interruption. This is also very common in business:

*I was working
when you called.*

*When you called
I was working.*



I ignored the call and worked through it



Apologies, I was working when you called,

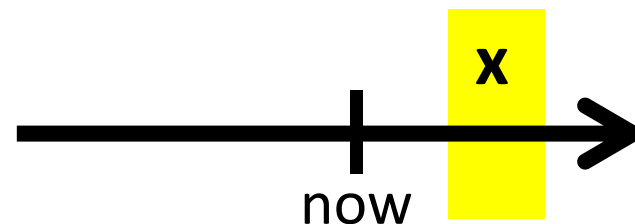
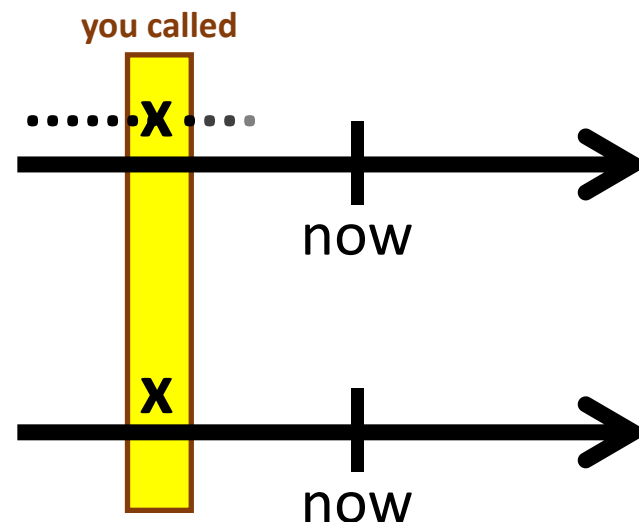
so I wasn't able to answer,

but I'll give you a call early tomorrow morning.

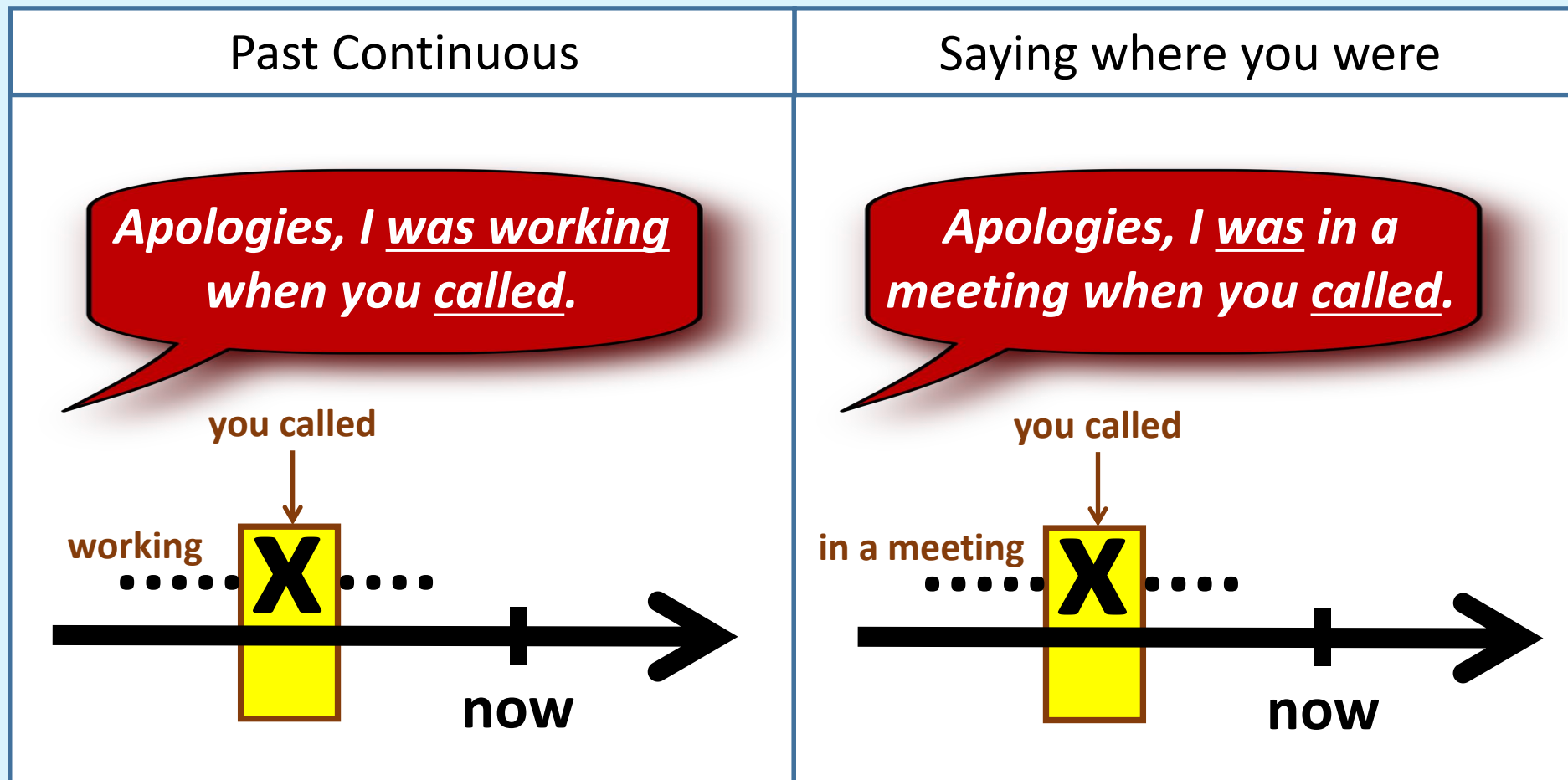
Past Continuous to talk about a continuing event in the past which was interrupted by another event (**past simple**)

Past Simple to talk about a past event when we say 'when' it happened (when you called)

'will' to make an offer or a promise for the future



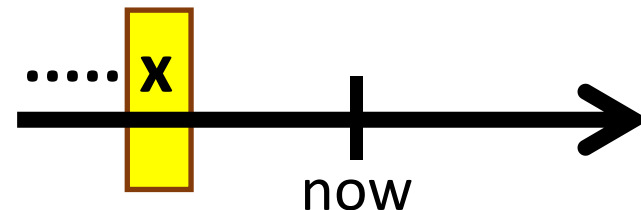
Often, we don't need to use past continuous, because you can just simply say where you were when you were interrupted:



We can also use 'until' to describe an interruption which stops another event completely. You can then add another sentence with 'since then..':

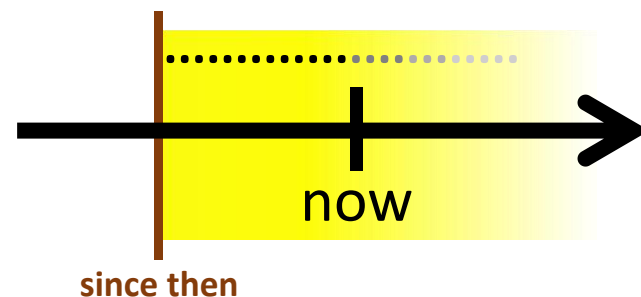
We were doing well until the pandemic arrived.

Past Continuous to talk about a continuing event in the past which was interrupted by another event (**past simple**)

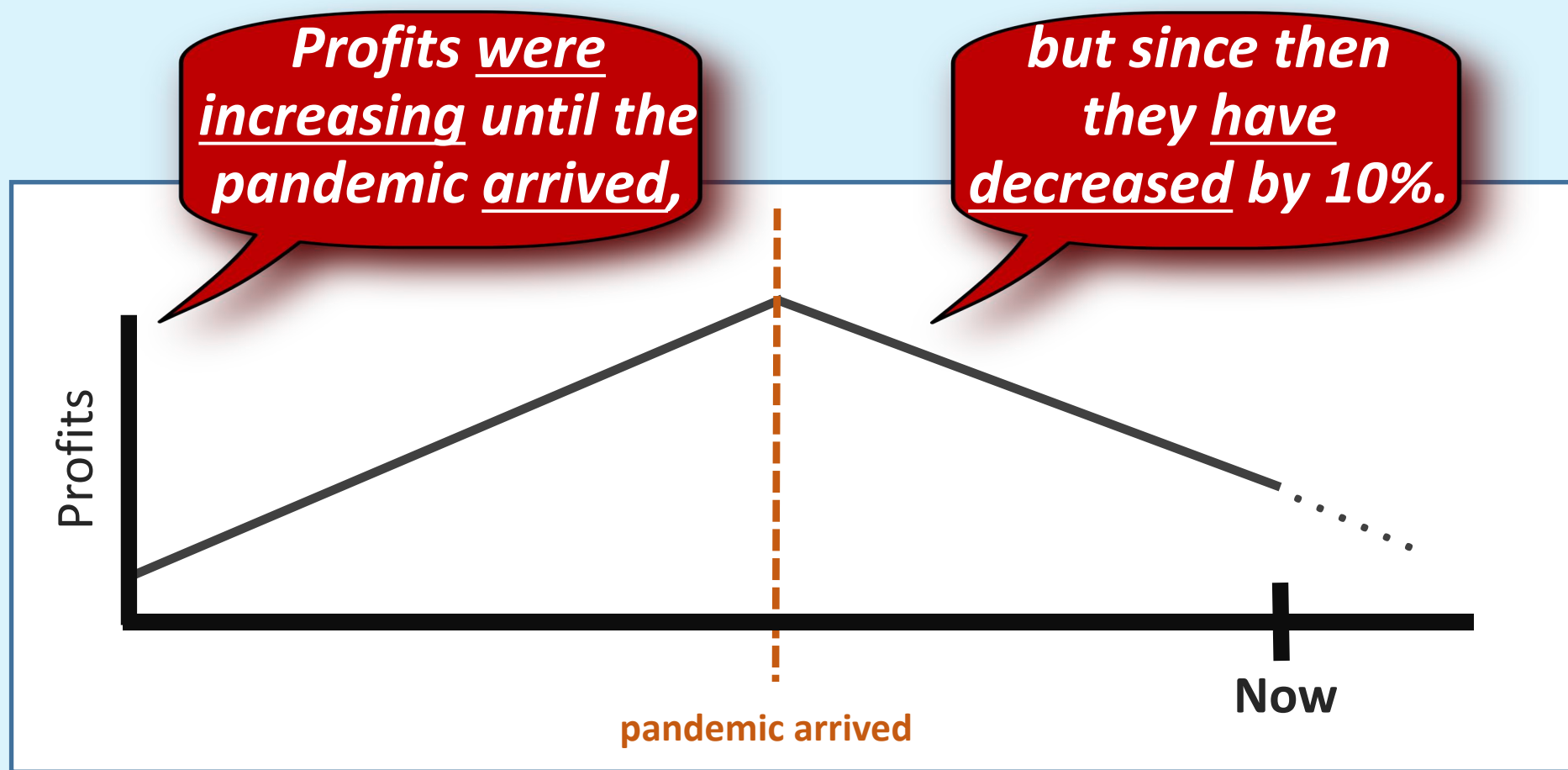


Since then we have been losing customers so fast.

Present Perfect Continuous with 'since' to talk about an event which has been continuing to now



This structure is also very useful for describing graphs:



Lesson 7:

Past Simple or Past Perfect

I did or I had done?

Lesson 7.1 - When to use Past Perfect

Lesson 7.2 - Business Uses

When to Use Past Perfect

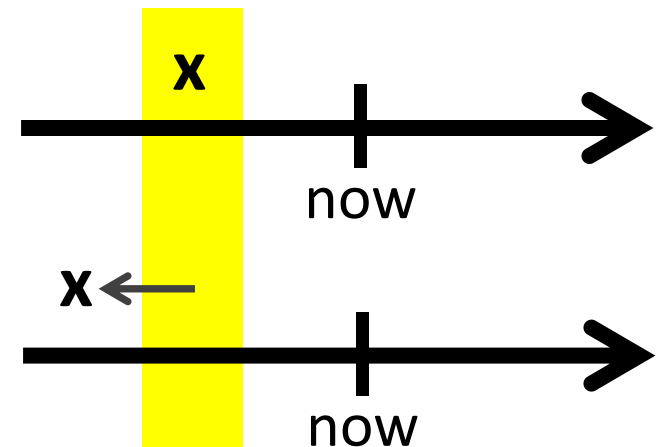
We only use the past perfect when we are talking about something in the past (Past Simple) **and then** we then go further back to something earlier in the past (Past Perfect).

I was tired,

*because I hadn't
slept well the night
before.*

Past Simple to talk about a
past completed event

Past Perfect to go further back
to something that happened
earlier in the past



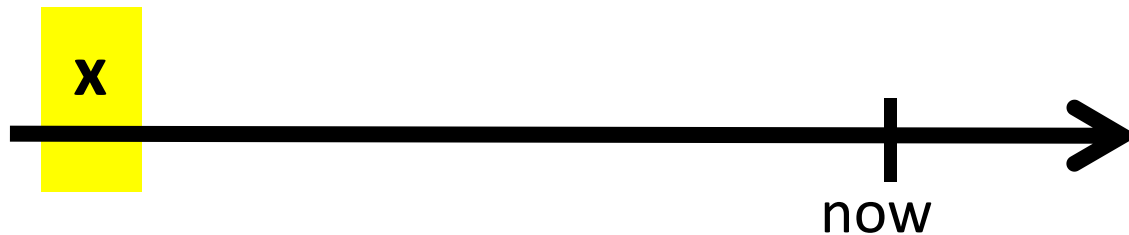
We can also put the sentence above into 2 separate sentences. It doesn't matter if this is in the same sentence or different sentences:

"I was tired. I hadn't slept well the night before"

We can't use the past perfect unless we are talking about the past, and then we go further back into the past. Even if something is really really far in the past, we don't use past perfect unless we already have a past time to go back from:

The Romans built a huge empire.

~~The Romans had built a huge empire.~~



Past Perfect or Past Simple

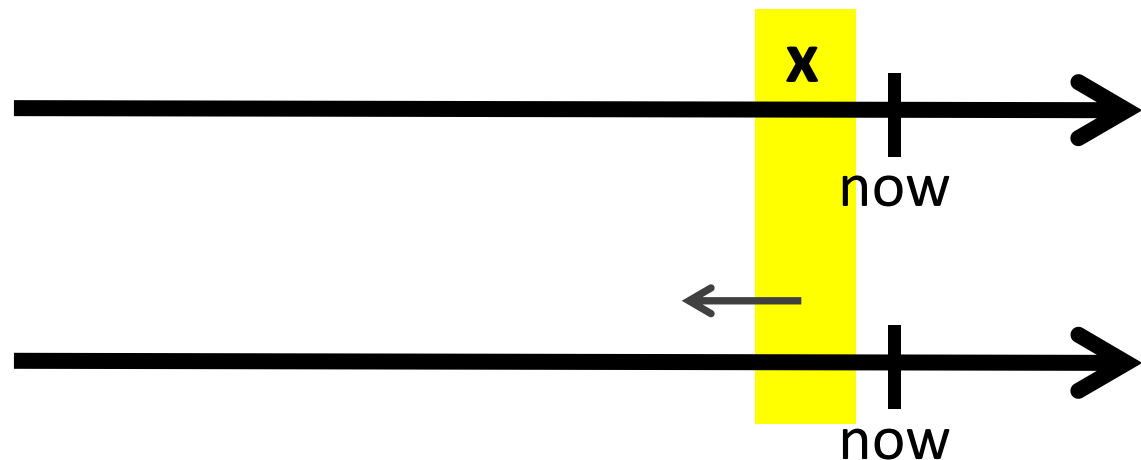
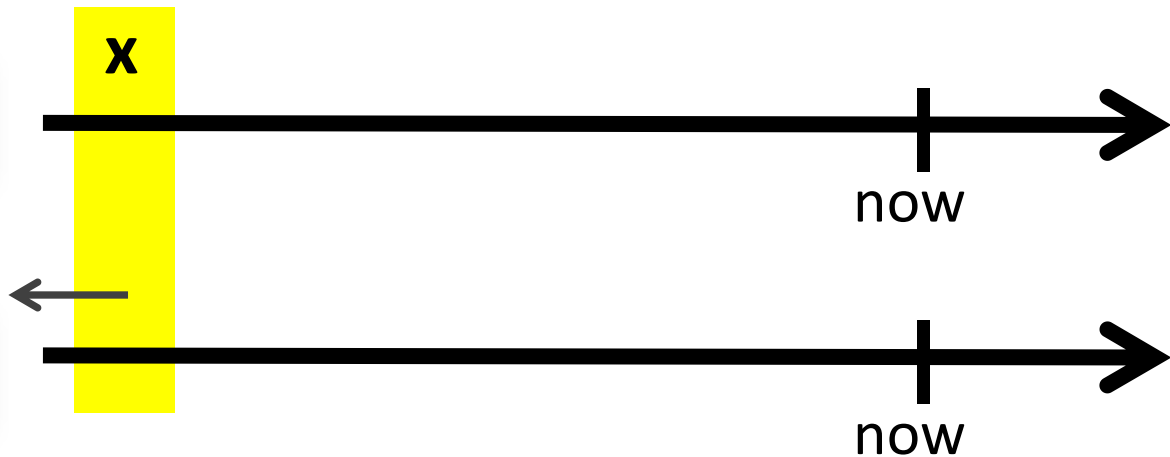
It doesn't matter how recent or how far back in the past something was. We use the past perfect go back further into the past from a time that was already in the past.

The universe began with a big bang.

Before then, there had been nothing.

I went to London last week.

I had never been to the UK before.



Naturally, when we tell a story, we describe events in the order that they happened using past simple, but, sometimes we need to go back to something that had happened further back in the order. For this, we use past perfect because we are moving back:

I left the house.

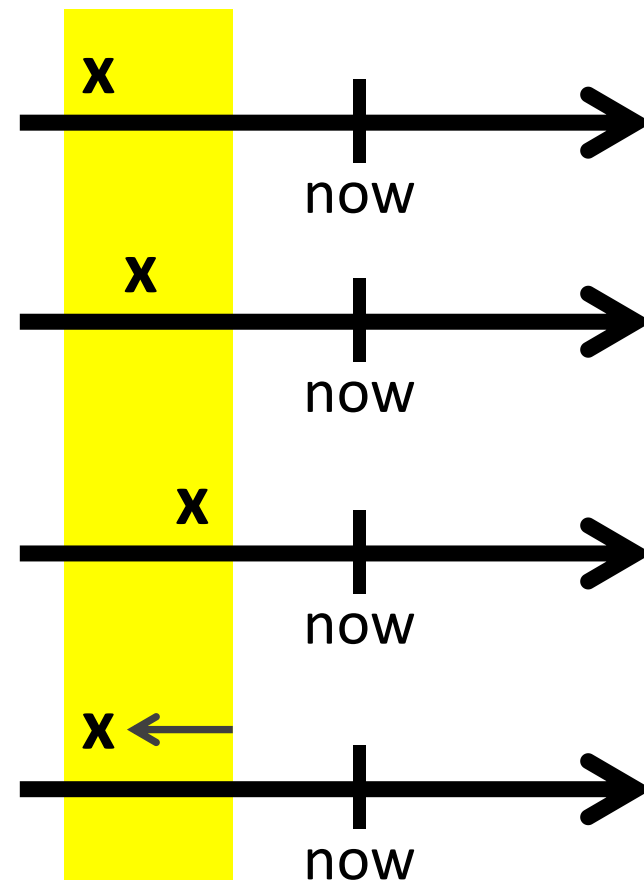
I got into the car,

and I realised

*that I had left my
wallet in the house!*

Past Simple to talk about a
past completed events

Past Perfect to go further back
to something that happened
earlier in the past



There are some specific constructions where the past perfect could be useful in business:

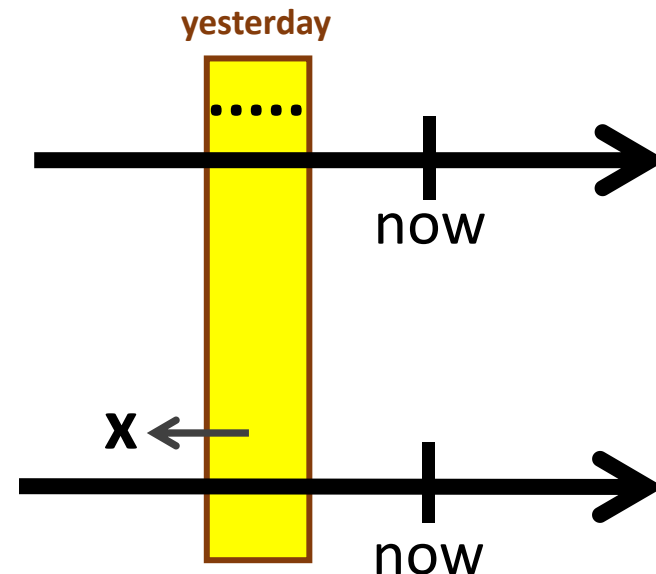
- We had already done...before
"I didn't want to discuss the issue because we had already discussed it before."
- I had / I had never done ...before
"I was interested to manage such a big team because I had never done it before."
- When.... I had...
"When I arrived, the meeting had already started."
- He/she said that he/she had (see page 217)

We spent so long yesterday discussing the same problems

that we had already discussed 2 days before.

Past Simple to talk about a past event when we say 'when' it happened

Past Perfect to move back to a time **before** the event.



Other Examples:

I didn't want to watch the film because I had already seen it before.

I knew what to do because I had already been in this situation before.

I went to a conference in London last week.

Past Simple to talk about a past event when we say 'when' it happened

I had never been to such a big conference before,

Past Perfect Continuous: Moving back to an event that happened **before** our story begins. It adds extra context to the main story.

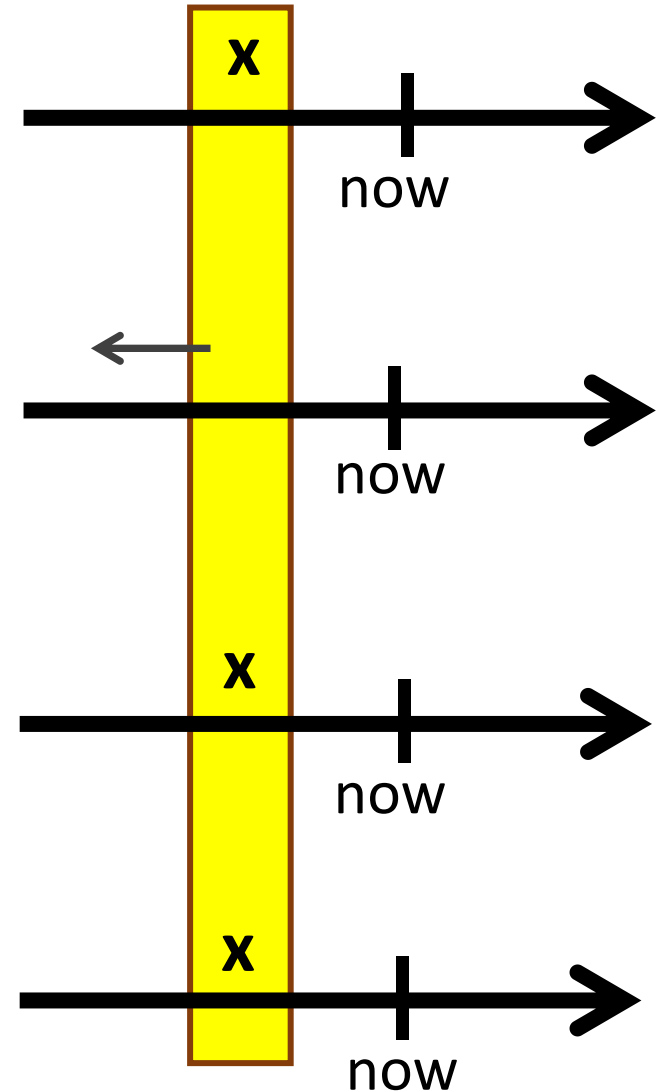
so I was very impressed,

Past Simple to talk about a past event when we have already said 'when' it happened

and I learnt so much!

