

UNIT 8. BUSINESS ENGLISH

1.- FILL IN THE BLANKS WITH A SUITABLE FUTURE

- A) I _____ (FLY) to London on April 30th at 15.00
- B) Our HR Department _____ (ARRANGE) some interviews for the candidates to the jobs we offered.
- C) Peter thinks that his company _____ (SEEK) financing from the stock market.
- D) Alice _____ (GO) to our supplier tomorrow. She's already made an appointment.
- E) Who _____ (you MEET) for dinner tonight?
- F) Don't worry! I promise I _____ (not BE) late for the meeting
- G) She's nervous because she _____ (DO) a presentation for 500 customers later.
- H) I am not sure what time the meeting is. I _____ Sarah. (ASK)
- I) Sam _____ (HAVE) dinner with our sales manager tomorrow at 13.30
- J) Is there this product in stock? I _____ it (CHECK)
- K) What _____ (you DO) this afternoon? I don't know. I probably (STAY) at home and watch TV.
- L) She _____ (START) her own business on the internet. I hope she _____ successful (BE)
- M) I'm not very satisfied with what has been happening at this office.
So, there _____ (BE) some changes around here.

2.- TICK THE CORRECT FUTURE TENSE

- A) Can we start the meeting a bit earlier? Sure. We in five minutes
will start are starting are going to start
- B) Who's meeting our customer at the airport? I if you want
am going will go am going to go

C) I'm sorry but I can't make the meeting tomorrow? Mr. Kotawi
from Japan

is going to come will come comes

D) our company or haven't you decided it yet?

Will you buy Are you buying Are you going to buy

E) He was quite clear and assured that it was very probable that I
..... the job

am getting will get am going to get

3.- CORRECT THE MISTAKES:

a) I think she is going to pass her test.

b) Next week I will visit the dentist at 18.45

c) We are going to stay in this hotel. We have already booked a double room.

d) The museum is opening at 10.00

4.- COMPLETE THESE SENTENCES WITH ONE OF THE WORDS BELOW:

INVOICES * ORDER * PROCESS * SHIPMENT * ENQUIRY

A) Thank you for your We will do our best to answer it as soon as possible

B) You need to send a mail to confirm the

C) A lot of couriers let you track your online

D) It usually takes a few days to an order

E) Arrochela Ltd. have not paid their

5.- COMPLETE THESE SENTENCES WITH A SUITABLE PHRASAL VERB:

A) Our sales manager always puts me _____ in front of everybody in the office.
I'm getting tired of this situation.

B) Some customers are really very rude, but when you work at the customer service you need to put _____ their complaints and try to understand them.

C) I have made mistakes in the past which I'm trying hard to put _____ me

D) It is difficult for me to put _____ what our CEO wanted to say at the meeting.

E) Our manager put me _____ for the night because I missed the last train.