BUSINESS ENGLISH

PRESENT SIMPLE OR PRESENT SIMPLE CONTINUOUS?

EXERCISE 1: Complete this dialogue by putting each of the verbs in brackets into the correct form of the present simple or present continuous. Write the verbs in FULL FORMS where necessary, e.g., ARE NOT, DOES NOT KNOW, etc.

MATT: (1) _____ (you/look) for someone?

JENNIFER: Yes, I (2) _____ (need) to speak to Kim Bryant but she (3) _____ (not/be) in her office. (4) _____ (you/know) where she is?

MATT: Oh, I am sorry, she (5) _____ (not/be) here today. She (6) _____ (work) at home trying to finish an urgent report. I (7) _____ (think) she'll be back at her desk tomorrow. Perhaps I can help you?

JENNIFER: Oh, thanks. I (8) _____ (work) for Pritchard Evans. We (9) _____ (organize) corporate hospitality…

MATT: Oh, yes.

JENNIFER: Well, Kim Bryant contacted us last week. Apparently you (10) _____ (expect) a visit by Korean trade delegation next month.

MATT: Yes, that's right.

JENNIFER: Kim asked me to call and give her some information on our service. Um, I (11) _____ (have) a list of suggestions with me. It (12) _____ (give) you information on where you could take your visitors, and details of extra services that we can offer, like our pick-up service from the hotel in a chauffeur-driven limousine.

MATT: Well, that (13) _____ (sound) great. I'm sure Kim would be really interested to see this.

JENNIFER: How long (l4) _____ (your visitors/stay)?

MATT: Oh, I am sorry, I (15) _____ (not/know) exactly. You really need to speak to Kim, she (16) _____ (deal) with this conference. I'll tell her to give you a ring tomorrow. What's the best time to call?

JENNIFER: I (17) _____ (not/work) in the office in the mornings … anytime after two. Or she can call me on my mobile, on 0777 …

EXERCISE 2: Complete this article about the magazine Time Out by using words from the list below. Decide whether to put the verbs into the present simple or present continuous. Write the verbs in FULL FORMS where necessary, e.g., DO NOT KNOW, etc.

own look move investigate rely want provide try not have change

Time Out: time to expand

Time Out, the London entertainment magazine, has plans for expansion. It already (1) _____ the monthly magazine *Paris Passion*, and now it (2) _____ beyond France to other markets such as Argentina and Japan. Tony Elliott, *Time Out's* founder, says he (3) _____ for local people to initiate and run the magazines, as *Time Out's* London office (4) _____ the cash or management time. Elliott also has plans for the website, Timeout.com, which was launched in 1995 and (5) _____ information

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about more than 30 cities. It (6) _____ on advertising revenue and a small amount of money from ticket sales to survive. But as *Time Out* (7) _____ and expands, Tony Elliott (8) _____ to persuade advertisers in the printed version to take more space on the Internet site. Also, he (9) _____ the possibility of charging visitors to the site for access to some information. Despite these expansion plans, Elliott says that a flotation on the stock market is out of the question. He (10) _____ to keep control of the business he has built up.

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