

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.

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.

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.

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.

Talking about your job

Match the sentences halves.

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|---|-------------------------|---|-------------------------------------|
| 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?