

BUSINESS ENGLISH

Grammar: Present Simple or Continuous Vocabulary: Contacts

1.- Complete the sentences with the verbs from the box below in simple present or present continuous. Make any necessary changes:

INVOLVE *TAKE PART * MEET *LEARN *BE *CALL *not WANT *SPEAK

- a) Our sales rep _____ very stubborn. He _____ to accept our conditions.
- b) They _____ in a temporary project.
- c) My job usually _____ emailing our customers.
- d) We _____ a new consultant tonight.
- e) Listen! That man _____ Japanese and Chinese.
- f) BRais speaking. Who _____, please?
- g) My colleagues _____ how to make interactive worksheets right now.

2.- Choose the right auxiliary verb:

- a) What _____ they specialize in?
- b) How many subsidiaries _____ your company have?
- c) I _____ attending the conference tomorrow.
- d) _____ BR solutions developing a new software to manage sales?
- e) _____ your mother work on Saturdays?
- f) _____ you listening to me? What have I said?
- g) I _____ believe Chinese is going to be a useful language in our market.

3.- All these sentences are wrong. Correct the mistakes (There may be more than one mistake in each sentence)

My job consist in answering phone calls	
Do you read that book at the moment?	
I am wanting to deal of my email before I leave	
Her job involve to travel around the world	
I usually am involved on new projects	

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4.- Rewrite this phone conversation in the right order:

Yes, of course	
This is Henry, from the local newspaper	
One moment, please. I'm afraid Jeremy is busy right now.	
Hello! Could I speak to Jeremy, please?	
Yes, who's calling, please?	
Ok. Could you tell him to phone me back?	

5.- Tick the right answer:

A) You need to talk to Bob. He deals new contracts

☐ of ☐ with

B) The main part of his job of phoning their customers

☐ takes part ☐ consists ☐ involves

C) We are using a new ... to do part of our work

☐ subcontractor ☐ employee ☐ supplier

D) We are 400 members of ... at the moment

☐ staff ☐ employees

E) ... at weekends?

☐ Do you work ☐ Are you working+

F) Where is Sam today? He ... a new supplier

☐ visits ☐ is visiting