Past Simple to talk about a past event when we have already said 'when' it happened

last week's conference



I was nervous before the presentation,

because I had never presented in front of such a large audience before,

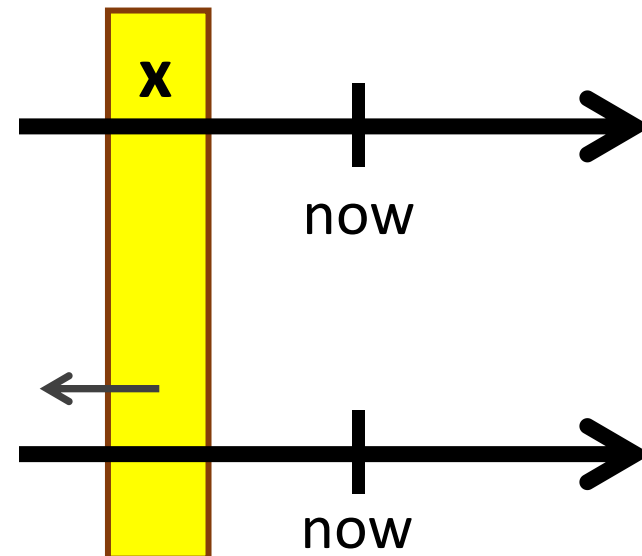
but I felt really great after!

Past Simple to talk about a past event when we say 'when it happened'

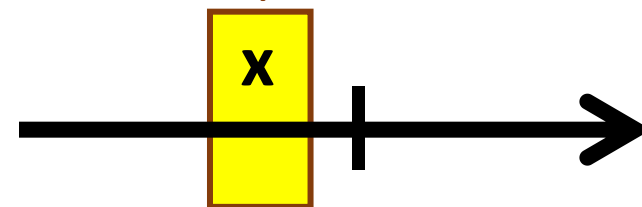
Past Perfect to move back to an earlier situation

Past Simple to talk about a past event when we say 'when' it happened

before the presentation



after the presentation





I was working quietly at my desk when a man approached me.

He looked at me very strangely.

I had never seen him before.

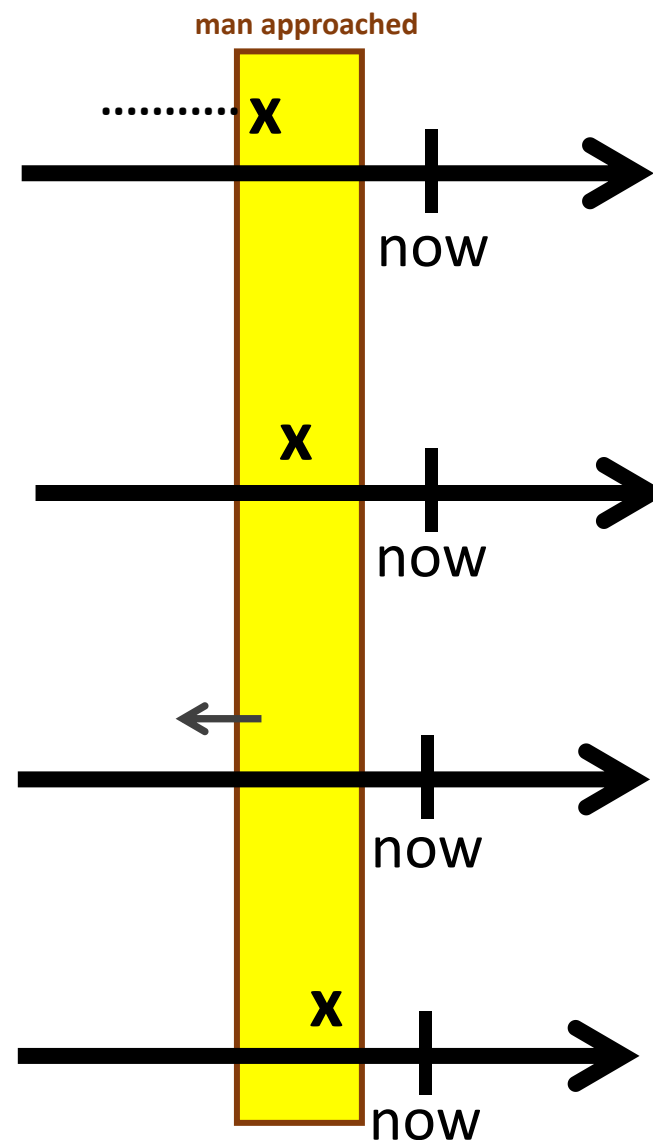
He introduced himself as my new boss.

Past Continuous + Past Simple
for a continuing event
immediately interrupted by
another event

Past Simple to talk about a
past event when we say 'when'
it happened (when a man
approached)

Past Perfect to move back to an
earlier time in the past

Past Simple to talk about a
past event when we say 'when'
it happened (when a man
approached)

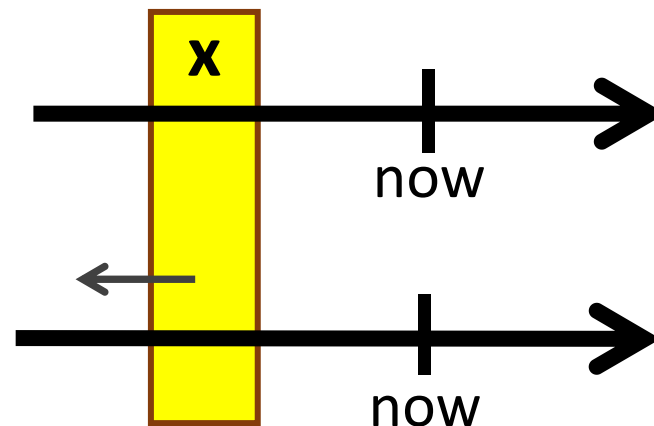


When I arrived..

Past Simple to talk about an event in the past when we say 'when' it happened

..the meeting had started.

Past Perfect to move back to an earlier time



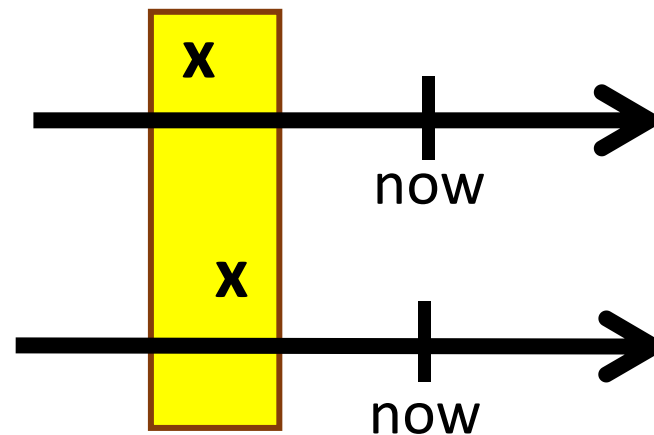
(The meeting started **before** I arrived)

When I arrived..

Past Simple to talk about a past event when we say 'when' it happened

..the meeting started.

Past Simple to talk about a past event when we say 'when' it happened



(The meeting started **just after** I arrived)

Lesson 8:

Past Continuous or Past Perfect Continuous

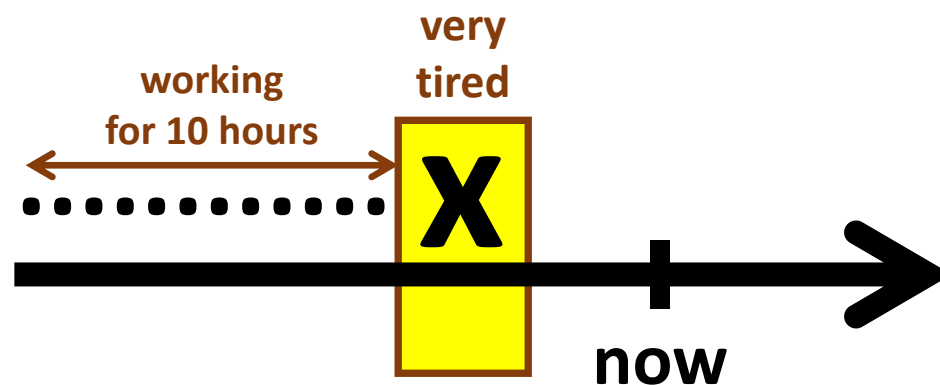
I was doing or I had been doing?

Lesson 8.1 - When to use Past Perfect Continuous

Past Continuous: “I was doing” or Past Perfect Continuous - “I had been doing”

We can use either the past continuous or the past perfect continuous to talk about continuing events that were interrupted.

I was very tired at the end of the day, because I had been working for 10 hours.



Past Perfect Continuous when we say how long something had been continuing

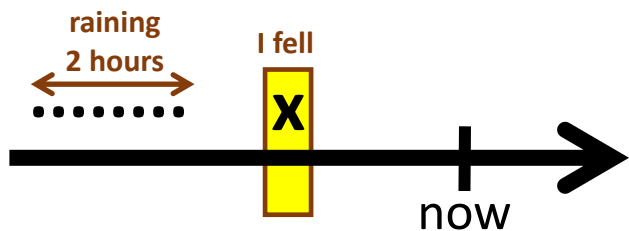
Often we say how long something had been happening before it was interrupted. For this, we use use past perfect continuous: 'had been...ing'

Ways to say how long something had been continuing	Examples
all day / all week / all morning during the past week	"I had home office on Friday, because I <u>had been travelling</u> to visit different clients all week."
since last week / since that morning	"I was relieved when he finally answered my call, because I'd <u>been trying</u> to contact him since last week"
for 3 hours / for 2 days / for 2 weeks / for so long	"Both parties finally reached a satisfactory deal yesterday. They <u>had been negotiating</u> for 3 days"

Past Perfect Continuous when we say how long something had been continuing

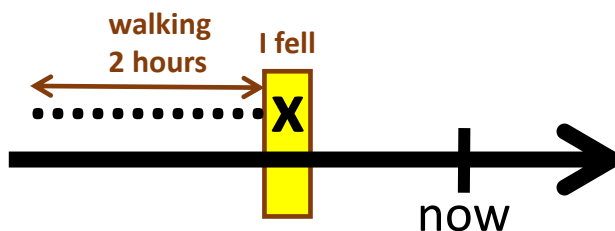
If something had been continuing for 2 hours before it was interrupted, it could mean 3 things. For all of these possibilities, we use **past perfect continuous**:

It had already finished before the interruption:



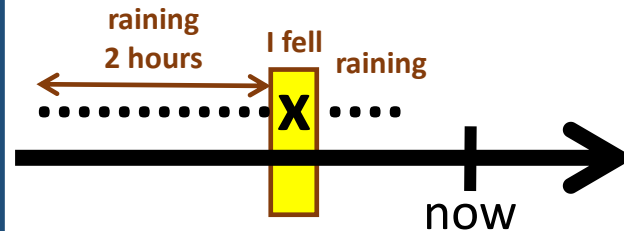
"It had been raining for 2 hours earlier that day. So even though the sun was out it was still slippery when I fell."

It finished exactly when the event was interrupted:



"I had been walking for 2 hours when I fell."

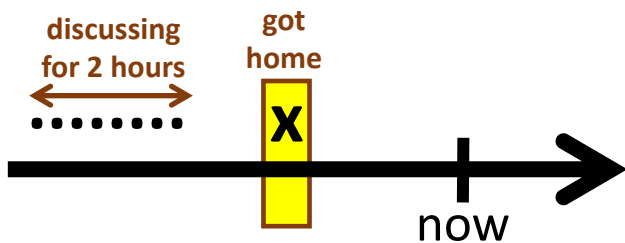
It continued through the interruption:



"When I fell it had been raining for 2 hours, so it was very slippery."

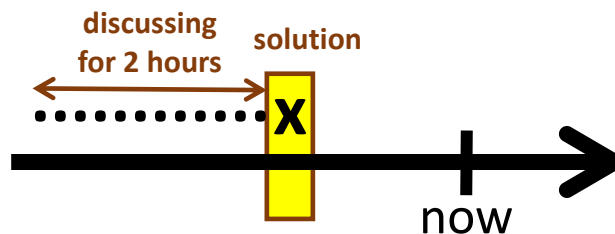
Past Perfect Continuous when we say how long something had been continuing: Business Examples

Already finished before the interruption



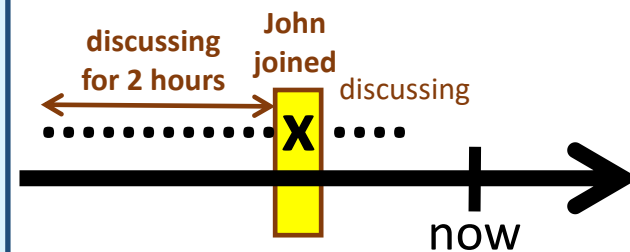
"We ***had been discussing*** the issue for 2 hours with no solution, so we were so tired when we got home."

Finished when the event was interrupted



"We ***had been discussing*** the issue for 3 hours before we finally came up with a solution."

Continued through the interruption

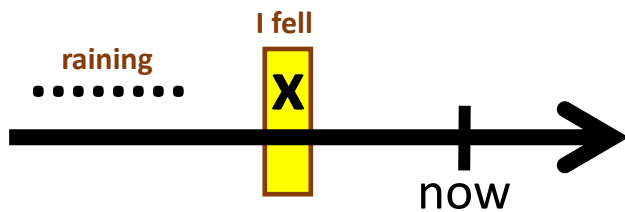


"We ***had been discussing*** the issue for 2 hours before John joined the meeting and gave his opinion."

Past Perfect Continuous or Past Continuous when we don't say how long something had been continuing

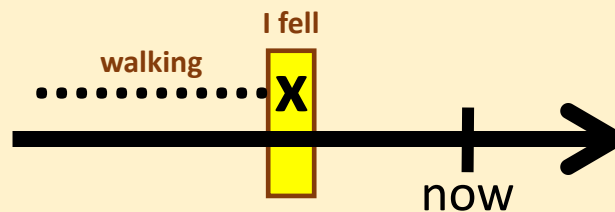
If we **don't say** how long something had been happening, the verb tense depends on the situation:

Already finished before the interruption:
Past perfect continuous



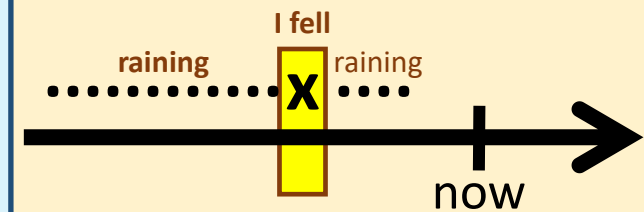
"It had been raining when I fell, so my trousers got really dirty."

Finished when the event was interrupted:
Past continuous



"I was walking along the path when I suddenly fell."

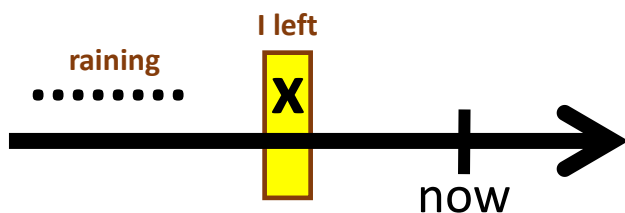
Continued through the interruption:
Past continuous



"It was raining heavily when I fell."

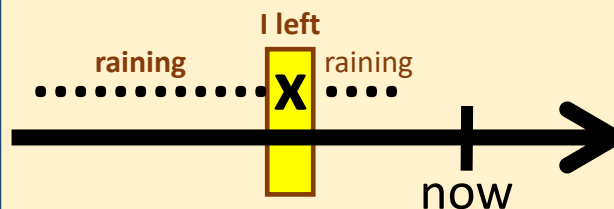
Past Perfect Continuous or Past Continuous when we don't say how long something had been continuing

Already finished before
the interruption:
Past perfect continuous



*"It **had been raining** when I left the house, so the sun was out but the ground was wet."*

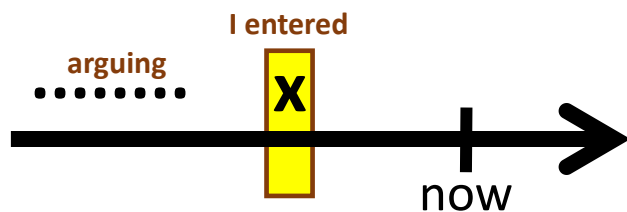
Continued through the
interruption:
Past continuous



*"It **was raining** when I left the house, so I got very wet."*

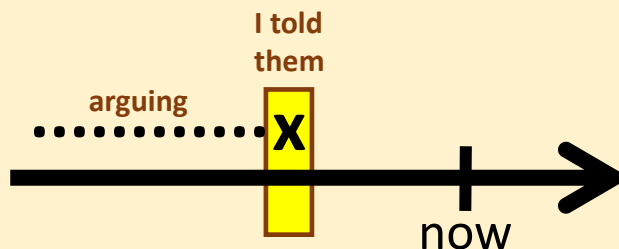
Past Perfect Continuous or Past Continuous when we don't say how long something had been continuing: Business Examples

Already finished before the interruption:
Past perfect continuous



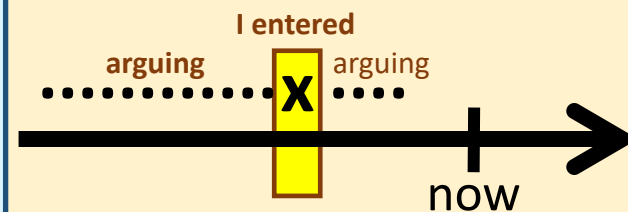
*"It was clear that they **had been arguing** when I entered the room, because there was an awkward silence."*

Finished when the event was interrupted:
Past continuous



*"They **were arguing** intensely until I told them to stop."*

Continued through the interruption:
Past continuous

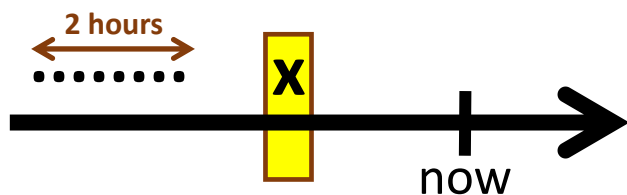


*"They **were arguing** when I entered the room, and the argument kept going for hours!"*

Past Continuous or Past Perfect Continuous Summary:

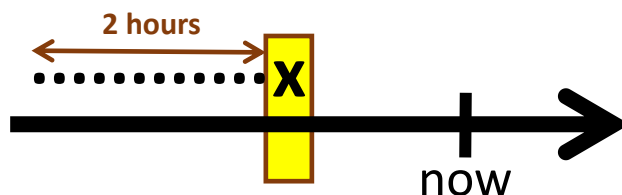
When we say how long something had been continuing:

Past perfect continuous



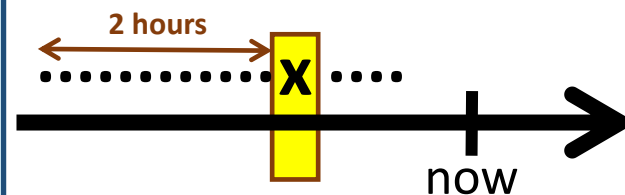
"We had been discussing the issue for 2 hours, so we were all tired after the meeting."

Past perfect continuous



"We had been discussing the issue for 2 hours when we finally came up with a solution."

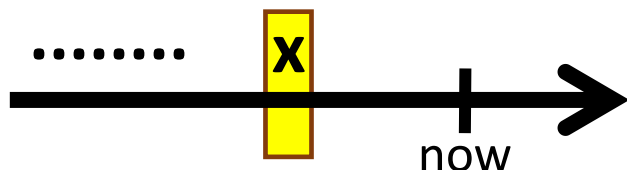
Past perfect continuous



"We had been discussing the issue for 2 hours when John finally joined the discussion."

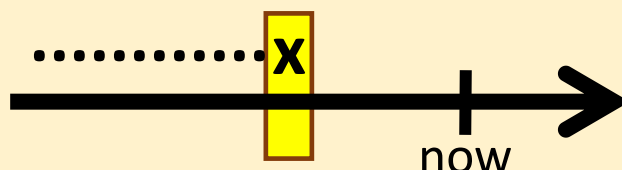
When we don't say how long something had been continuing:

Past perfect continuous



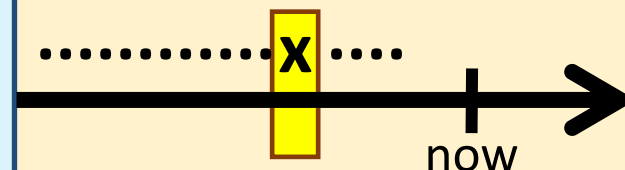
"We had been discussing the details of the contract intensively, so we celebrated after it was signed."

Past continuous



"We were discussing the final details of the contract, when they suddenly walked away from the deal."

Past continuous



"We were discussing the final details of the contract when they raised some objections to be solved."



I was so tired at home last night.

I had been working hard all day,

so as soon as I lay on the sofa

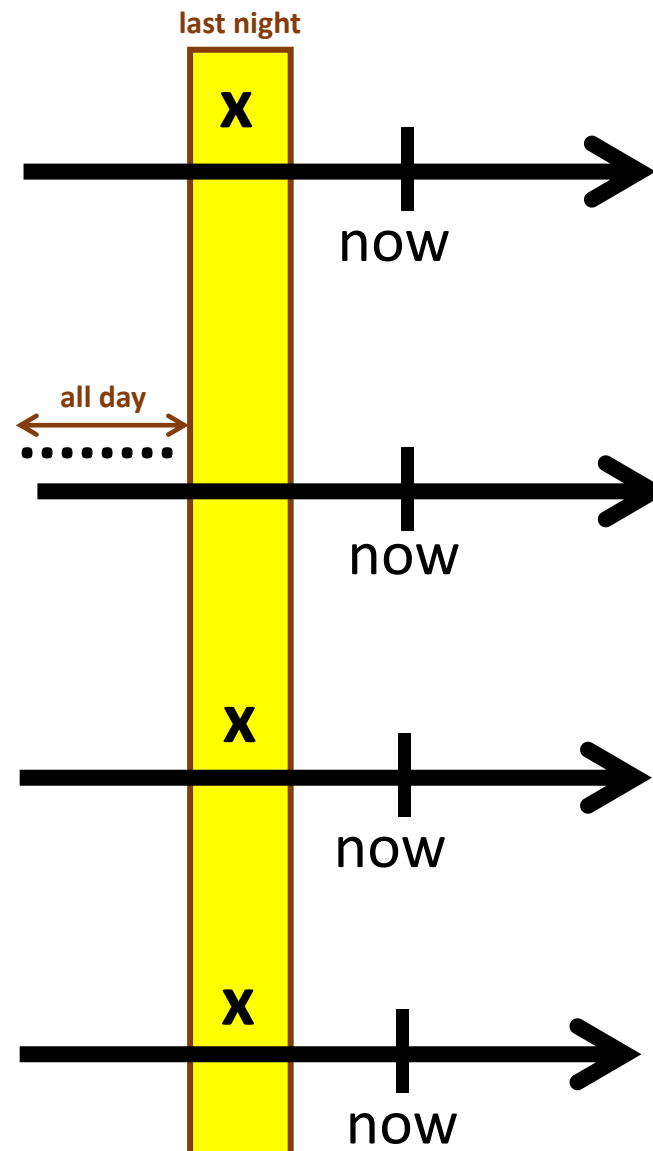
I fell asleep immediately!

