

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 of¹ *ø* / the Europe's biggest corporations. It not only² *is producing* / *produces* billions of light bulbs and lamps every year but it also³ *is supplying* / *supplies* TV tubes to almost 20 per cent of⁴ *ø* / the world's TV manufacturers. But there is one thing the Philips consumer products group⁵ *isn't doing* / *doesn't do*: and that's make⁶ *a* / the profit. Gerard Kleisterlee, the newly appointed CEO, is about to change all that. Kleisterlee has introduced⁷ *the* / *a* series of changes to streamline the way the company operates; centralising business processes, selling off unprofitable subsidiaries and focusing research on⁸ *ø* / the innovative new products. In the USA he⁹ *delivers* / *is delivering* an ultimatum: either its consumer division¹⁰ *starts* / *is starting* to make money or it¹¹ *will* / *is going to* have to be closed. In Europe Philips¹² *builds* / *is building* a new hi-tech HQ, which it hopes¹³ *is going to* / *will* facilitate flexibility and networking. All of this will be essential if the company¹⁴ *is going to* / *will* produce the results that its shareholders expect. But Kleisterlee is optimistic; he believes his vision of Philip's future¹⁵ *will* / *is going to* guide the company back to profitability.

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 things 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?