

# 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