Past Simple to talk about a past event when we say 'when' it happened

Past Perfect Continuous to move back to an earlier event when we say how long it had been continuing

Past Simple to talk about a past event when we say 'when' it happened (last night)

Past Simple to talk about a past event when we say 'when' it happened (last night)



Fill in the gaps with the correct form of the verb in brackets, using either the past continuous or past perfect continuous

1. We still couldn't come up with a solution even though we _____ (discuss) the problem for 3 hours!
2. He _____ (sleep) when I walked in. I woke him up!
3. When we arrived at the hotel I was so tired because we _____ (travel) all day.
4. The police _____ (investigate) the crime for 5 years before they finally found the killer.
5. Apologies, I _____ (drive) when you called so I couldn't answer.

Below is an story about a trip to Dubai.

Fill in the gaps with the correct form of the verb in brackets. You will need either the past simple, past continuous, past perfect, past perfect continuous, present perfect or present perfect continuous.

I went on a trip last month to Dubai with my friend John. I was very excited about going because I _____ (never visit) Dubai before, and I _____ (not see)

John for a long time, because he lives in Australia. Like myself, John is also from the UK, but he _____ (live) in Australia for 6 years. I arrived at Dubai airport at around 8pm after a 4-hour flight from the UK. I met John at the airport and we checked into our hotel. I wanted to go and have a look around the city on the first evening, but John was really tired because he _____ (sit) on a plane for 8 hours.

I decided to go and look around the city myself. As I _____ (walk) through the city, I suddenly _____ (looked) up and saw the amazing Burj Khalifa tower. I _____ (never see) anything quite so incredible in my whole life! Many people _____ (tell) me that it was a magnificent building, but it is only when you see it that you realise just how big it is! I _____ (stare) at the tower when I suddenly _____ (realise) that I _____ (left) my camera back at the hotel! The rest of the trip was also amazing, and since I have got back I _____ (tell) people about it constantly. It is great to tell people that I _____ (see) the tallest building in the world!

Lesson 9:

Talking about the Future from the Past

They said that they would...

Lesson 9.1 - When to use it

Lesson 9.2 - Future Offers from the Past

Lesson 9.3 - Spontaneous Decisions from the Past

Lesson 9.4 - Future Plans from the Past

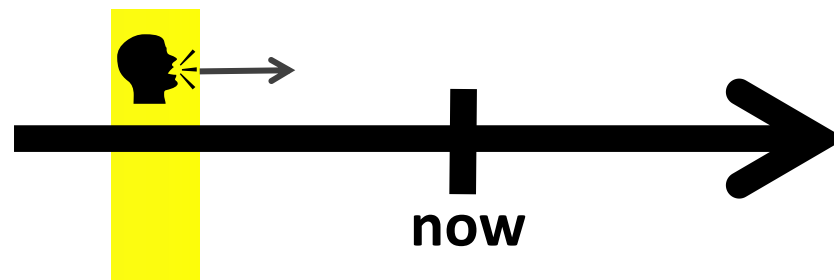
Lesson 9.5 - Future Predictions from the Past

The main situation when we look forward into the future from the past is when we use phrases such as 'they said that..' / 'they thought that..'

said	<i>they said that... / they told us that... / they explained that..</i>
thought	<i>they thought that... / they believed that...</i>
knew	<i>they knew that... / they were aware that...</i>

We use 'would' with these sentences. Many English learners make the mistake of using 'will':

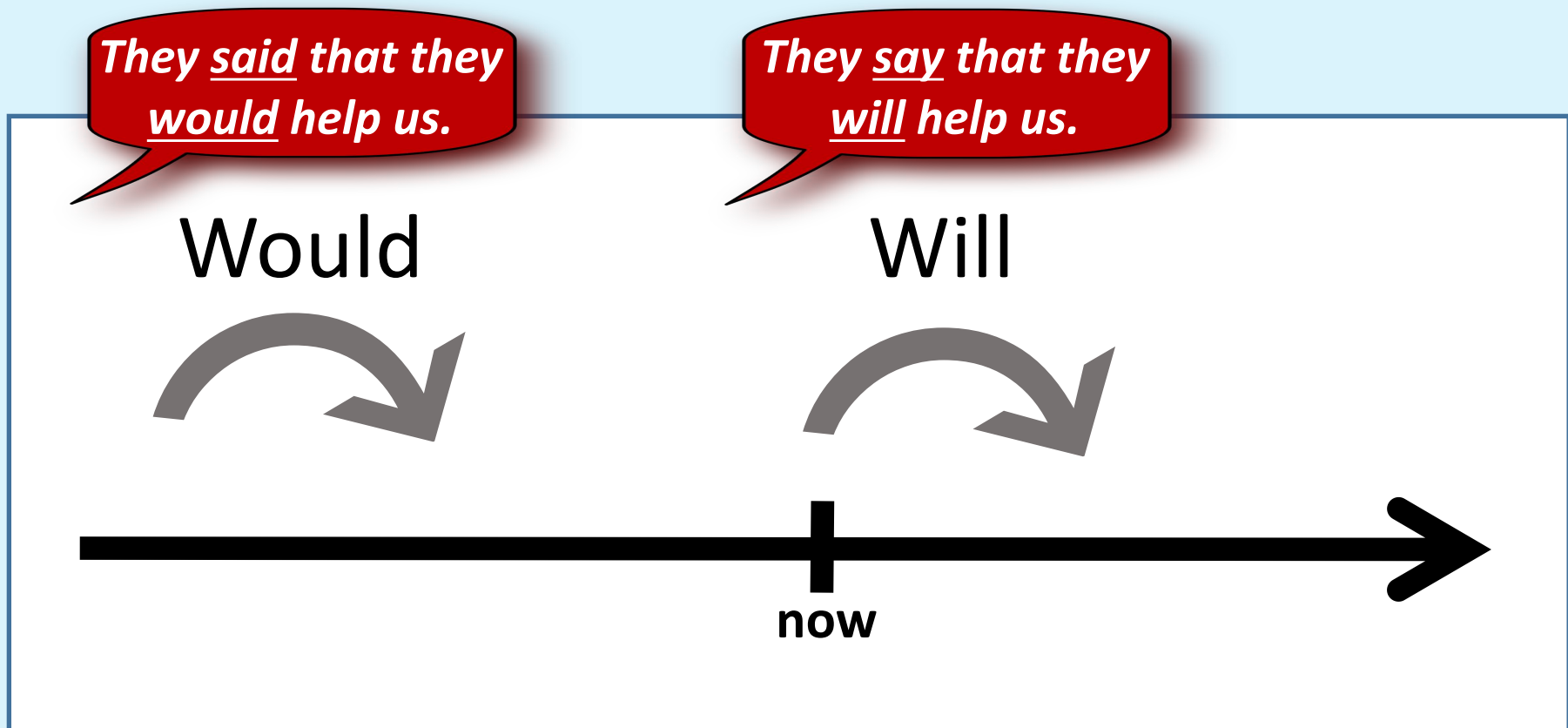
*She said that she ~~will~~ **would** help us.*
*He told us that it ~~will~~ **would** be easy.*
*I thought that it ~~will~~ **would** fail.*
*I knew that it ~~will~~ **would** work well.*



Future from the past

We use 'will' to look forward into the future; we use 'would' to look forward into the future from the past.

It can help to imagine would as a 'past' version of will:

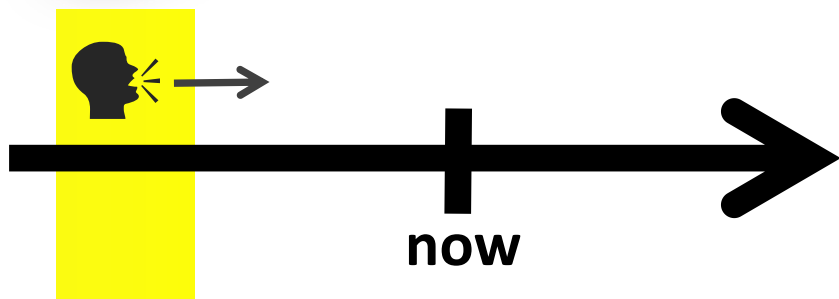


Future Offers from the Past: *He said that he would..*

If someone said that they would help us, the only way that we know whether they actually helped us or not is through the context:

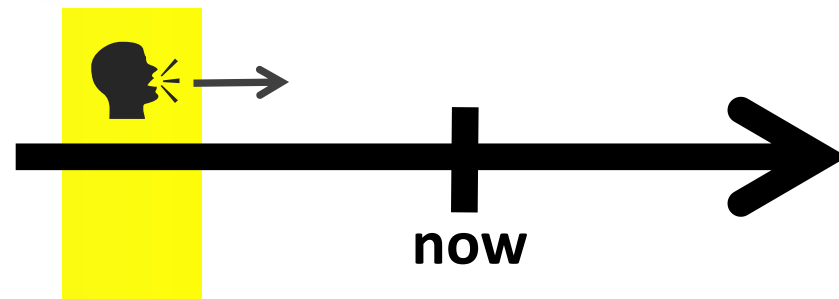
he didn't help us
(the event didn't happen)

He said that he would help us, but he didn't, so we had to ask someone else.



he helped us
(the event happened)

He said that he would help us, so we arranged a call, and his help was very useful.



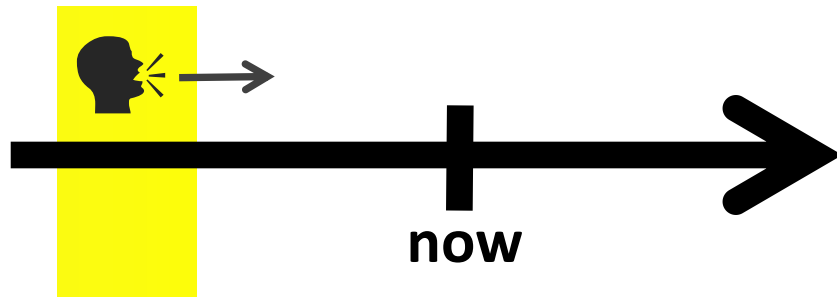
If someone said that they would help you in the past and the offer is still open, we use '*he has said that he will*':

He said that he would...

The offer is no longer open

*He said that
he would help us.*

..and his help was very useful. **or** ..but he didn't in the end.

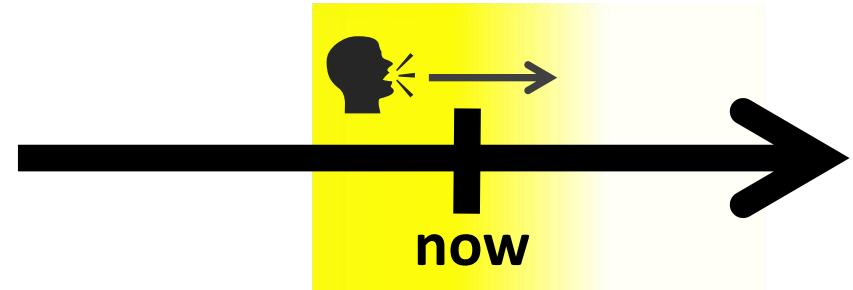


He has said that he will...

The offer is still open

*He has said that
he will help us.*

..He's coming to help next week.

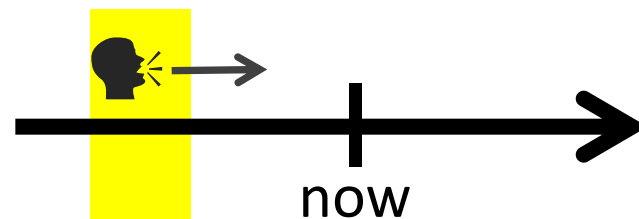




Mixing Tenses: Future from the Past

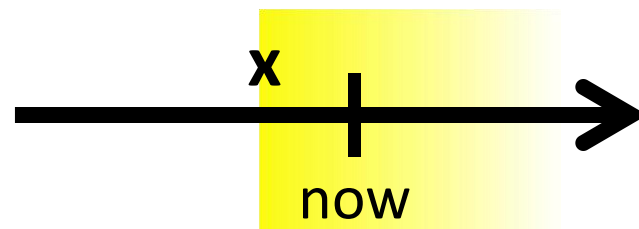
He said that he would help us,

Past Simple + 'would' for future from the past to talk about a future offer made in the past



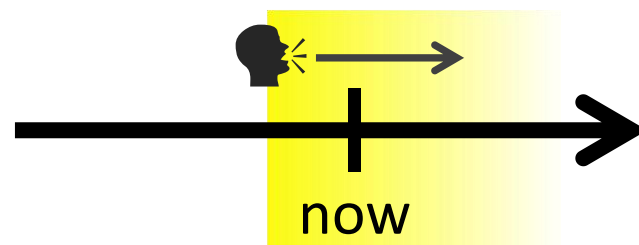
but he has had to go away on a business trip.

Present Perfect to talk about a past event which we still haven't moved on from
(he is still on the business trip)



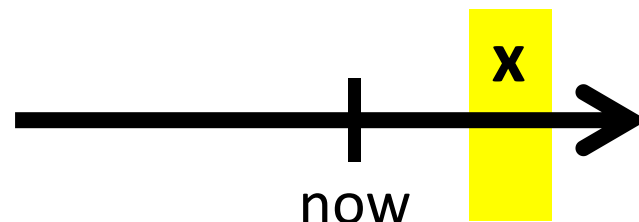
Thankfully, Alice has said that she will help us instead,

Present Perfect + 'will' to talk about future offer which has not been fulfilled yet



so I'm going to call her about it tomorrow.

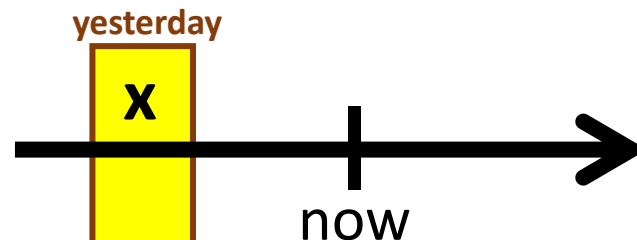
'going to' to talk about future intention





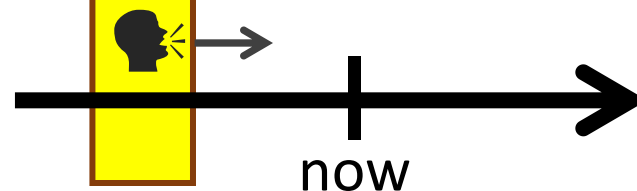
*I spoke to them
yesterday.*

Past Simple to talk about past event when we say 'when' it happened



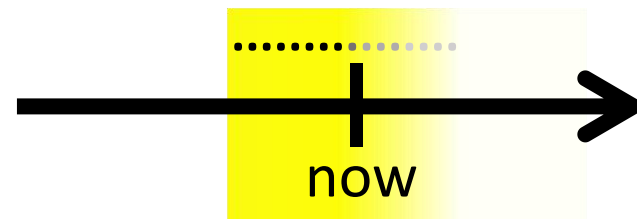
*They said that they
would contact us, but*

'would' for Future from the Past to talk about a future offer made from the past



*we haven't heard
from them yet.*

Present Perfect to talk about an event which has not yet happened, but may happen in the future



Spontaneous decisions made in the past about the future

When we make spontaneous decisions in the past about the future, we also use 'we said that we would..'. There are also some other possible alternatives to 'we said that...'

We decided that...

we would stay a bit later at work.

We agreed that...

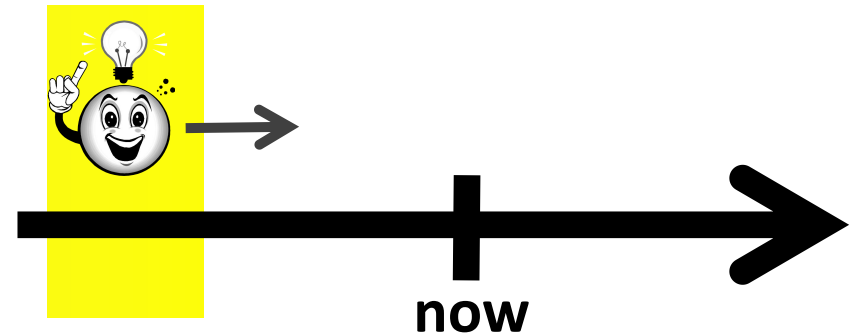
we would work more closely together.

I proposed that...

we would spend more time on planning.

We came up with the idea that...

we would invest more money.

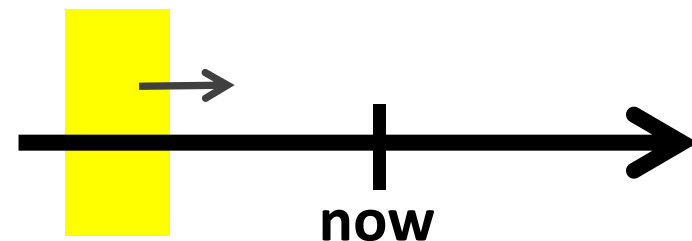


Future Plans and Intentions made in the past about the future: *I was going to.. but..*

The other important use of future from the past is to talk about intentions that you had, but didn't happen. Of course this is very common in business as plans often don't happen:

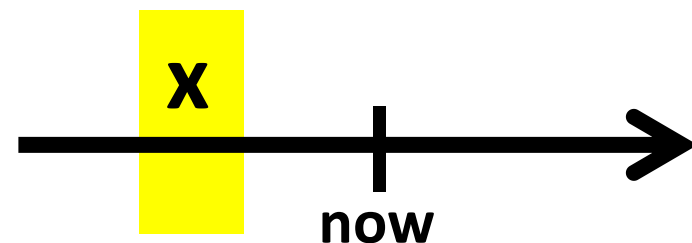
I was going to call you earlier today,

'was going to' to talk about a future intention which was made in the past



but then I had to deal with an urgent problem.

Past Simple to talk about a completed event in the past
(you have moved on because the problem is now solved)



Other Examples:

I was going to attend the meeting, but something came up.

I was going to play tennis tonight, but I have too much work!

Fixed arrangements seen from the past: Past Continuous

When we talk about arrangements seen from the past, we talk about what we did because we knew that a fixed arrangement was happening in the future. The sentence often follows the pattern: “I did... because I was doing...”.

I had to finish the meeting early,

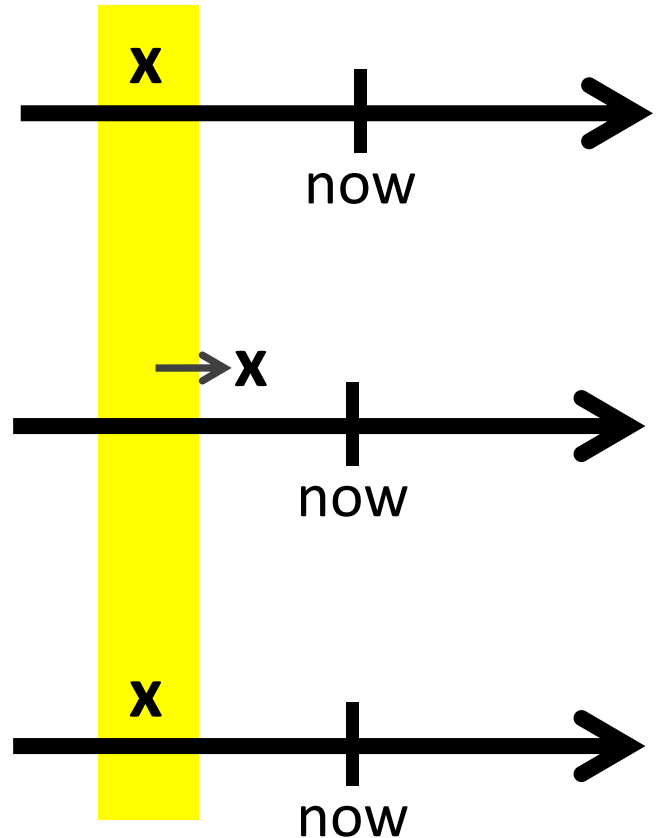
because I was meeting a client at 10am,

and I didn't want to be late.

Past Simple to talk about a finished event in the past

Past Simple for Future from the Past to talk about a fixed future plan from the past

Past Simple to talk about a finished event in the past
(you have moved on because the meeting with the client is finished)



I couldn't concentrate during the meeting.

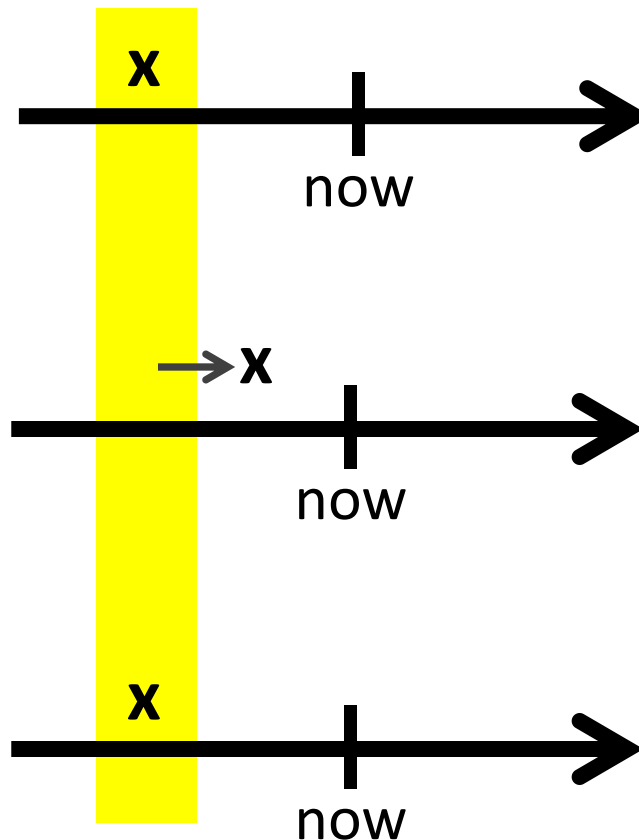
I was presenting later that day,

so I was really nervous.

Past Simple to talk about a finished event in the past
(you have moved on because the meeting is finished)

Past Simple for Future from the Past to talk about a fixed future plan from the past

Past Simple to talk about a finished event in the past
(you have moved on because the presentation is now finished)



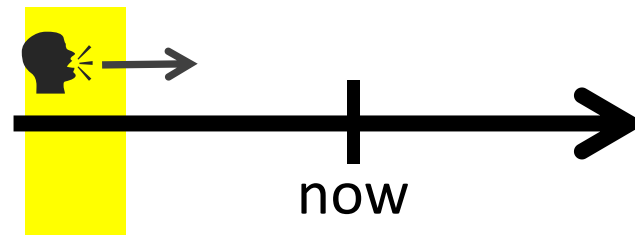
He said that he was meeting a client,

so he didn't attend the meeting,

but I've told him that I'll send him all the information

about the topics we discussed.

