

Be going to

We use *be going to* when we:

- ▶ speak about arranged plans for the future.
My parents are going to open a shop next year.
- ▶ expect something to happen, especially when we make a prediction about something we see.
Look at that driver. She's going to crash!

Will

We use *will* when we:

- ▶ make a decision while we speak.
I'm bored. I think I'll go shopping.
- ▶ predict something, especially when the prediction concerns our thoughts or convictions.
One day there won't be any shops. People will only buy things on the Internet.
- ▶ promise something or assure someone about something.
I promise I'll drive more slowly.

Present continuous

We use the present continuous to describe the future when we speak about planned activities.
We're going on holiday to Italy next Monday.

Present simple

We use the present simple when we are talking about events which take place according to a schedule, plan or timetable.
Our plane leaves at 7 p.m. so I'd like to be at the airport at 5.30 p.m.

4 Read the conversation and choose the correct form of the verb in each sentence.

- Kate: ¹ *Are you going to finish/Are you finishing/Will you have finished* the book by the weekend?
- Megan: Yes, I probably ² *will have read/am to read/will be reading* it by the end of the afternoon. I can't put it down. I ³ *'m giving/'ll give/give* it to you when I next see you.
- Kate: Thanks.
- Megan: I ⁴ *'m going to/'ll/'m about to* watch the film of the book on Saturday. I have the DVD at home.
- Kate: Are you? What time ⁵ *will you be watching/do you watch/will you have watched* it? We could watch it together.
- Megan: Are you sure you want to? You ⁶ *won't enjoy/aren't going to enjoy/aren't enjoying* the book after seeing the film.
- Kate: I'm a slow reader. I ⁷ *'m forgetting/'ll be forgetting/'ll have forgotten* what the film was about by the time I manage to read the book.
- Megan: Ha!

Kate: Seriously, though, I don't know when I'll be able to get the book back to you. It ⁸ *is taking/will take/will be taking* me a few months to read it.

Megan: No worries. I ⁹ *won't have read/not due to read/won't be reading* it again.

Kate: OK. Well, I ¹⁰ *'ll have seen/'ll see/see* you on Saturday then.

Megan: Yes. Are you heading for the station now? I ¹¹ *'m getting/'ll get/get* the train to my aunt's house at 2.30. We could walk together.

Kate: No, I ¹² *'ll be waiting/'m going to wait/wait* here. Jake ¹³ *is to finish/was due to finish/finishes* work in five minutes and I want to meet him.

Megan: OK. Bye then!

5 Complete the article with the correct future continuous or future perfect form of the verbs in brackets.

Three things you're doing which seem productive, but aren't ...

In the busy world of work, it always seems that we ¹ _____ (**never/finish**) everything before the deadline. So most of us have developed strategies to help us get things done more quickly. Unfortunately, some of these strategies don't help as much as we think they do.

Keeping your to-do list in your head

If you don't write down what you have to do, you may save a couple of minutes, but it's likely that you ² _____ (**wake up**) in the middle of the night, thinking about your tasks. It would be much better to write it down and then deal with each task one by one.

Putting the most important task at the top of your list

Putting a task at the top of the list does not guarantee you ³ _____ (**complete**) it before the deadline. In fact, it makes it likely that you ⁴ _____ (**still/put it off**) as the deadline approaches, as highlighting the task will make you more anxious about it. Instead, do a couple of easier tasks first, to warm yourself up.

Saying yes to everything

Saying yes is much easier than saying no, but if you say yes to everything you ⁵ _____ (**soon/feel**) overwhelmed and stressed. It would be much better to only say yes to a few projects and do them well. You ⁶ _____ (**achieve**) much more by the end of the week.