Present simple and continuous

Complete the sentences with the appropriate form of the present simple or continuous.

1 She is the director of a company which (manufacture) _____ biotech drugs.

2 Her day (start) _____ at 8 am.

3 She usually (not / finish) _____ until late in the evening.

4 Right now the company (look) _____ for a new CEO.

5 It (take) _____ longer than they thought it would.

6 They (know) _____ that choosing the right person is critical.

7 The company (go) _____ through a difficult time at the moment.

8 We (not / move) _____ into our new offices until next year.

LIVEWORKSHEETS

Articles

Complete the text with either a definite (**the**) or indefinite article (**a** or **an**) or no article at all (/)

[1] _____ **'Learn to Lead'** seminar and workshop provides [2] _____ senior management staff with [3] _____ excellent opportunity to learn and apply [4] _____ very latest leadership techniques: techniques that have been developed and tested in [5] _____ wide variety of challenging business environments and which have yielded [6] _____ exciting insights into business leadership.

LIVEWORKSHEETS

Future forms

Complete the sentences with an appropriate future form (will, going to, present continuous, or simple present).

1 The press launch (take) _____ place at 9:30 on Friday morning.

2 I've tried reconnecting the computer but I'm afraid it just (not / work) _____ .

3 Jane has just told me that she (leave) _____ the company.

4 Can I help you with that? I (sort) _____ it out in no time.

5 We (have) _____ lunch at the Thai restaurant. Why don't you join us?

6 I don't care whose fault it is. I just want to know what you (do) _____ about it.

7 We (launch) _____ the new corporate identity on 27 May.

8 Leave it with us. We (get) _____ back to you as soon as we can.

LIVEWORKSHEETS

Consolidation

Underline the correct forms of the words in *italics*.

PHILIPS

Philips, with almost $30bn in annual sales, is one of [1] *ø / the* Europe's biggest corporations. It not only [2] *is producing / produces* billions of light bulbs and lamps every year but it also [3] *is supplying / supplies* TV tubes to almost 20 per cent of [4] *ø / the* world's TV manufacturers. But there is one thing the Philips consumer products group [5] *isn't doing / doesn't do*: and that's make [6] *a / the* profit. Gerard Kleisterlee, the newly appointed CEO, is about to change all that. Kleisterlee has introduced [7] *the / a* series of changes to streamline the way the company operates; centralising business processes, selling off unprofitable subsidiaries and focusing research on [8] *ø / the* innovative new products. In the USA he [9] *delivers / is delivering* an ultimatum: either its consumer division [10] *starts / is starting* to make money or it [11] *will / is going* to have to be closed. In Europe Philips [12] *builds / is building* a new hi-tech HQ, which it hopes [13] *is going to / will* facilitate flexibility and networking. All of this will be essential if the company [14] *is going to / will* produce the results that its shareholders expect. But Kleisterlee is optimistic; he believes his vision of Philip's future [15] *will / is going to* guide the company back to profitability.

LIVEWORKSHEETS

Talking about your job

Match the sentences halves.

1	She reports to ...	a	a team of five software developers.
2	I'm responsible for ...	b	a lot of planning and negotiating.
3	My job involves ...	c	a small consulting firm.
4	I work for ...	d	the director of human resources.

Getting thing done

Put the dialogue in the correct order.

- ☐ a I'm really getting behind with that new proposal. I'll never get it done on time.
- ☐ a I've got too many other things to do. I don't suppose you could give me a hand with it?
- ☐ a It'd be great if you could have a look at the prices and check my figures.
- ☐ b That's fine. I'll do that today. Anything else?
- ☐ b Sure, what exactly can I do to help?
- ☐ b Is that the one for the Spanish office? What seems to be the problem?

LIVEWORKSHEETS