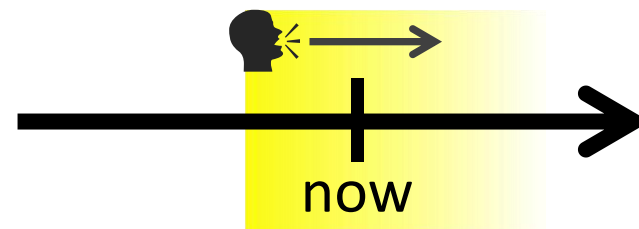
Past Simple + Past Continuous for Future from the Past to talk about a future, fixed plan as seen from the past



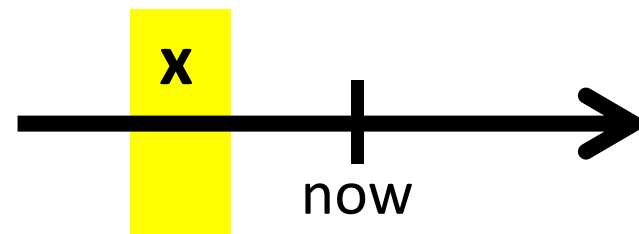
Past Simple to talk about a past event which is finished (the meeting is finished)



Present Perfect + 'will' to talk about an offer made in the past which could still be fulfilled in the future



Past Simple to talk about a past event which is finished (the meeting is finished)

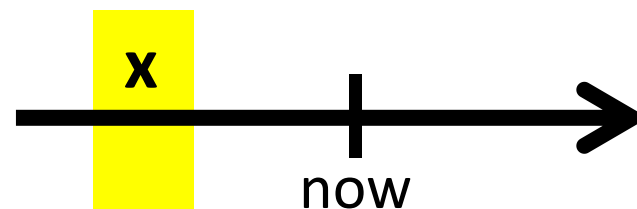


When we talk about official events seen from the past, we talk about what we did because we knew that a fixed arrangement was happening in the future. The sentence often follows the pattern: "I did... because I was doing..."

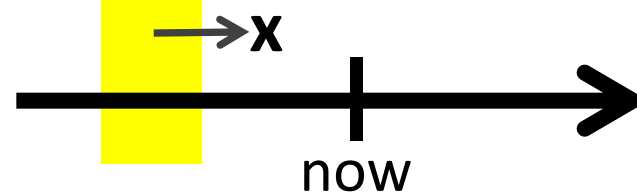
I arrived at the airport early,

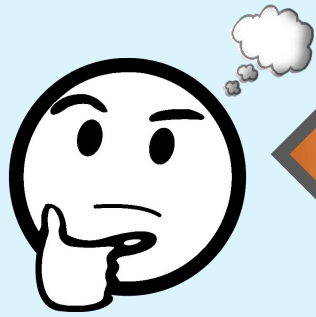
because check-in opened at 3am.

Past Simple to talk about a past event which is finished
(you have moved on because the flight is finished)



Past Simple for Future from the Past to talk about a future, official timetabled event as seen from the past





more based
just on opinion

I thought
it would..

"I thought that I would hate the film, but it was ok in the end."

"I thought that the interview would be really hard, but it was ok in the end."

more based on
real evidence

I thought it
was going to..

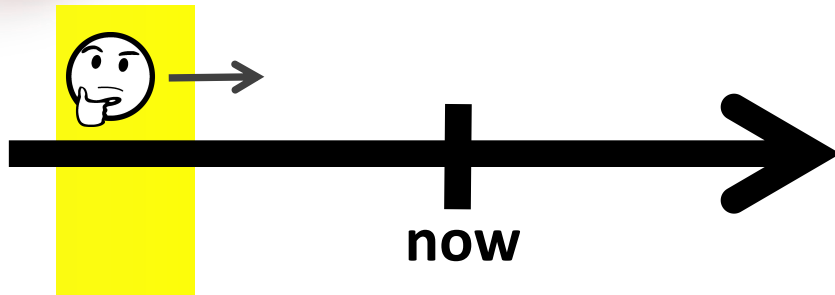
"I thought that it was going to rain because the sky was very dark, but thankfully it didn't."

"After looking at last year's poor figures, I thought we were going to make a loss. Thankfully we made a profit."



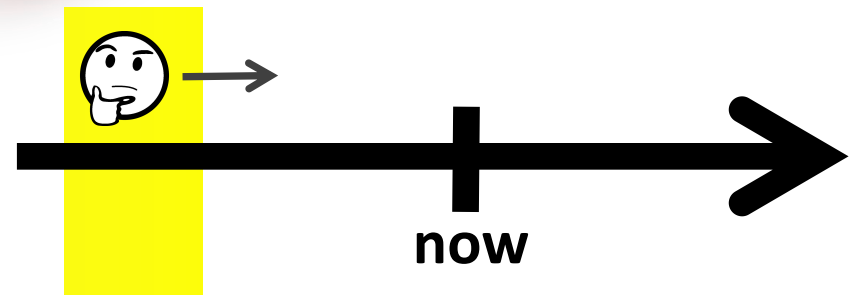
In order to know whether the prediction was correct or not, we have to look at the wider context:

I thought that I would pass the test, but unfortunately I failed.



I didn't pass
(the predicted event didn't happen)

I thought that I would pass the test, and thankfully I passed with 100%!



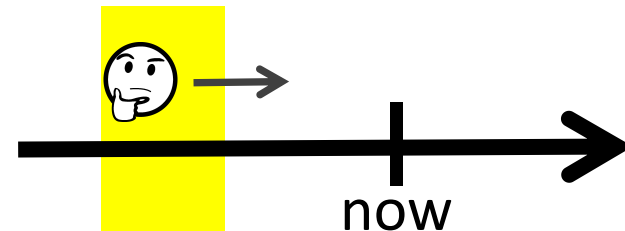
I passed
(the predicted event happened)

*I thought
that the interview
would go badly,*

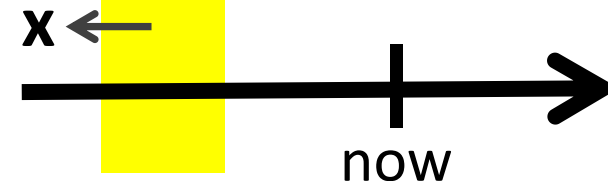
*because I hadn't
slept very well the
night before,*

*but it went well
in the end!*

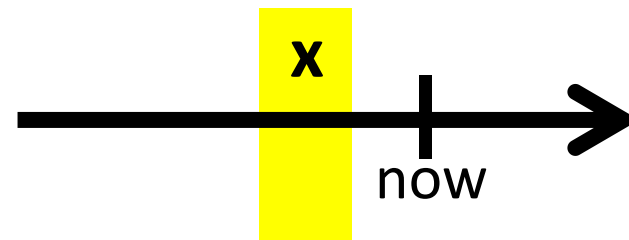
'would' for Future from the Past to make a prediction about the future from the past



Past Perfect to move back to a time further back in the past



Past Simple to talk about a finished event in the past (you have moved on because the interview is finished)





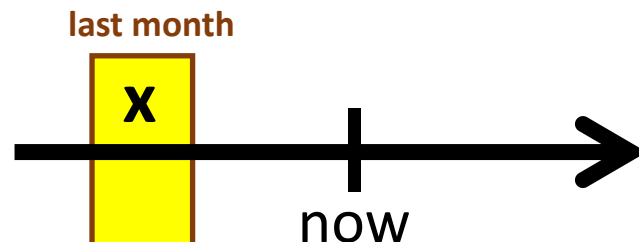
Another very common phrase instead of *I thought...* is *I realised that* or *I didn't realise that*

*When I started in
my new position
last month.*

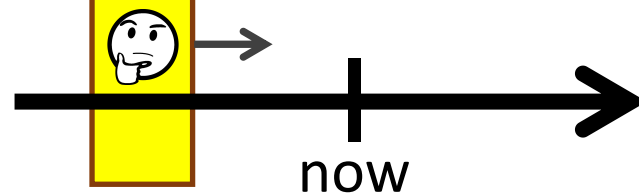
*I didn't realise that I
would have so much
work,*

*but I have been
working non-stop
since my first day.*

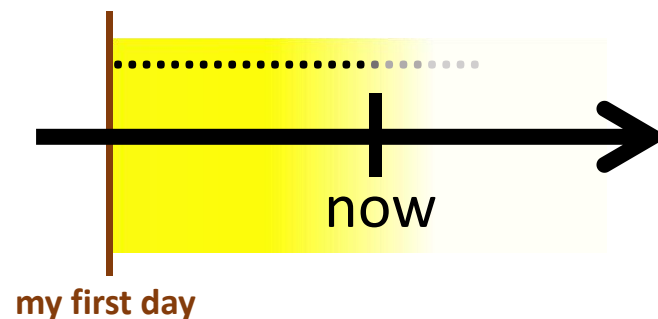
Past Simple to talk about a
past event when we say 'when'
it happened



**'would' for Future from the
Past** make a future prediction
from the past

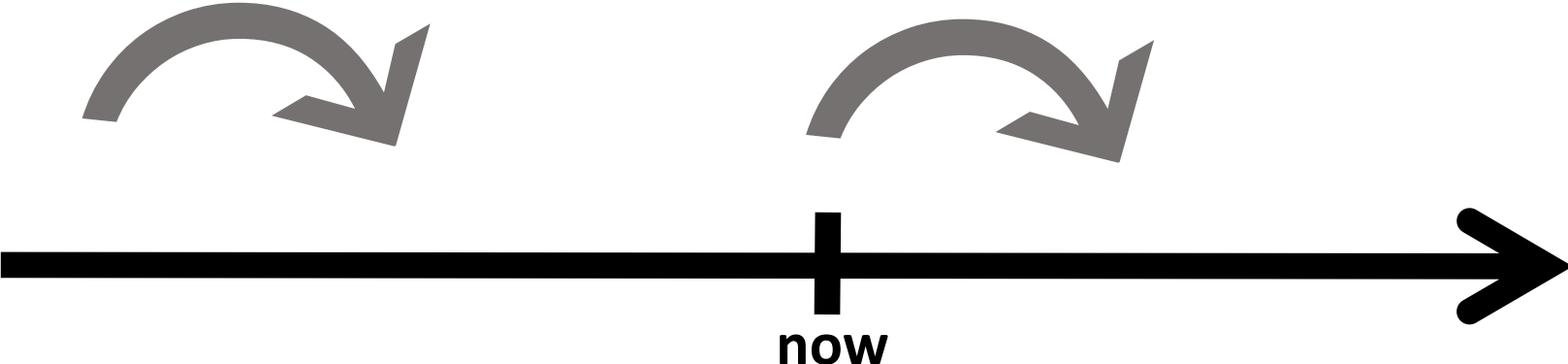


Present Perfect Continuous
with 'since' to talk about an
event started in the past and is
still continuing to now



Summary of all tenses used to talk about the future from the past

past simple	present simple	(official events)
past continuous	present continuous	(fixed plans, arrangements)
was going to	going to	(intentions)
would	will	(offers, spontaneous decisions)



Lesson 10:

Indirect Speech

He/she said that...

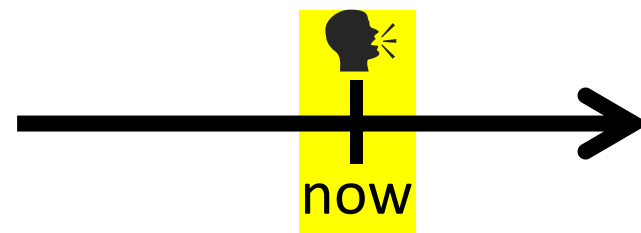
Lesson 10.1 - Different Tenses with Indirect Speech

Lesson 10.2 - Indirect Speech in Business Contexts

Direct Speech	Indirect Speech
"I <u>work</u> in the HR department."	He <u>said</u> that he <u>worked</u> in the HR department.
"I <u>am working</u> on a new product. "	He said that he <u>was working</u> on a new product.
"I <u>worked</u> at Google in 2010."	He said that he <u>had worked</u> at Google in 2010.
"I <u>have never worked</u> in an international company."	He said that he <u>had never worked</u> in an international company.
"I <u>have been working</u> in the HR department for 3 years."	He said that he <u>had been working</u> in the HR department for 3 years.
"I <u>will work</u> on the report."	He said that he <u>would work</u> on the report.
"I <u>am going to work</u> late on Monday."	He said that he <u>was going to</u> work late on Monday.

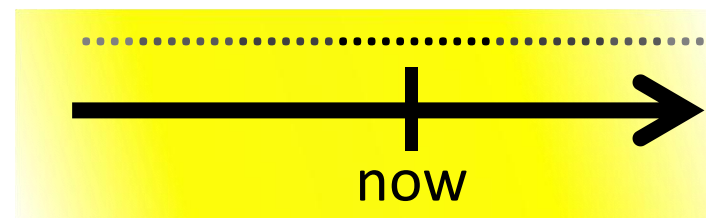
He says that

A temporary situation, but we often use **present simple** with 'say'



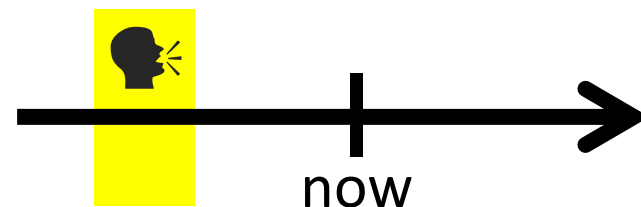
he works in the HR department.

Present Simple for a general, long term situation



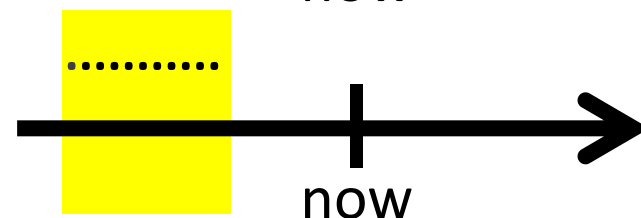
He said that

Past Simple to talk about a finished event in the past



he worked in the HR department.

Past Simple to talk about a finished event in the past

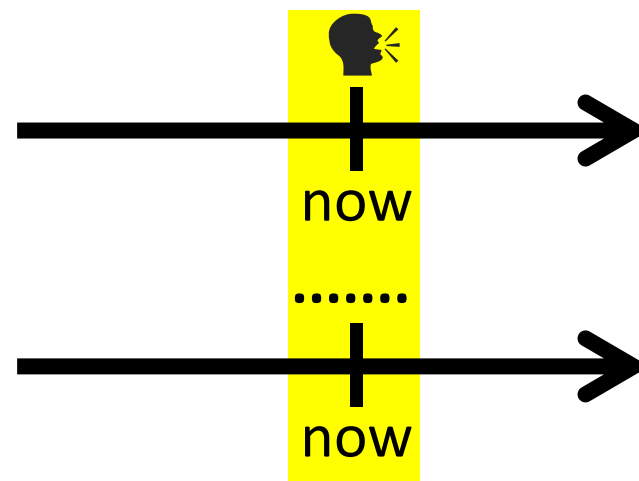


He says that

A temporary situation, but we often use **present simple** with 'say'

they are working on a new product.

Present Continuous to talk about present temporary situation

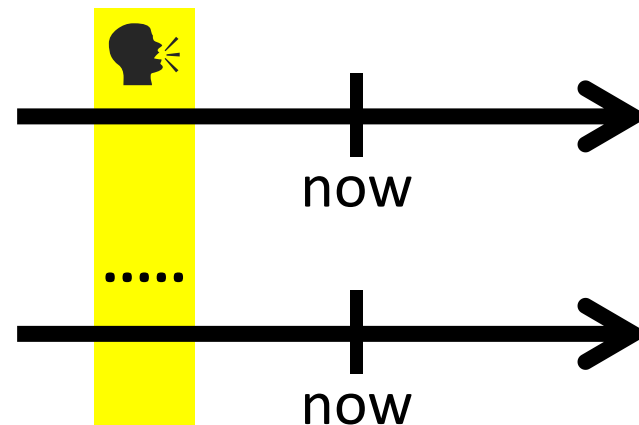


He said that

Past Simple to talk about a finished event in the past

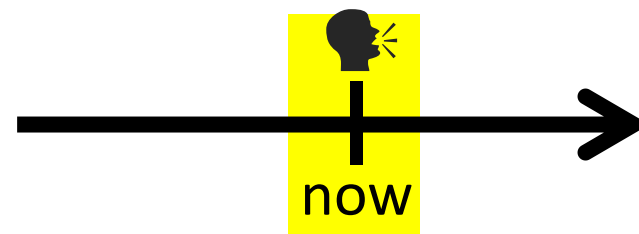
they were working on a new product.

Past Continuous to talk about a temporary event in the past in **indirect speech**



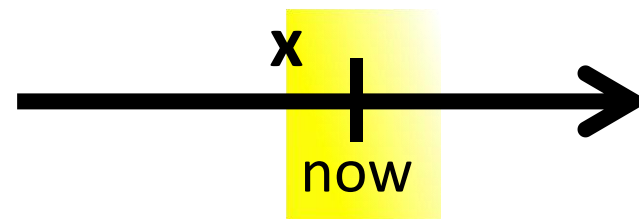
She says that

A temporary situation, but we often use **present simple** with 'say'



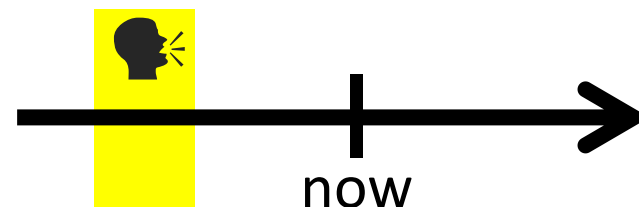
she has finished the report.

Present Perfect to talk about a past event which we still haven't moved on from
(she has finished the report but it hasn't been seen yet by everyone)



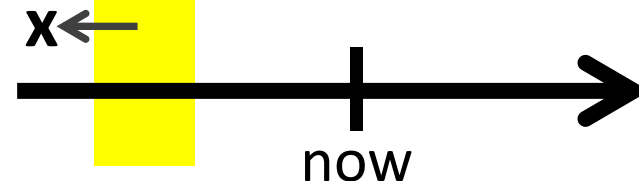
She said that

Past Simple to talk about a finished event in the past



she had finished the report.

Past Perfect to move back to a time **before** the event.

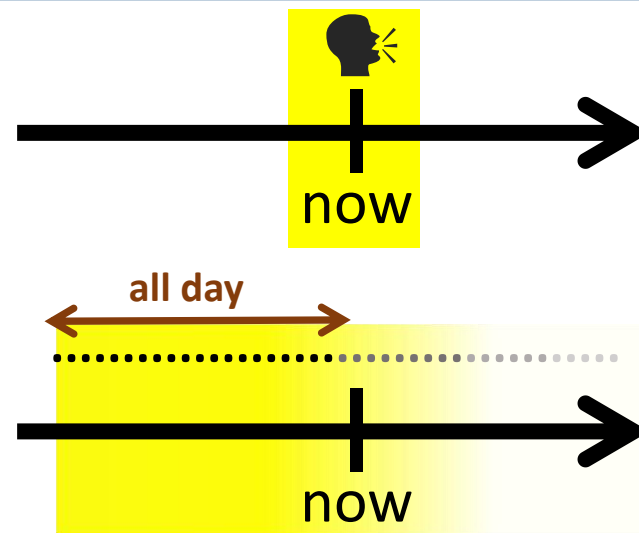


She says that

A temporary situation, but we often use **present simple** with 'say'

she has been talking to clients all day.

Present Perfect Continuous to talk about something which has been continuing from the past to now when we say how long it has been happening

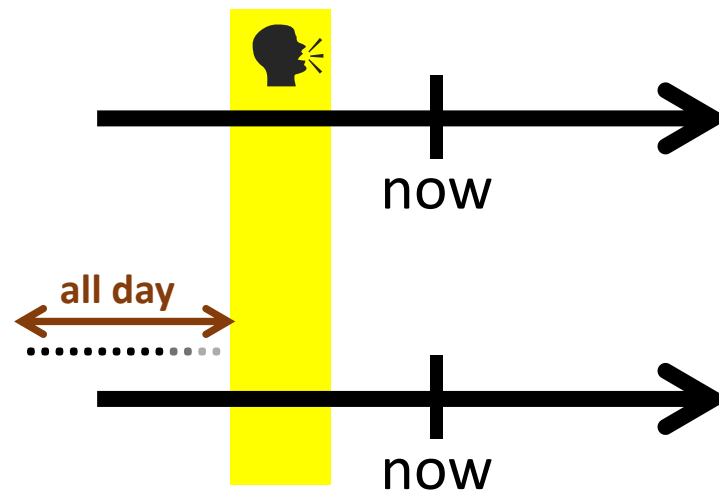


She said that

Past Simple to talk about a finished event in the past

she had been talking to clients all day.

Past Perfect Continuous to move back to a continuing time **before** the event when we say how long it had been continuing



Fill in the gaps with the correct form of the the future from the past: 'would', 'was going to' or past continuous. You may need to use some future forms as well such as 'going to' or 'will'

1. I could see that we were under-prepared. I knew that the plan _____ (fail).
2. Apologies, I _____ (finish) those tasks this afternoon, but something urgent came up.
3. I was waiting for a long time at the station, because I thought that we _____ (meet) at 4pm, but I later found out that we _____ (meet) at 5pm.
4. He has informed us that we _____ (receive) our bonuses at the end of this week.
5. I didn't know that he _____ (suddenly change) his mind.
6. There was heavy snow outside, so I decided that I _____ (work) from home.
7. They assured me that they _____ (send) us all the necessary information by today, but we haven't heard from them.
8. There is a technical problem, but they have just told me that they _____ (look into) it immediately.
9. We had to leave early because the show _____ (start) at 8pm, and we needed half hour to get there.

The following statements were all made last week. You are now going to tell someone else. Change the sentences below from direct speech into indirect speech

Example: "I am feeling unwell".

Alice said that she was feeling unwell.

10. *"I have a lot of experience"*
The candidate said that she _____.
11. *"I have finished all the most urgent tasks"*
Alice said that she _____.
12. *"I am going to leave the company"*
Alice said that she _____.
13. *"I have been practising a lot for the presentation"*
Alice said that she _____.
14. *"I'll look into the problem"*
The representative said that she _____.
15. *"I am having my hair cut in the evening"*
Alice said that she _____.
16. *"I told him, but he didn't listen"*
Alice said that she _____ but he didn't listen.
17. *"I know that it won't work"*
Alice said that she _____.

Lesson 11:

Passives

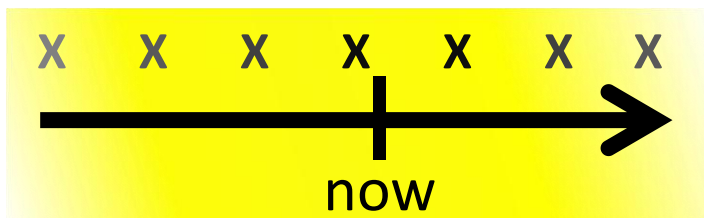
Lesson 11.1 - Passive Forms in all Tenses

Lesson 11.2 - Passives for Actions Taken by Authorities

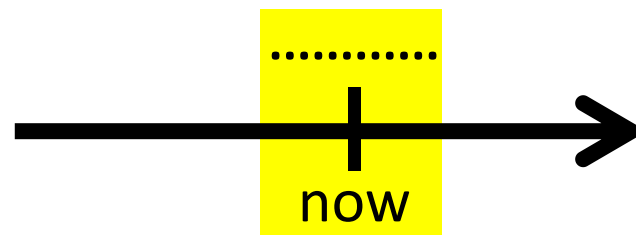
Lesson 11.3 - Passives for Actions Taken by your Company

		[be]	Past Participle	
Present Simple:	Our tax documents	are	reviewed	every year.
Present Continuous:	Our tax documents	are being	reviewed	this week.
Present Perfect:	Our tax documents	have been	reviewed	
Past Simple:	Our tax documents	were	reviewed	last week.
Past Perfect:	Our tax documents	had been	reviewed	when we saw them.
will:	Our tax documents	will be	reviewed	next week.
going to:	Our tax documents	are going to be	reviewed	next week.

The word **'being'** is very important to remember in present continuous passives. As present continuous describes temporary situations, this is very common:

is/are done

New policies are discussed every week.
Plans are always formulated in advanced.
Applications are always reviewed thoroughly.
Tech issues are always fixed as soon as possible.

is /are BEING done

*Policies are **BEING** discussed this week.*
*A plan is currently **BEING** formulated.*
*Your application is **BEING** reviewed.*
*Your technical issues are currently **BEING** fixed.*

The following verbs are very often used to talk about actions taken by governments or authorities which may affect a business:

has been announced
has been reviewed
has been approved
has been accepted
has been turned down

has been agreed
has been implemented
has been discussed
has been fined
has been arrested

*Our application
is currently
being reviewed.*

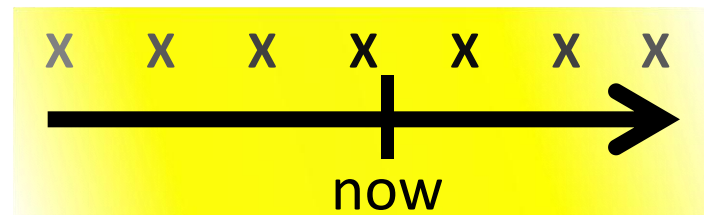
*New regulations
were announced
last week.*

*A new deal has
finally been
agreed.*

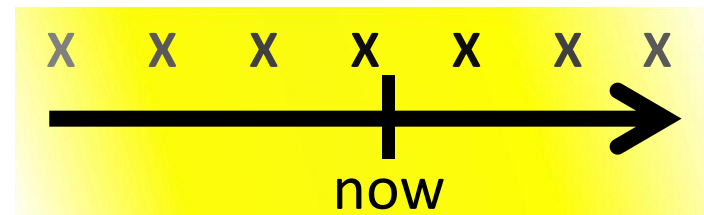
The board holds a meeting every month,

where all important issues are discussed.

Present Simple to talk about a general, long-term habit



Present Simple Passive to talk about a general, long-term habit



Other Examples:

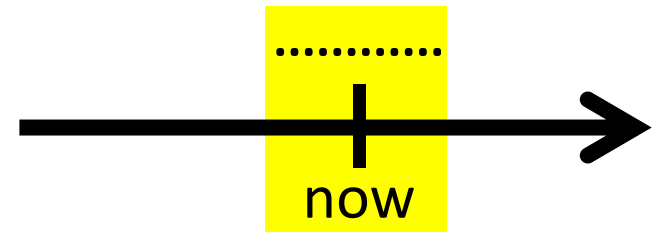
Big companies are audited every 5 years.

Important issues are debated every week in parliament.

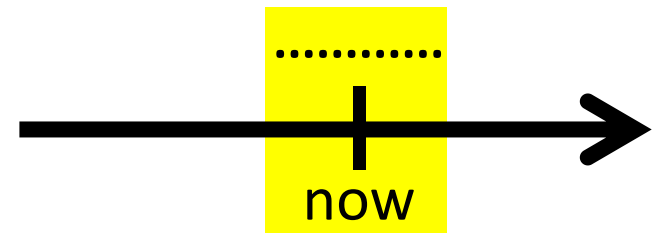
*We have to wait
to begin the
construction,*

*because our
application for
planning permission is
still being reviewed.*

A present temporary situation,
but we usually use **present
simple** with 'have to'



Present Continuous Passive to
talk about a present
temporary situation



Other Examples:

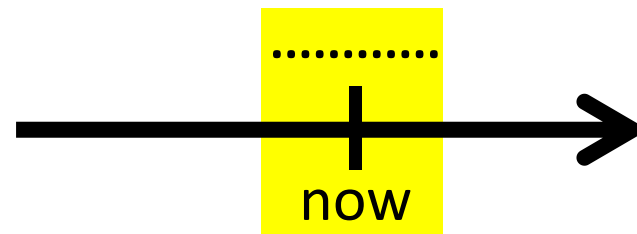
The crisis is currently being discussed in parliament.

The company are being investigated for fraud.

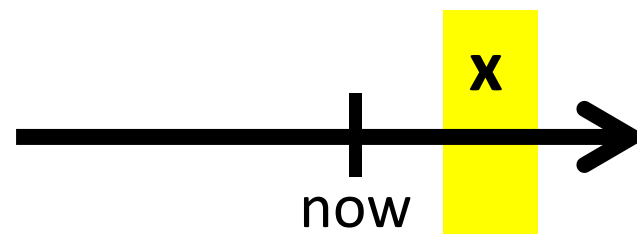
We are preparing some documents,

because we are being audited next week.

Present Continuous to talk about a present temporary situation



Present Continuous Passive to talk about a fixed future plan



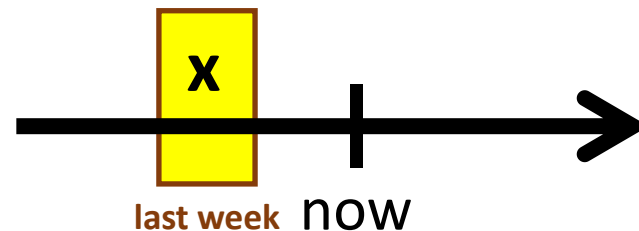
Other Examples:

The new measures are being reviewed again next week.

The changes are a bit unclear. I have heard that they're being discussed tomorrow.

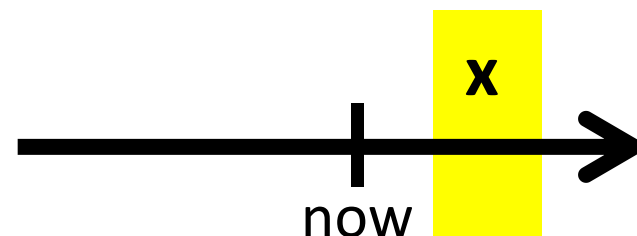
New regulations were announced last week.

Past Simple Passive to talk about a past event when we say 'when' it happened



They come into effect next year.

Present Simple to talk about an official future event



Other Examples:

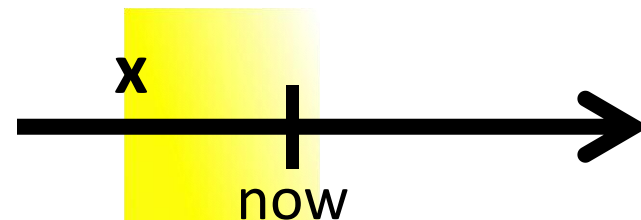
The match was cancelled last week due to bad weather.

The plans weren't discussed enough before they were implemented.

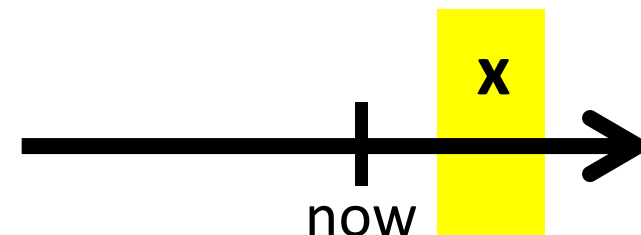
*Planning permission
for the construction
has been approved,*

*so we are going to
begin at the start of
next month.*

Present Perfect Passive to talk
about a past event which we
haven't moved on from
(it has been approved but you haven't started the
construction yet)



'going to' to talk about a
future intention



Other Examples:

The issue has been discussed, but we don't know the outcome yet.
The measures have been implemented.

This makes your actions sound more official but more distant from clients and colleagues. It is good for talking about contracts and admin:

has been received

has been approved

has been turned down

has been sent

has been delivered

has been signed

has been reached

has been discussed

has been prepared

has been solved

has been cancelled

*All information
has been sent to
your email.*

*A new deal was
reached last
week.*

*Your order will
be delivered
later today.*



sounds more
personal

sounds more
official



active forms

passive forms

*"Many thanks for your
request, we will get back to
you as soon as possible!"*

*"The contract has been
signed by both parties."*

*"Your application has
been approved."*

*"We have reached some kind of
agreement with them."*

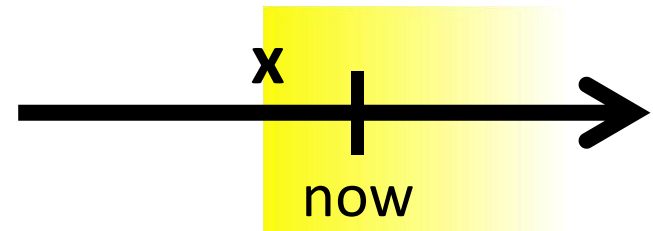
*"A deal has been
reached."*

*"Your request has
been received."*

Using different passive forms to talk about actions taken by your company

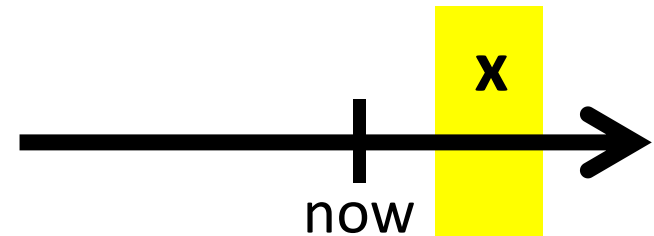
Your order has been received,

Present Perfect Passive to talk about a past event which we still haven't moved on from
(order has been received but still not processed)



and it will be processed in the next few days.

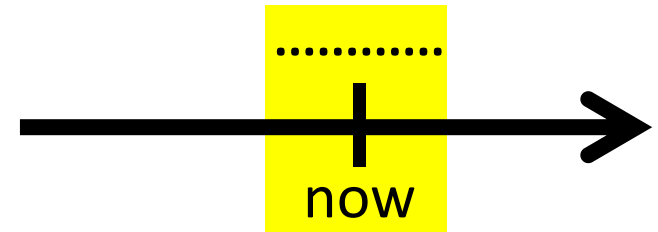
'will' to make a spontaneous offer / promise



Using different passive forms to talk about actions taken by your company

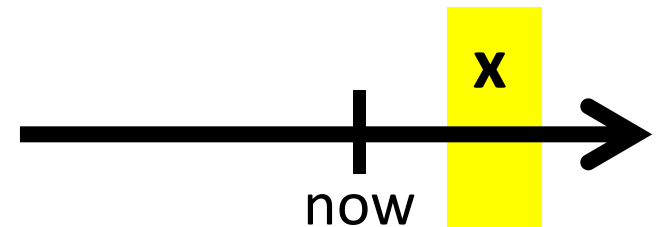
Your application is being processed.

Present Continuous Passive to talk about a present temporary situation



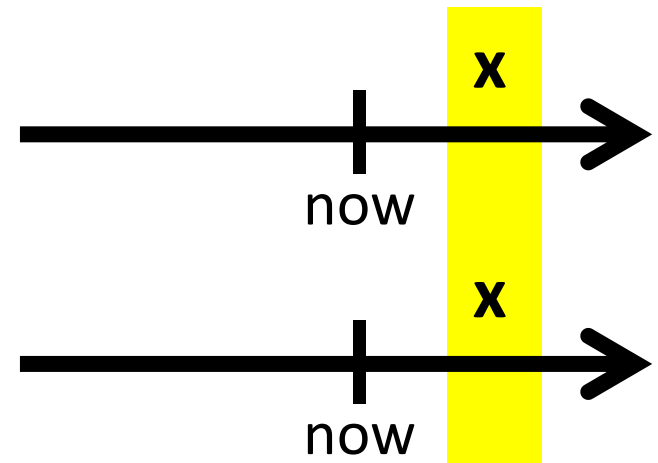
You will be notified

Passive 'will' to make a future offer / promise



as soon as a decision is made.

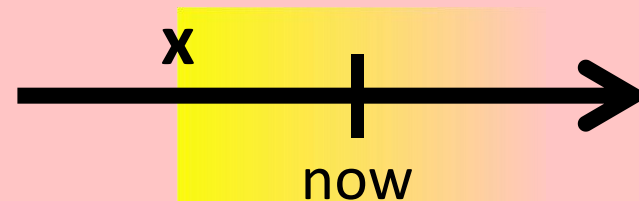
Present Simple Passive to talk about a future event after 'as soon as'



News headlines often use passive sentences. In news headlines, the forms of the verb 'to be' are missing from passive sentences. News headlines simply just use the past participle. Due to the fact that new headlines mainly report events that have just happened, we can work out that the verb form is present perfect passive :

**BUDGET CUTS
APPROVED BY
PARLIAMENT**

News headlines miss the verb
'to be' from passive sentences.
In a normal sentence, this
would be 'have been
approved' - **present perfect
passive**



Other Examples:

**SUMMER FESTIVAL
CANCELLED**

**PLANS FOR EDUCATION
REFORM ANNOUNCED**

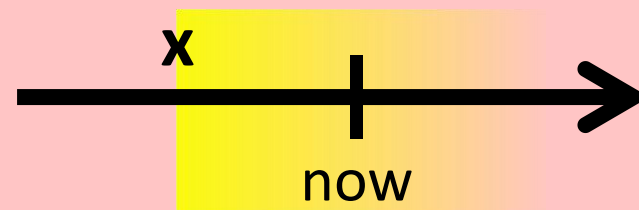
**INTERNATIONAL TRADE
DEAL REACHED**

As soon as the news article begins, the verb 'to be' reappears in the passive form:

BUDGET CUTS APPROVED BY PARLIAMENT

A series of significant budget cuts have been approved by the British parliament due to the current economic crisis in the country.

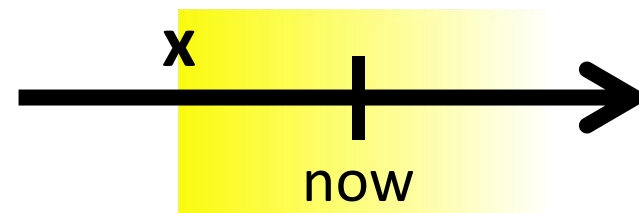
News headlines miss the verb 'to be' from passive sentences.



When the article begins, 'to be' reappears:

Present Perfect Passive
for a past event which
we haven't moved on
from

(budget cuts have been approved but
not implemented yet)



Correct the mistakes in the following passive sentences

1. A new hotel is currently built next to the harbour.
_____.
2. The decision was making by the President yesterday.
_____.
3. A deal has been agreeing by both companies.
_____.
4. Your package will delivered by 31st January.
_____.

Fill in the gaps with the correct passive form of the verb in brackets

5. The issue _____ (solve) yesterday.
6. The anti-government protests are really violent today. I am standing here on the street, and I can see that any protesters _____ (arrested).
7. The postal service here is very efficient, parcels _____ (deliver) within 1 day.
8. New restrictions for businesses _____ (announce), which come into effect next month. I think that more restrictions _____ (announced) next week as well.

The following sentences are written in the active form. If necessary, switch the sentence into the passive form. Some sentences can be left in the active form if they sound better.

Example: They have cancelled her visa.
_____ Her visa has been cancelled _____.

9. We have accepted your request.
_____.
10. I will refer you to our complaints team.
_____.
11. The board are discussing the matter.
_____.
12. We always aim to provide the best service for our customers!
_____.
13. Our company will charge your account on the 1st day of each month.
_____.
14. The system says that our company received your order 2 months ago. So I am not sure why our company hasn't delivered it. I will check for you.

_____.

Lesson 12:

1st Conditional

Talking about Possible Situations with 'if'

'if' part of the sentence	Other part of the sentence
if + present simple	will
<i>If the weather improves...</i>	<i>....we will go outside.</i>

Lesson 12.1 - Structure of 1st Conditional

Lesson 12.2 - 1st Conditional in Business Contexts

In 1st conditional, we don't use 'will' with 'if'. We use present simple instead. We don't use 'will' until the other part of the sentence. This is one of the most common mistakes to avoid:

If I ~~will~~

If it ~~will~~

It it ~~will be~~

If I ~~will be~~

pass

rains

is

am

the test, I

everyone

cold later, I

late, they

will be

will go

will stay

will get

very happy.

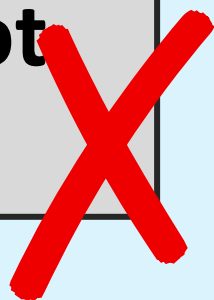
inside.

at home.

angry.

Be careful with negative sentences in the first conditional. Because we need to use present simple tense in the 'if' part of the sentence, it means that '*If I won't..*' is always incorrect:

If I

**will not
won't**

pass the test, I will be sad.

If I

don't

If he

doesn't

pass the test, I will be sad.

If I

am not

If he

isn't

If we

aren't

on time, the boss will be angry.

There are many good uses for the first conditional in business:

- talking about future plans

"If they don't accept our first offer then we will lower the price."

- making future suggestions

"I believe that if we organise a weekend away with everyone in the team, it will really bring them closer together."

- giving future warnings

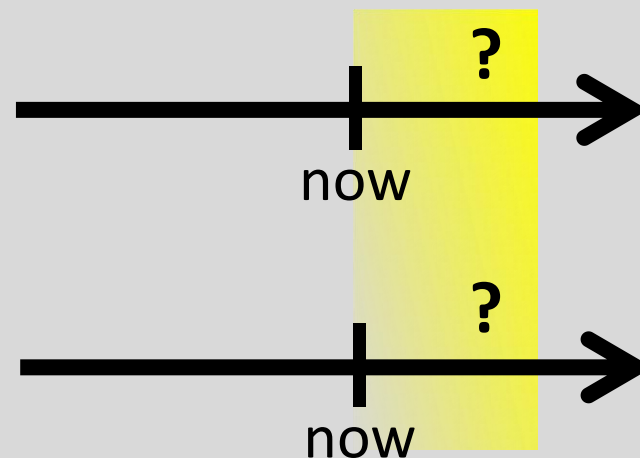
"If the economy doesn't improve soon, many people will lose their jobs."

*If the weather
improves*

we will go outside.

1st Conditional: if + present simple to talk about a possible future event which may or may not happen

1st Conditional: will to talk about a future event which will happen if the 1st event happens



Other Examples:

If they improve their offer, I will accept.

If there aren't any convenient flights, I will go by bus.

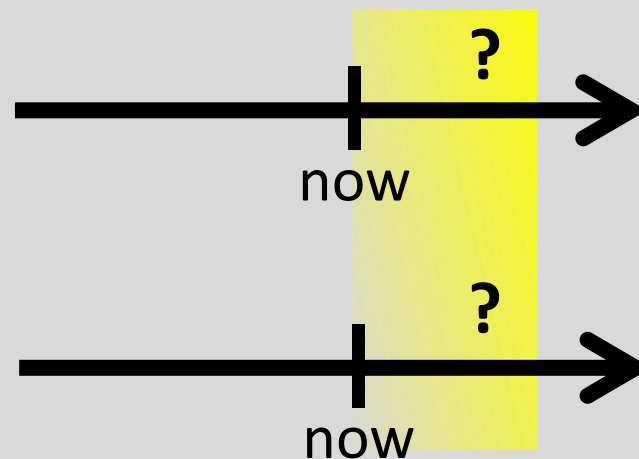
If I get promoted, I will have a big celebration.

If we increase the price by 2%,

we will be able to make \$3 million extra profit next year.

1st Conditional: if + present simple to talk about a possible future event which may or may not happen

1st Conditional: will to talk about a future event which will happen if the 1st event happens



Other Examples:

If we go by train, we will save a lot of money.

If we leave early, we will have some time to get lunch before the meeting.

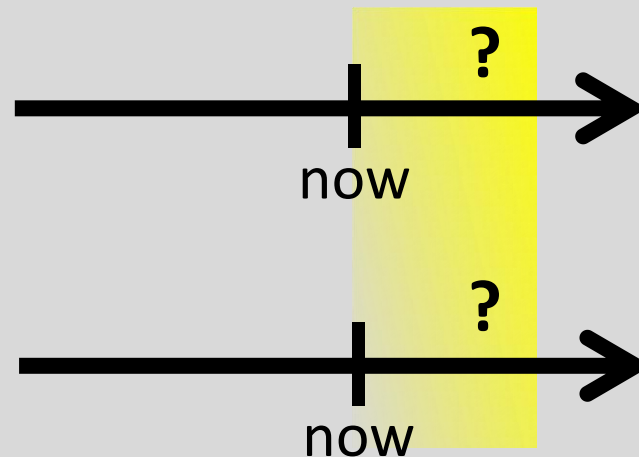
If we post this video, it will be great for our brand image.

If profits don't improve soon,

we will have to change our strategy.

1st Conditional: if + present simple to talk about a possible future event which may or may not happen

1st Conditional: will to talk about a future event which will happen if the 1st event happens



Other Examples:

If we lose this client, we will lose 20% of our whole client base.

If the government don't get the economic situation under control, many people will lose their jobs.

Lesson 13:



2nd Conditional

General Hypothetical Situations with 'if'

'if' part of the sentence	Other part of the sentence
if + past simple	would
<i>If the weather improves...</i>	<i>....we will go outside.</i>

Lesson 13.1 - Structure of 2nd Conditional

Lesson 13.2 - 2nd Conditional in Business Contexts

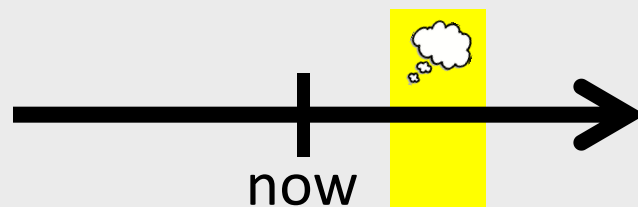
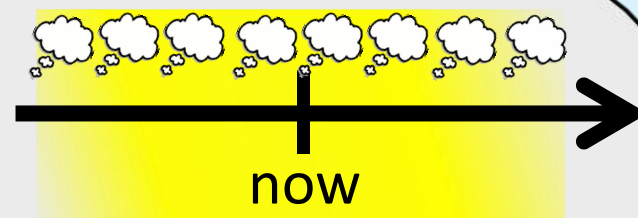
As 2nd conditional is used to talk about hypothetical situations, we naturally use it to talk about fantasy situations in the future. We like to talk about what we would do if our situation was better:

If I was rich,

I would buy a big house.

2nd Conditional: if + past simple to talk about a general hypothetical situation

2nd Conditional: would + infinitive to talk about what would hypothetically happen if the first event happened



Fantasizing about how Something could be better using 2nd Conditional

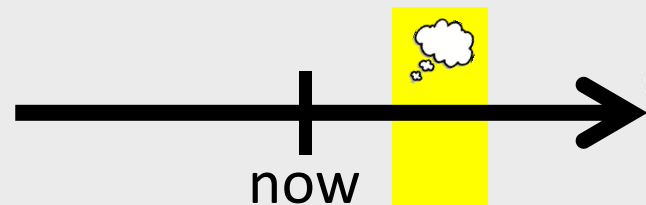
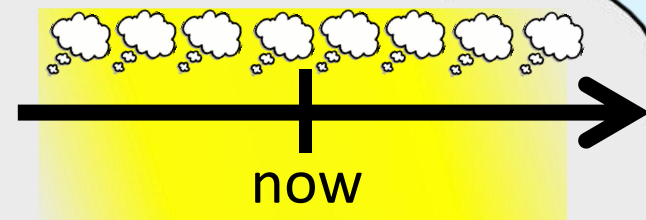
However, hypothetical situations don't have to be just fantasy situations about being rich. These can still talk about very normal topics:

If I was CEO,

*I would make a lot
of changes.*

**2nd Conditional: if + past
simple** to talk about a general
hypothetical situation

**2nd Conditional: would +
infinitive** to talk about what
would hypothetically happen
if the first event happened



In 2nd conditional, we don't use 'would' with 'if'. We use past simple instead. We don't use 'would' until the other part of the sentence. This is one of the most common mistakes to avoid:

If I ~~would fail~~

If it ~~would rain~~

If we ~~would have~~

If I ~~would be~~

If I ~~would buy~~

failed

rained

had

was

bought

the test, I

everyone

time, we

super rich, I

a big house, I

would be

would go

would go

would buy

would need

very angry.

inside.

on holiday.

a sports car.

a big garden.

Be careful with negative sentences in the 2nd conditional. Because we need to use past simple tense in the 'if' part of the sentence, it means that *'If I wouldn't..'* is always incorrect:

If he

**would not
wouldn't**



work, he would have no money.

If he

didn't

work, he would have no money.

If he

wasn't

If we

weren't



so skilled, we would struggle.

There are many good uses for the 2nd conditional in business:

- Complaining about how something could be better
“If the economy was in a better state, we would be able to take more risks.”
- Giving advice “If I was in your position”
“If I was in your position, I would ask for a promotion.”

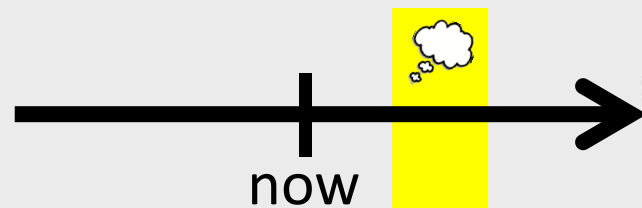
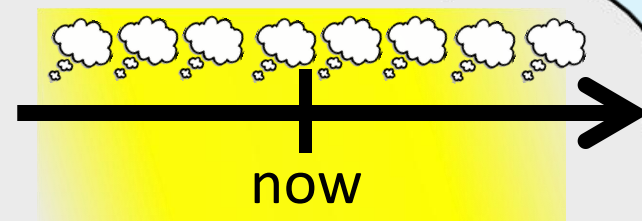
Talking Hypothetically about how Something could be better using 2nd Conditional

If we had a bigger budget,

we would be able to invest more in the project.

2nd Conditional: if + past simple to talk about a general hypothetical situation

2nd Conditional: would + infinitive to talk about what would hypothetically happen if the first event happened



Other Examples:

If the market situation was better, we would take more risks.

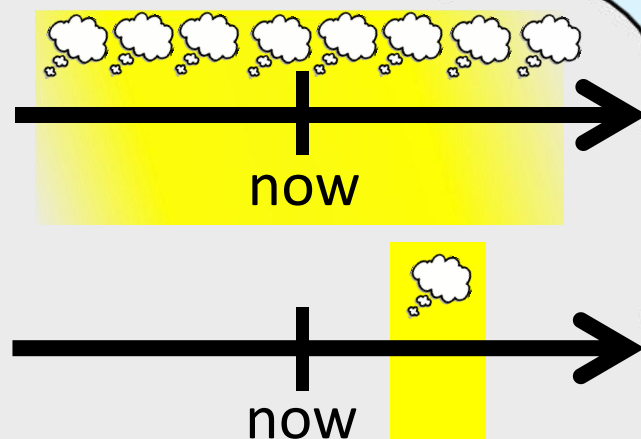
If we had more followers, we would make a lot of money.

If I was in your position,

I would definitely accept the offer.

2nd Conditional: if + past simple to talk about a general hypothetical situation

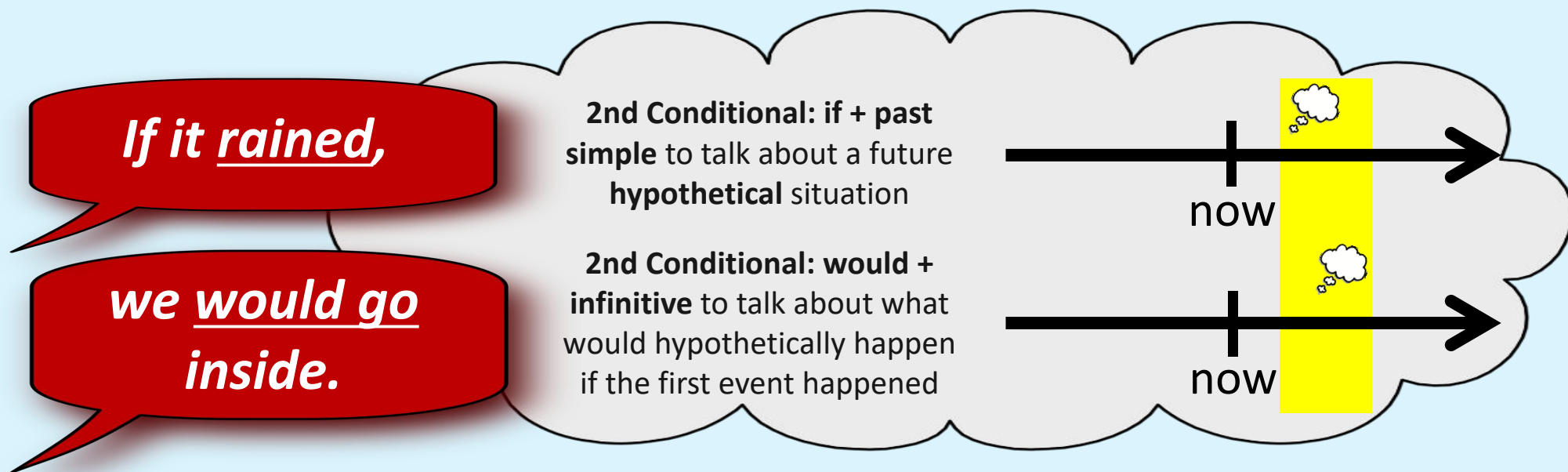
2nd Conditional: would + infinitive to talk about what would hypothetically happen if the first event happened



This is also good for asking advice:

What would you do if you were in my position?

We can use 2nd conditional to talk about hypothetical future situations:



Other Examples:

If the market situation got better, we would consider expanding.

If the company became really successful, I would sell it.

We will look at some more specific situations in the next chapter.

Lesson 14:

1st Conditional or 2nd Conditional

If I do or If I did?

Lesson 14.1 - What is the difference?

Lesson 14.2 - Business Uses

What is the Difference between the 1st Conditional and 2nd Conditional?

1st conditional

*If it rains, we
will go inside*

2nd conditional

*If it rained, we
would go inside*



1st conditional and 2nd conditional both refer to the future, so what is the difference between these sentences above?

The 'if' part is the difference



1st
conditional

50%

(might happen)

if it rains,

100%

← (will happen if that happens)

we will go inside.

2nd
conditional

0%

(won't happen)

if it rained,

100%

← (would happen if that happened)

we would go inside.



“If it rains,
we will go inside.”

99 %
It could
really
happen

50 %

10 %

“If it rained,
we would go inside.”



very unlikely
hypothesis

0%

Discussing possible future Situations in Business: 1st Conditional or 2nd Conditional?

There are many ways in which the difference in 1st and 2nd conditional can make a difference in business meetings:

- Discussing real plans vs. hypothetical plans
"If I change the design it will look better" (real plan to change the design)
"If I changed the design it would look better, but I don't have time" (hypothesis)
- Making predictions/warnings vs. hypotheses
"If the economy crashes, we will have problems" (real possibility)
"If the economy crashed, we would have problems" (hypothesis)
- Strong Suggestions vs. hypothetical suggestions
"If we invest \$2m more in staff, we will have more success" (strong suggestion)
"If we invested \$2m more in staff, we would have success" (hypothesis)
- Choosing options: a possible option vs. the other option
"If we call them today, it will be better" (real option that we are considering)
"If we called them tomorrow, it would be too late" (not considering this worse option)

“I want a new challenge. If I leave the company next year, I will look for opportunities at a bigger firm.”

“If I left my job tomorrow, I would travel around the world.”

99 %
really
thinking
about
doing it

50 %

10 %

not a plan,
just a
hypothesis

0%

“If we win the award,
it will really boost our
reputation.”

*“If we won the award, it would really
boost our reputation.”*

99%

It could
really
happen

50%

10%

very unlikely
hypothesis 0%

“If the plan fails,
we will be in a real mess.”

*“If the plan failed,
we would be in a real mess.”*

99%

It could
really
happen

50%

10%

very unlikely
hypothesis 0%

“If we introduce 10% budget cuts, we will save \$1m.”

“If we introduced 10% budget cuts, We would save \$1m.”

I expect
this to be
seriously
considered

just a
potential
hypothesis

“Let’s go by train.
If we go by train,
it will be quicker.”

*“Let’s go by train. If we went by bus,
it would be too slow.”*

will
probably
happen
because
it’s the
better
option

99 %

50 %

10 %

how this
option would
be worse

0 %

Fill in the gaps with the correct conditional form of the verb in brackets

- 1. If the plane _____ (leave) on time, we will arrive in London at around 7pm.
- 2. We should make sure that we arrive there on time, because if we arrived late it _____ (look) unprofessional.
- 3. Make sure that the client is satisfied with our service, because if we _____ (lose) that client, we would lose half of our profits.
- 4. If I _____ (not have to) work this evening, I would come and see you.
- 5. If they lower the price, we _____ (accept) the offer
- 6. If we _____ (not make) changes soon, we will lose a lot of money.
- 7. If I _____ (have) more time, I would give you so much more interesting information, but unfortunately we need to finish now.

What would be the most appropriate thing to say in each of the following situations?

Example: You have a bad leg. You are not going to play football tomorrow.

- ☐ If I play tomorrow, it will make my leg worse.
- ☒ If I played tomorrow, it would make my leg worse.

- 8. You are going to take the train because it is quicker.
 - ☐ If we take the bus it will be slower.
 - ☐ If we took the bus it would be slower.
- 9. You want to warn the group of the real risks regarding their planned company expansion.
 - ☐ If we expand the company too early, it will potentially be very damaging.
 - ☐ If we expanded the company too early, it would potentially be very damaging.
- 10. You don't expect that you will get an offer from the company you have applied to.
 - ☐ If I get an offer, I will be so excited.
 - ☐ If I got an offer, I would be so excited.
- 11. You want to make a hypothetical suggestion in a meeting.
 - ☐ How about hiring 2 new staff members? If we hire 2 new people it will really reduce the current workload.
 - ☐ How about hiring 2 new staff members? If we hired 2 new people it would really reduce the current workload.
- 12. You don't expect the market to crash, but you want to warn everyone of the dangers anyway.
 - ☐ With our current investments, we will lose everything if the market crashes.
 - ☐ With our current investments, we would lose everything if the market crashed.

Lesson 15:



3rd Conditional

Past Hypothetical Situations with 'if'

'if' part of the sentence	Other part of the sentence
if + had + past participle	would have + past participle
<i>If I had prepared more...</i>	<i>I wouldn't have failed the exam.</i>

Lesson 15.1 - Structure of 3rd Conditional

Lesson 15.2 - 3rd Conditional in Business Contexts

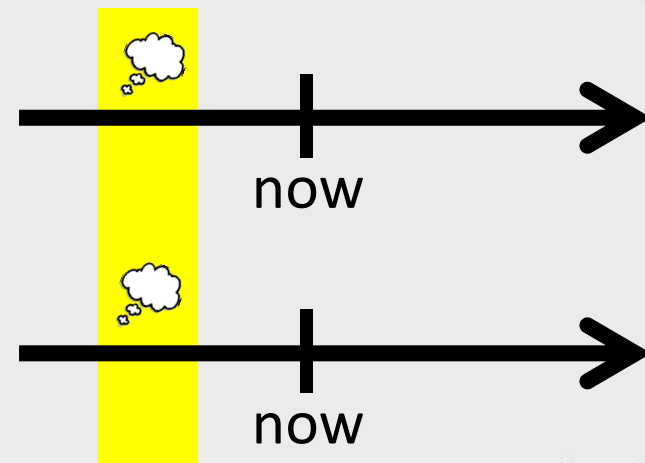
3rd conditional talks about hypothetical situations in the past. It is good for talking about opportunities that you missed, or things that could have been better or worse in the past:

If I had prepared more,

3rd Conditional: if + past perfect to talk about a past hypothetical situation

I would have passed the test.

3rd Conditional: would have + past participle to talk about what would have happened if the first event had happened



Other Examples:

If the sky had been clear, we would have seen the sea from the mountain
If you had accepted their proposal, you would have made a lot of money

The 3rd conditional forms are quite long, so they can be difficult to remember. It helps to remember that 'had' and 'would have' appear in every sentence:

If I	had	won the game, I	would have	been happy.
If he	had	gone out, he	would have	got tired.
If she	had	worked better, she	would have	succeeded.
If I	had	been less tired, I	would have	worked more.
If we	had	had more time, we	would have	had more fun.

We can even use 'had had' together, as well as 'would have had'

We can also shorten both 'had' and 'would' to 'd. We only really do this after pronouns: I, you, he, she, we, they. It is best to avoid these shortened forms in formal written English, but in normal written English, and especially spoken English, these forms are used all the time:

'd = had



If I	'd	won the game, I
If he	'd	gone out, he
If she	'd	worked better, she
If we	'd	had more time, we

'd = would



'd have	been happy.
'd have	got tired.
'd have	succeeded.
'd have	had more fun.

There are many good uses for 3rd conditional in business contexts:

- Looking back at previous projects and reviewing what went wrong / what you could have done better
“If we had invested more money into the product, it would have been more successful.”
- Looking back at previous projects and reviewing what could have been worse
“They asked a lot of questions after the presentation. If I hadn’t prepared it would have been very embarrassing!”

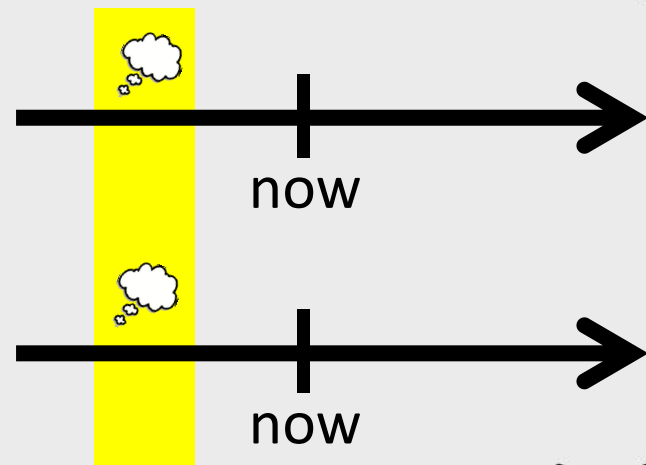
Saying what you could have done better in the past using 3rd Conditional

*If we had seen the
problem earlier,*

*we wouldn't have lost
so much money.*

3rd Conditional: if + past perfect to talk about a past hypothetical situation

3rd Conditional: would have + past participle to talk about what would have happened if the first event had happened



Other Examples:

Sorry, if I hadn't been so busy I would have called you earlier.

If we had had a bigger budget, we would have invested more into the project.

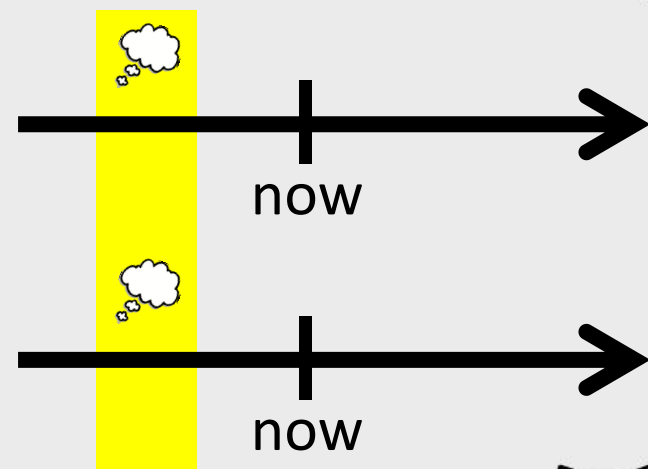
Saying what could have been worse in the past using 3rd Conditional

If I hadn't prepared in advance,

I would have definitely failed the interview.

3rd Conditional: **if + past perfect** to talk about a past hypothetical situation

3rd Conditional: **would have + past participle** to talk about what would have happened if the first event had happened



Other Examples:

If you hadn't spotted the problem, the launch would have been a disaster!
I don't know what we would have done if it had rained!

Lesson 16:



Mixing 2nd and 3rd Conditionals

General and Past Hypothetical Situations
with 'if'

Lesson 16.1 - Structure of Mixing Conditional

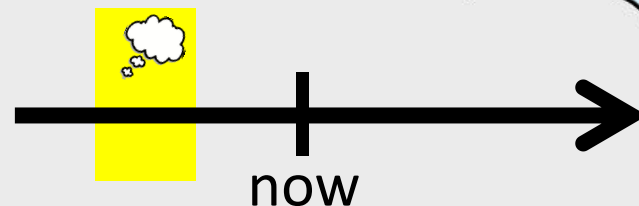
Lesson 15.2 - Mixed Conditionals in Business Contexts

If we want to talk about something that happened in the past which has an effect on now, we can mix conditionals, with the first part of the sentence in 3rd conditional and the second part in 2nd conditional:

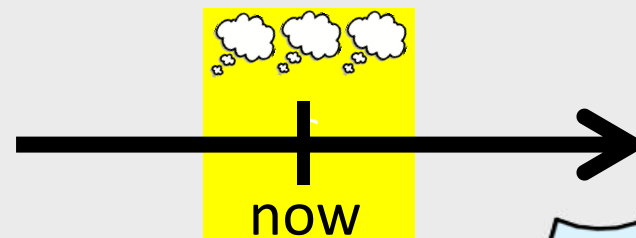
If I had slept better last night,

I wouldn't be so tired today.

Mixed Conditional: if + past perfect to talk about a past hypothetical situation



Mixed Conditional: would + infinitive to talk about what would happen now if the first event had happened

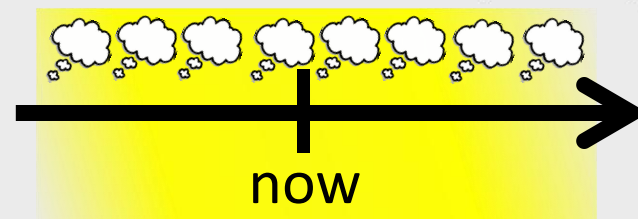


Slightly less common, but still used, if we want to talk about something general which had an effect on the past, we can mix conditionals, with the first part of the sentence in 2nd conditional and the second part in 3rd conditional:

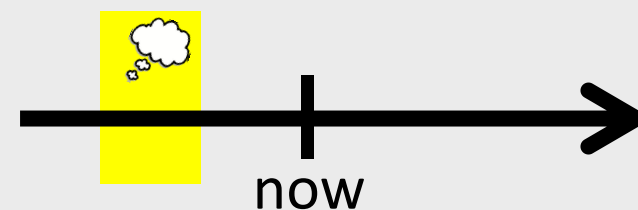
*If the bed was
more comfortable,*

*I would have slept
better last night.*

Mixed Conditional: if + past simple to talk about a general hypothetical situation



Mixed Conditional: would have + past participle to talk about what would have happened in the past if the first event happened



There are many ways in which mixing conditionals can be useful in business situations:

- Looking back, reviewing what went wrong and saying how it is affecting the current situation

“If the government had acted earlier, the economy would be in a healthier situation.”

- Looking at how general problems caused us to miss an opportunity in the past

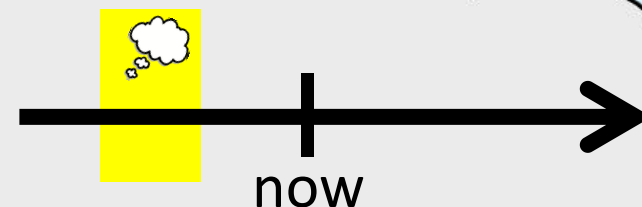
“If we had a bigger team (in general) we would have met the deadline easily in the previous construction project.”

Mixed Conditional - Something that you should have done better in the past, which is having an effect on now

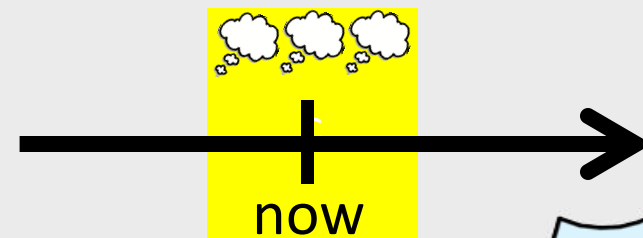
If we had planned the project more effectively,

we wouldn't have these problems.

Mixed Conditional: **if + past perfect** to talk about a past hypothetical situation



Mixed Conditional: **would + infinitive** to talk about what would happen now if the first event had happened



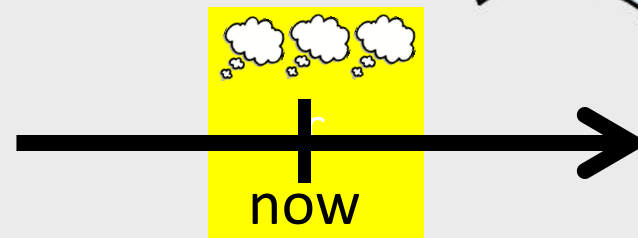
Other Examples:

If I had accepted that offer, I would be in a much better position now.
If we had listened to the warnings, we wouldn't be in such a mess.

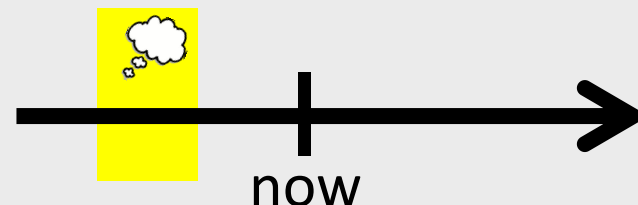
If we had more resources,

I would have met the deadline.

Mixed Conditional: if + past simple to talk about a present hypothetical situation



Mixed Conditional: would have + past participle to talk about what would have happened in the past if the first event happened

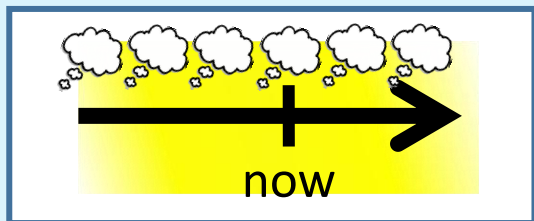


Other Examples:

If we were more established, we would have won that contract.

2nd Conditional:

Talking about a
general / future
time



if + past

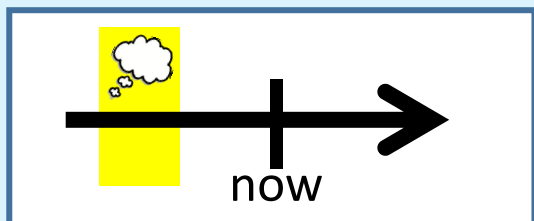
If I was a good sleeper...

would_{+inf}

I wouldn't be so tired today.

3rd Conditional:

Talking about
the Past



if + had_{+pp}

If I had slept well last night..

would have_{+pp}

I wouldn't have been so tired yesterday.

Exercises - Unreal Conditionals

(2nd Conditional, 3rd Conditional or Mixed Conditionals)

Fill in the gaps with the correct conditional form of the verb in brackets

- 1. If I _____ (know) about your problem earlier, I would have been able to help you.
- 2. If we _____ (pay) more attention to our service, customers wouldn't complain all the time.
- 3. If we hadn't been interrupted by calls all the time, we _____ (have) a more productive meeting.
- 4. If we _____ (had) more time, we would have met the deadline easily.

Write a conditional sentence to mean the same as the sentence above. If the sentence above is positive you will need to switch it to negative

Example: We didn't prepare for the game, so we didn't win.
If we had prepared for the game, we would have won.

- 5. We don't have a bigger team, so we don't achieve more.

_____.

- 6. We didn't send out invitations to everyone, so more people didn't come.

_____.
- 7. I spent so much money last year, so now I am in so much debt.

_____.
- 8. I live so far away from London, so I didn't accept the job offer.

_____.
- 9. The team didn't have more support, so we missed the deadline.


_____.
- 10. I always work on Thursday evenings, so I didn't come to the party.

_____.
- 11. I don't have a lot of experience, so I didn't have a chance of getting the job.

_____.

Mixing Sentences with Conditionals and Non-Conditionals

Lessons13-16

Mixing Tenses: Conditionals and Non-Conditionals

If we had a larger budget,

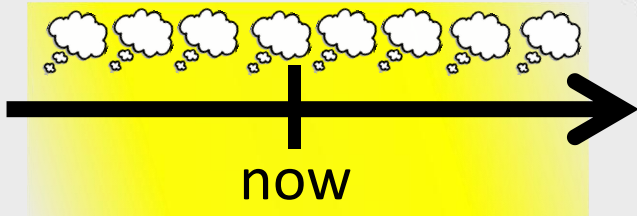
we would look into expanding the business,

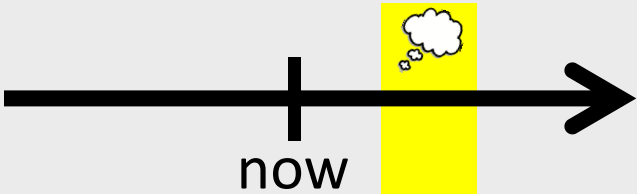
but unfortunately we are going through a difficult period at the moment.

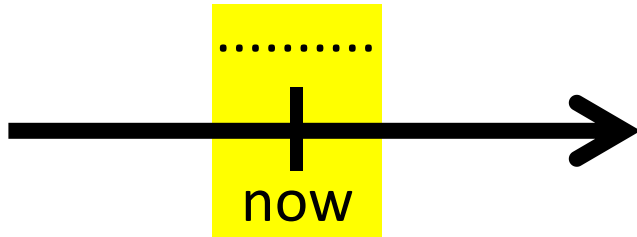
2nd Conditional: if + past simple to talk about a general hypothetical situation


2nd Conditional: would + infinitive to talk about what would happen in the future if the first event happened

Present Continuous to talk about a present temporary situation.







Fluency Space

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If we had paid more attention to the market,

we would have recognised that

the market was in a difficult situation,

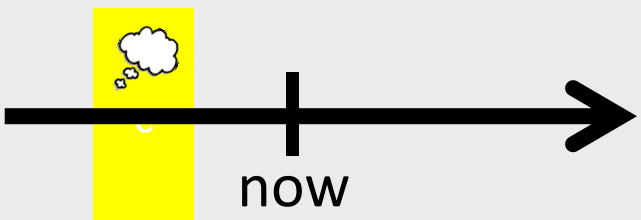
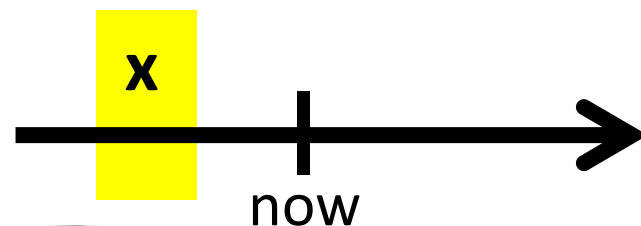
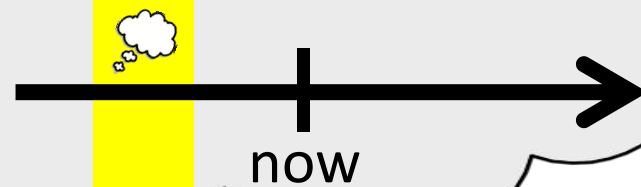
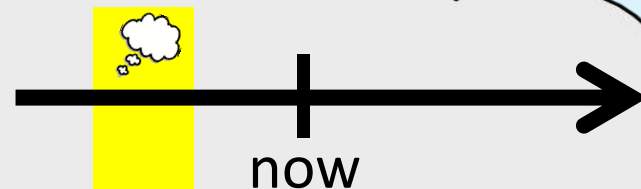
and we would have done something about it.

3rd Conditional: if + past perfect to talk about a past hypothetical situation

3rd Conditional: would have + past participle to talk about what would have happened if the first event had happened

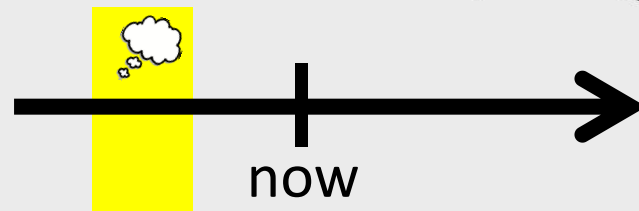
Past Simple to talk about a real finished event in the past

3rd Conditional: would have + past participle to talk about what would have happened if the first event had happened



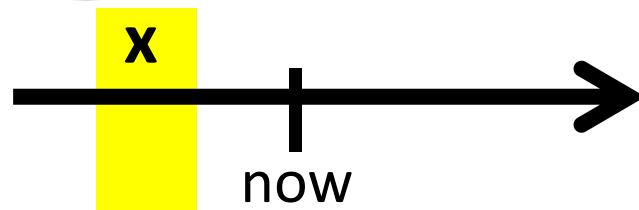
If someone had informed me earlier

3rd Conditional: if + past perfect to talk about a past hypothetical situation



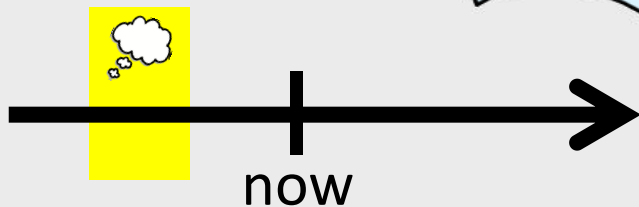
that there was a problem,

Past Simple to talk about a real finished event in the past



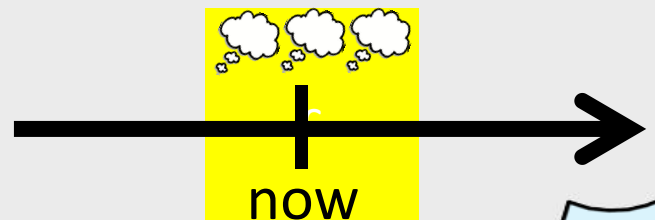
I would have called a meeting to discuss it,

3rd Conditional: would have + past participle to talk about what would have happened if the original event had happened




and we wouldn't be in this mess now.

Mixed Conditional: would + infinitive to talk about what would happen now if the original event had happened



Lessons
13-16

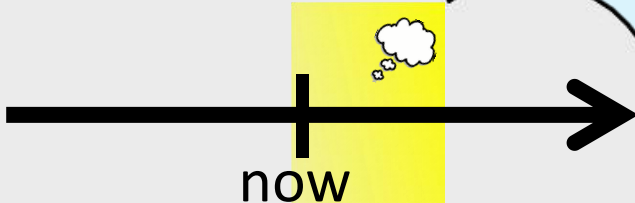
Mixing Tenses: Conditionals and Non-Conditionals

If you could send those documents by the end of the day

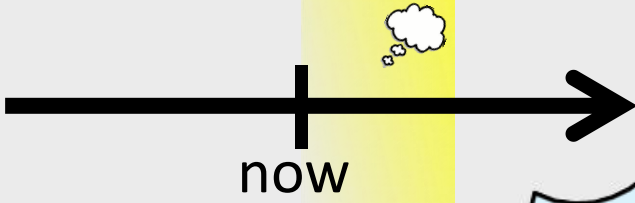
we would really appreciate it,

because the situation is becoming quite urgent.

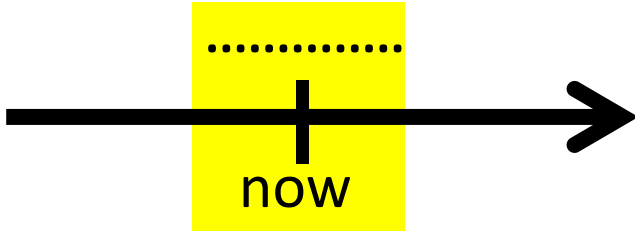
2nd Conditional: if + past simple to talk about a future hypothetical situation




2nd Conditional: would + infinitive to talk about what would happen if the first event happened



Present Continuous to talk about a real present temporary situation



Fluency Space

282

Future Perfect

will have done

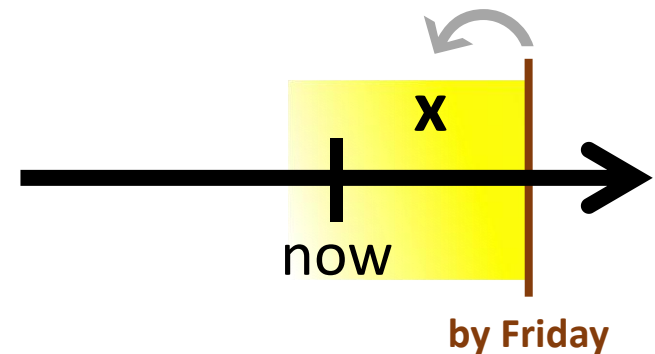
The future perfect is mainly used with 'by':

"I will have completed my article by tomorrow".

This means that it could be useful in business to say that something will be complete by a particular date in the future:

*I will have
finalized the report
by Friday.*

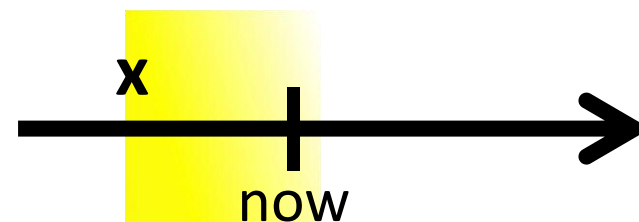
Future Perfect



However, this can easily be replaced by using the future tense. Take a look at this example with the future perfect, and then have a look at the alternatives below:

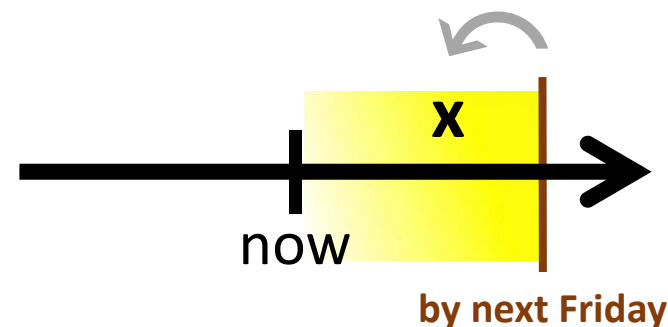
I have organised a meeting for next Friday.

Present Perfect to talk about a past event which we still haven't moved on from
(you have organised a meeting but it hasn't happened yet)



because we will have finished the project by then.

Future Perfect to talk about something which will be finished **by** a certain time



We can replace this by using [will be + adjective + by]:

The project will be finished by then / The project will be ready by then

Future Perfect Continuous

will have been doing

In order to use the future perfect continuous, we firstly need to talk about something in the future, and then we say how long something will have been happening until that event. In order to say how long something has been happening, we can use some of the phrases which we saw in lessons about present perfect continuous and past perfect continuous:

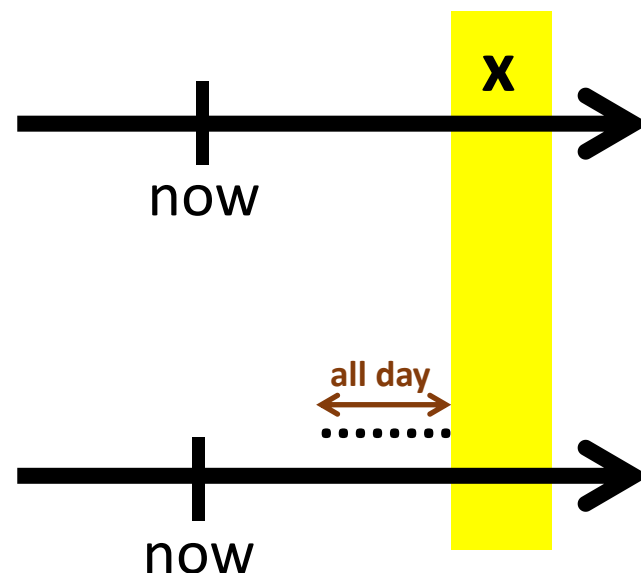
for 3 hours / for 10 years / during the summer / all day / all week

By the time the construction is finally finished,

we will have been working on it for 2 years.

Present Simple to talk about the future after 'by the time'

Future Perfect Continuous to talk about how long something will have been happening up to another future event



The main use for the future perfect continuous is to talk about why you will be tired in a certain situation. We often use 'when' or 'by the time' in these sentences, so remember to use present simple with 'when':

*When we arrive
at the hotel*

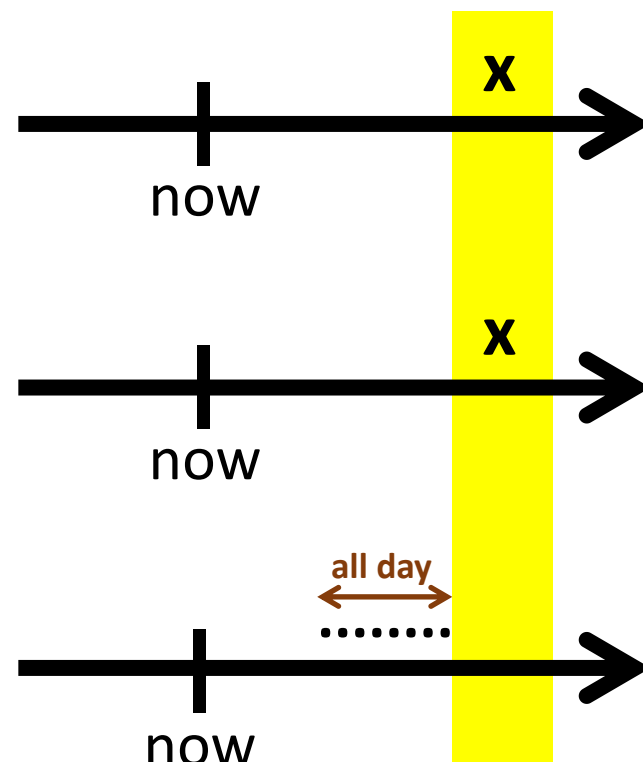
Present Simple to talk about a future event after 'when'

I think we'll be tired,

'will' to make a prediction about the future

*because we will have been travelling
all day.*

Future Perfect Continuous to talk about how long something will have been happening up to another future event



We can also talk about why something will be difficult or emotional:

I'm leaving the company at the end of next year.

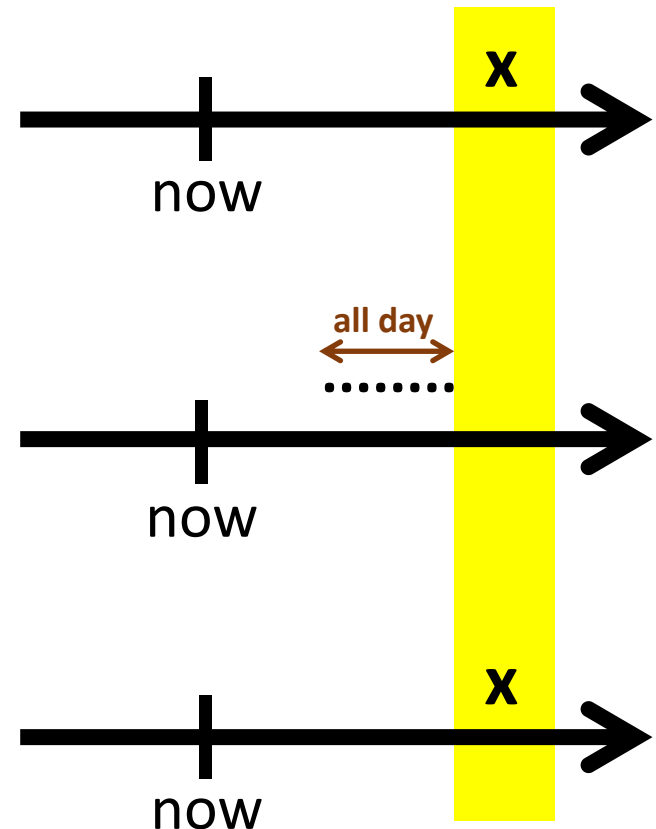
Present Continuous to talk about a fixed future plan

I will have been working there for 10 years,

Future Perfect Continuous to talk about how long something will have been happening up to another future event

so it will probably be quite emotional.

'will' to make a prediction about the future



Future Continuous

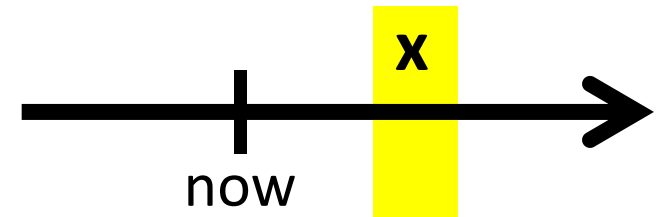
will be doing

Using Future Continuous for an arranged activity

We can use future continuous just to talk about an arranged activity. This is for fixed future plans.

We'll be leaving at 9am in order to get to the airport on time.

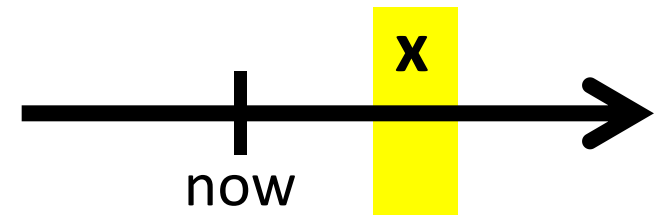
Future Continuous to talk about a fixed future plan



However, we can just use present continuous here, as we saw in lesson 2.2 (page 34):

We are leaving at 9am in order to get to the airport on time.

Present Continuous to talk about a fixed future plan

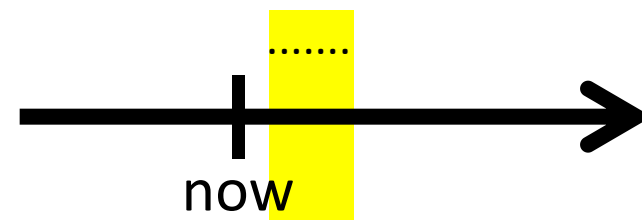


If you are talking about an arranged event which is part of a series of events, you can just use 'going to' or present continuous, but it is also possible to use future continuous. This is only optional, as there are other tenses that you can use, but if you hosting a conference or an event and you are going through the timetable of activities, it might be useful to use future continuous to avoid repeating the same future tenses again and again:

"Welcome everybody to our team-building sports day. 5 teams are participating this year, each from a different department. Each team is going to participate 5 mini sporting competitions, and at around 5pm we'll be announcing the overall winners."

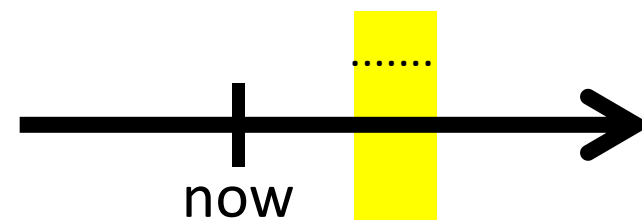
We have a lot of great speakers today. Firstly, Amy Smith will be talking about current market trends.

Future Continuous to talk about a planned continuing activity as part of a series of events



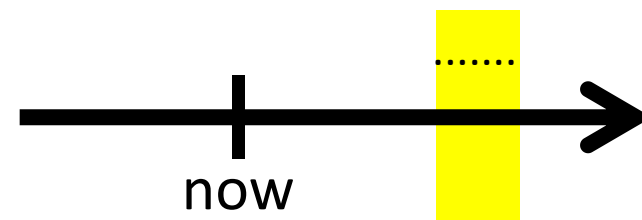
Then at around 10am, Dave Evans is going to tell us a bit about his experiences running a company.

'going to' to talk about a future intention



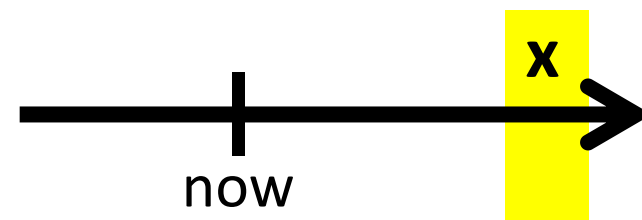
Our final speaker of the morning, Julia Ripley, will be giving her predictions for future market trends.

Future Continuous to talk about a planned continuing activity as part of a series of events



and we'll probably stop for lunch at around 12:30.

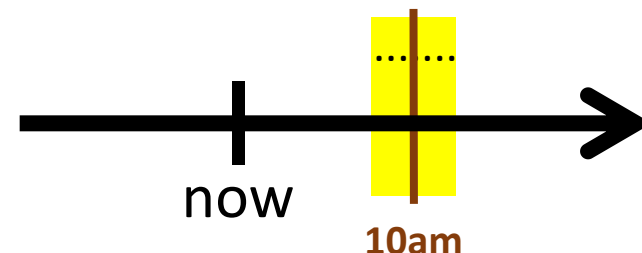
'will' to give a future prediction



Using Future Continuous for an event which will already be in progress at a particular time...and an alternative option

Please don't call me at 10 because I'll be sitting in a meeting.

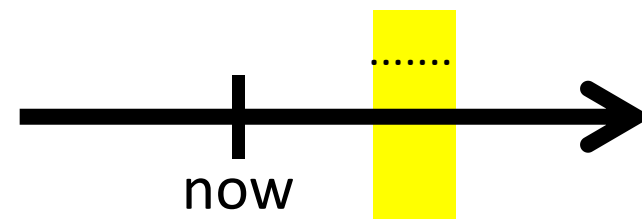
Future Continuous to talk about an event which will already be in progress at a particular time



An alternative, better and much easier option instead of future continuous is simply to name the event that you will be at: 'I'm in a meeting'

Please don't call me at 10 because I'm in a meeting.

Present Simple to talk about an official plan / event



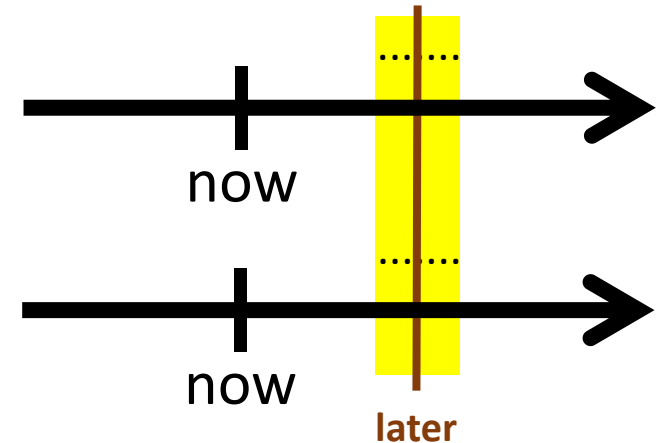
Using Future Continuous for an event which will already be in progress at a particular time...and an alternative option

I'm unavailable later,

because I'll be preparing for the event.

Present Simple to talk about a fixed scheduled plan (even though we haven't said what it is)

Future Continuous to talk about an event which will already be in progress at a particular time



An alternative option instead of future continuous is 'I have to/need to prepare' or 'I am preparing'. This is always an option as an alternative:

"I'm unavailable later because I need to prepare for the event."

"I'm unavailable later because I have to prepare for the event."

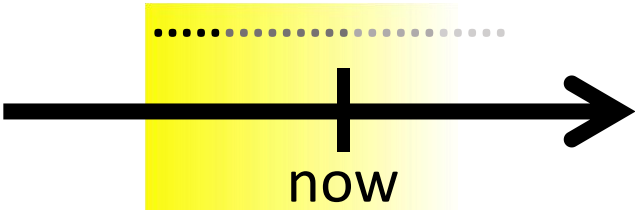
"I'm unavailable later because I'm preparing for the event."

Mixing All Tenses!



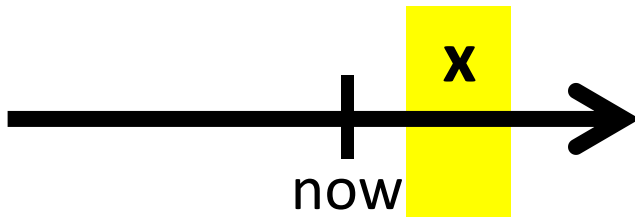
*Sales have been
decreasing,*

Present Perfect Continuous to
talk about a continuing event
which has been happening
from the past to now



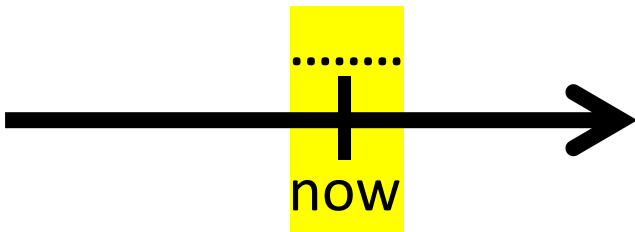
*so next week we are
having a meeting to
discuss possible solutions.*

Present Continuous to talk
about a fixed future plan



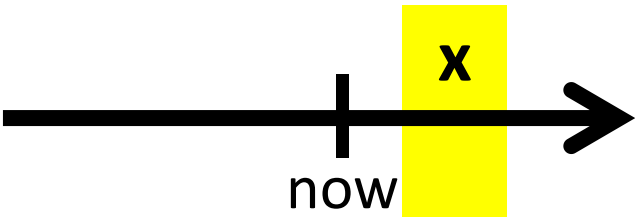
I am sure that

A present temporary situation,
but we don't normally use the
verb 'to be' in present
continuous, so we use **present
simple**



*we will come up with
some good ideas.*

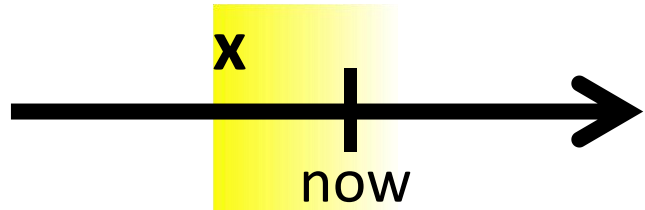
'will' to give a future
prediction





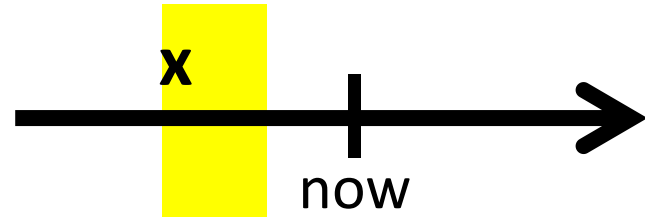
*I have attached the
2 documents*

Present Perfect to talk about a
past event which we still
haven't moved on from
(you have attached the documents, but they
haven't been opened yet)



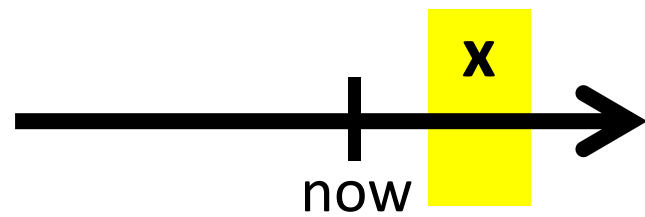
that you requested.

Past Simple to talk about a
finished event in the past
(you haven't moved on because you requested
the documents and I have sent them)



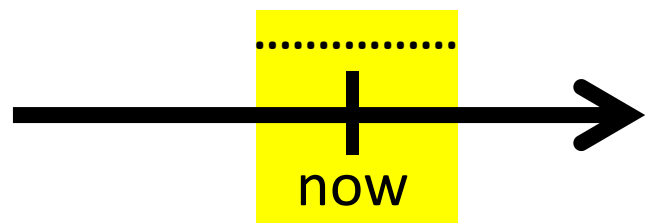
*Both documents will
cover all the information*

'will' to make a future offer /
promise



that you need.

A present temporary situation,
but we don't normally use
'need' in the continuous form,
so we use **present simple**





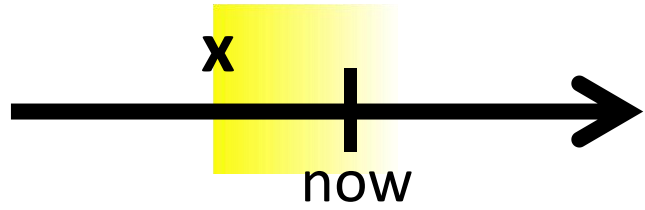
*I have just checked
my inbox,*

*and they haven't
replied yet,*

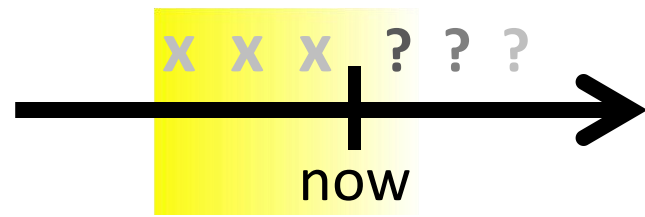
*so I will call them
later*

*to check that
everything is going
well.*

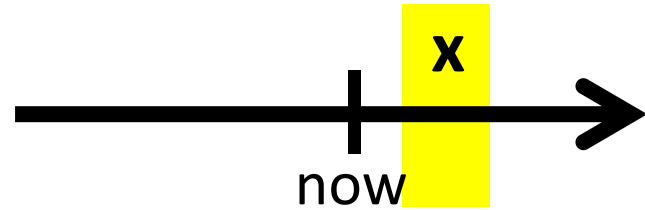
Present Perfect to talk about a past event which we still haven't moved on from



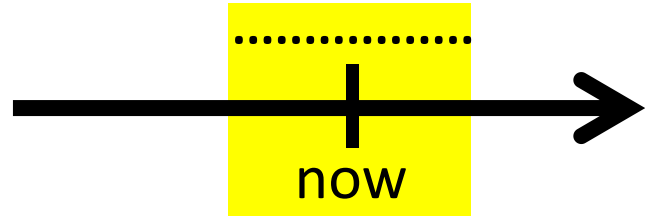
Present Perfect to talk about an event which has not yet happened, but may happen in the future



'will' to make a spontaneous decision for the future



Present Continuous to talk about a present temporary situation

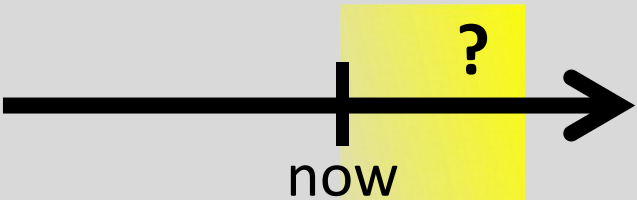




Mixing Tenses

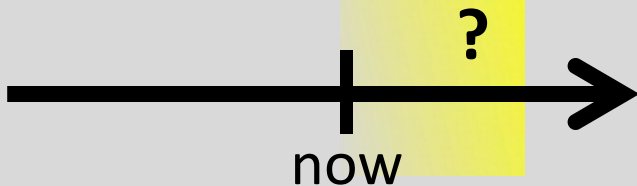
If the weather improves

1st Conditional: if + present simple to talk about a possible future event which may or may not happen



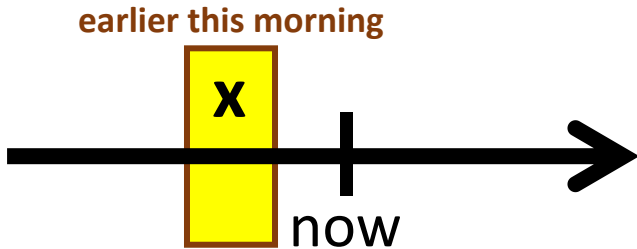
we will go outside,

1st Conditional: will to talk about a future event which will happen if the 1st event happens



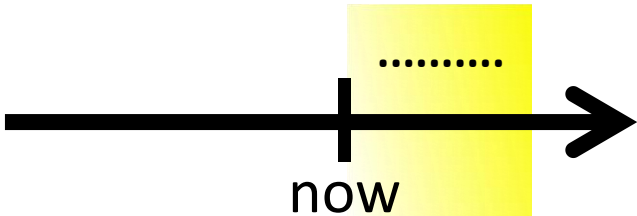
but I checked the weather forecast earlier this morning,

Past Simple to talk about a past event when we say 'when' it happened



and apparently it is going to rain all day.

'going to' to talk about a future prediction based on evidence (you have seen the forecast)

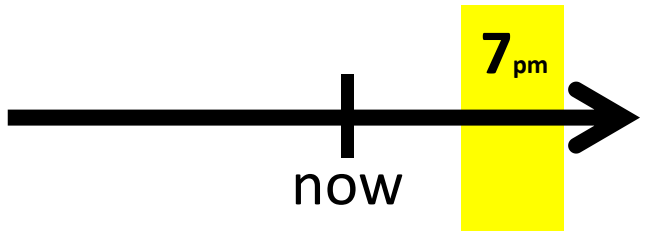




Mixing Tenses

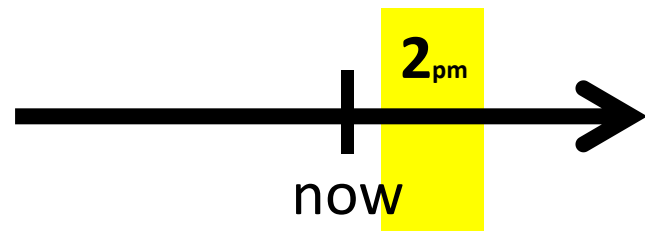
The plane leaves at 7pm,

present simple to talk about an official, timetabled future event



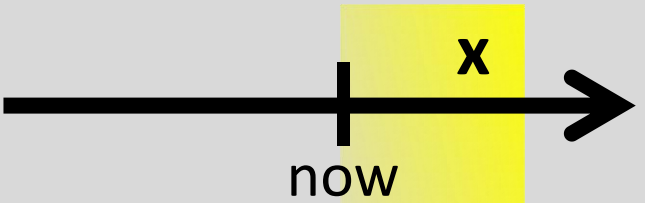
so we are going to head to the airport in the car at 2pm

going to to talk about a future intention



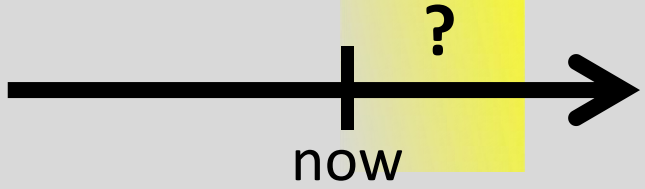
so that we will be there on time

1st conditional: will to talk about a future event which will happen if the event below happens



even if there is heavy traffic.

1st conditional: if + present simple to talk about a possible future event which may or may not happen



Fill in the gaps with the correct form of the verb in brackets, using any verb tense that you think is appropriate. These can either be normal verb tenses, conditional forms or passive forms. Sometimes more than one option is possible!

1. We _____ (start) our walk at 8am, which means that we _____ (walk) for around 3 hours! Let's stop for a break soon because I _____ (get) tired.
2. It _____ (rain) really heavily at the moment, but when the sun _____ (come) out we _____ (go) back outside.
3. We _____ (need) to find a hotel near London next week for our business trip, but everywhere is so expensive. We _____ (try) to find some cheaper hotels outside of the city. I _____ (not know) which area is best because I _____ (never visit) London before. If the city centre _____ (not be) so expensive, we _____ (stay) there.
4. I think I _____ (book) the restaurant for 8pm because I _____ (finish) work by then.
5. The government _____ (changed) their policy yesterday, but many political experts _____ (believe) that the changes _____ (make) too late.
6. I _____ (work) since 6am this morning. When I _____ (accept) this promotion last month I _____ (not know) that my workload _____ (increase) so dramatically!
7. He told me that he _____ (deal with) the problem already, but he clearly _____ (not deal with) it because clients _____ (still call) me about it.
8. Apologies, this evening's event _____ (cancelled). Your tickets _____ (refund) in the next few days.
9. If you _____ (be) honest with me about the problem last week, I _____ (solved) it.
10. We had a very disappointing evening last night. We _____ (going to attend) a concert, but it _____ (cancel) at the last minute due to some electrical problems in the concert hall. We were so disappointed because we _____ (buy) tickets for it 3 weeks before, and we _____ (look forward) to it for so long! Literally, we _____ (walking) towards the concert hall entrance when we suddenly _____ (receive) a message to inform us of the cancellation. We _____ (tell) by the concert organisers that we can either receive a refund or wait for the concert to be rearranged. They have said that they _____ (try) to rearrange the concert for sometime next month. I _____ (not know) what to do yet, because if the concert _____ (be) in the second half of next month I _____ (not able) to go.

Answers to Exercises

Lesson 1 (page 28)

1. have 2. am dealing 3. is becoming, need 4. go, am working 5. provides, are discussing 6. is responding 7. am making, am having 8. speak, have, am speaking, think, need 9. looks, are considering 10. is performing 11. is raining, are getting 12. are receiving, is damaging 13. run, am running, is going 14. admit, are not producing 15. am practising 16. looks, are testing 17. is going down, need 18. get, am getting, hope

Lesson 2 (page 57)

1. will book 2. lands 3. will deal with 4. am leading/lead, am interviewing/interview, will not be able to 5. is launching, will be 6. starts, will find out 7. are going to meet up 8. will be 9. will continue, succeed 10. are having 11. am going to call 12. will prepare, rains 13. am going to practise 14. are going to increase 15. am having, will take, will let, leave 16. is going to get, continues

Mixing Present Tenses and Future Tenses (page 63)

1. am writing down, am going to say 2. am getting, am giving 3. are still waiting, will let, hear 4. play, are playing, are flying/fly 5. is shining, will go 6. leave, drive, is 7. am not working, will take 8. need, am going to drive 9. am relaxing, starts/is starting

Lesson 3 (page 105)

1. She has inspired me to change my life - She has inspired me to change my life, but I haven't changed my life yet. She inspired me to change my life - She inspired me to change my life, and I changed it.
2. They have promised to send us a refund - They have promised to send us a refund, but they haven't sent the refund yet. They promised to send us a refund - They promised to send us a refund, and then they sent it; or they promised to send us a refund, and they didn't send one and now we have given up hope of receiving one.

3. He has said that he is going to help us - He has said that he is going to help us, but he hasn't helped us yet. He said that he was going to help us - He said that he was going to help us, and he helped us; or he said that he was going to help us, and he didn't help us and we have given up waiting for his help.

4. I have written a contract - I have written a contract, but it hasn't been signed yet, or I haven't sent it to the people who need to sign it yet. I wrote a contract - I wrote a contract, and it was signed; or I wrote a contract, but they refused to sign it.

5. had 6. have prepared, failed 7. bought, have sent 8. have opened, had 9. sent 10. has responded 11. told, haven't heard 12. had (because you say 'when' it happened - earlier)

Lesson 3 (page 116)

1. have visited, moved 2. have won, was 3. had to, have solved 4. have never won 5. have had to 6. have visited 7. thought, decided 8. Have you ever eaten, have been 9. never achieved 10. lived, did you ever go 11. wrote, wrote 12. have said, have prepared 13. tried 14. Have you started, have seen, stopped

Lesson 5 (page 162)

1. Our social media page has gained 4000 followers since the start of the month. 2. I have been learning English since 2015. 3. She is still not here yet. How long have you been waiting for her? 4. The machine has broken down 3 times today. 5. I have been trying this new diet for 2 months. 6. I have been working hard ever since I woke up this morning. 7. have been speaking, have covered 8. have been living, have never experienced 9. has decreased, introduced 10. has been getting 11. are staying, have been, have met (because we say how many - 'so many interesting people') 12. have been working 13. studied, returned, have been living 14. has been arguing

Answers to Exercises

Lessons 6, 7, 8 (page 194)

1. had been discussing 2. was sleeping 3. had been travelling 4. had been investigating 5. was driving

Dubai Story:

I went on a trip last month to Dubai with my friend John. I was very excited about going because I had never visited Dubai before, and I hadn't seen John for a long time, because he lives in Australia. Like myself, John is also from the UK, but he has been living in Australia for 6 years. I arrived at Dubai airport at around 8pm after a 4-hour flight from the UK. I met John at the airport and we checked into our hotel. I wanted to go and have a look around the city on the first evening, but John was really tired because he had been sitting on a plane for 8 hours.

I decided to go and look around the city myself. As I was walking through the city, I suddenly looked up and saw the amazing Burj Khalifa tower. I had never seen anything quite so incredible in my whole life! Many people had told me that it was a magnificent building, but it is only when you see it that you realise just how big it is! I was staring at the tower when I suddenly realised that I had left my camera back at the hotel! The rest of the trip was also amazing, and since I got back I have been telling people about it constantly. It is great to tell people that I saw / have seen the tallest building in the world! (both 'saw' and 'have seen' are possible here. 'Saw' from the perspective of a finished trip to Dubai; 'have seen' from the perspective of so far in your whole life)

Lessons 9, 10 (page 219)

1. was going to (this is better because the prediction is based on evidence - 'I could see that we were under-prepared..')

2. was going to finish 3. were meeting (fixed plan), were meeting 4. will receive/are going to receive/are receiving 5. would suddenly change 6. would work 7. would send 8. will look into 9. was starting/started
10. The candidate said that she had a lot of experience.
11. Alice said that she had finished all of the most urgent tasks.
12. Alice said that she was going to leave the company.
13. Alice said that she had been practising a lot for the presentation.
14. The representative said that she would look into the problem.
15. Alice said that she was having her hair cut in the evening.
16. Alice said that she had told him, but he didn't listen.
17. Alice said that she knew that it wouldn't work.

Lesson 11 (page 235)

1. A new hotel is currently being built next to the harbour.
2. The decision was made by the President yesterday.
3. A deal has been agreed by both companies.
4. Your package will be delivered by 31st January.
5. was solved 6. are being arrested (because it is happening right now) 7. are delivered 8. have been announced, will be announced
9. Your request has been accepted. (Maybe better in passive because it is a more official, administrative situation).
10. I will refer you to our complaints team. (This is a more friendly, personal approach, so maybe it works better here to show care for the person complaining).
11. The board are discussing the matter / The matter is being discussed. (Both are ok here).
12. We always aim to provide the best service for our customers! (Better in the active form because it is about service, so it is more personal).

Answers to Exercises

13. Your account will be charged on the 1st day of each month. (Better in the passive form here, because it is about money and payment).

13. The system says that your order was received 2 months ago. I am not sure why it hasn't been delivered. I will check for you. (The first parts are better in passive here, because you are talking about administrative issues. 'I will check for you' is better in the active form as it is more personal).

Lessons 12, 13, 14 (page 262)

1. leaves 2. would look 3. lost 4. didn't have to 5. will accept 6. don't make 7. had

8. If we took the bus it would be slower.

9. If we expand the company too early, it will be potentially very damaging.

10. If I got an offer, I would be so excited.

11. How about hiring 2 new staff members? If we hired 2 new people, it would really reduce the current workload.

12. With our current investments, we would lose everything if the market crashed.

Lessons 14, 15, 16 (page 277)

1. had known 2. paid 3. would have had 4. had had

5. If we had a bigger team, we would achieve more

6. If we had sent out invitations to everyone, more people would have come.

7. If I didn't live so far away from London, I would have accepted the job offer. (The first part of the sentence talks about a general situation, and the second part of the sentence talks about a past situation, so we need to use a mixed conditional here).

8. If the team had had more support, we wouldn't have missed the deadline.

9. If I didn't work on Thursday evenings (in general), I would have come to the party (in the past).

10. If I had more experience (in general), I would have had a chance of getting the job (in the past).

Mixing All Tenses (page 302)

1. started, have been walking, am getting 2. is raining, comes, will go 3. need, are trying/will try/are going to try, don't know, have never visited, wasn't, would stay 4. will book, will have finished 5. changed, believe, have been made ('have been made' is better here, because we haven't yet seen whether the changes have been made too late) 6. have been working, accepted, did not know, would increase 7. had dealt with, hasn't dealt with, are still calling 8. has been cancelled, will be refunded 9. had been, would have solved 10. We had a very disappointing evening last night. We were going to attend a concert, but it was cancelled at the last minute due to some electrical problems in the concert hall. We were so disappointed because we had bought tickets for it 3 weeks before, and we had been looking forward to it for so long! Literally, we were walking towards the concert hall entrance when we suddenly received a message to inform us of the cancellation. We have been told by the concert organisers that we can either receive a refund or wait for the concert to be rearranged. They have said that they will try/are going to try to rearrange the concert for sometime next month. I don't know what to do yet, because if the concert is in the second half of next month I won't be able to go. (1st conditional is better here because there is a 50% chance that it will be in the second half of the month).

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