UNIT 5

Grammar

Future time

Often the same future event can be described in different ways:

✓ *The shop **closes** at 3 pm tomorrow.*
✓ *The shop **will close** at 3 pm tomorrow.*
✓ *The shop **is closing** at 3 pm tomorrow.*
✓ *The shop **is going to close** at 3 pm tomorrow.*

Which way you choose to describe something depends on a number of things:

- Function (For example do you want to express a request, a promise or an offer?)
- How you see the future event/situation. (For example, if you see a future event as a fixed event that cannot be changed, the present simple may be appropriate.)
- Level of formality (*will* is usually more formal than *be going to*)

In the tables below are the **main** uses of *will*, *be going to*, etc for the future.

will

Predictions	*It looks as if Jake **will lose** his job.*
Future facts	*The factory **will open** in July.*
Decisions made at the moment of speaking	*I know! I'**ll ask** for a pay rise tomorrow.*
Offers	*I'**ll help** you with the advertising campaign.*
Promises	*I promise you you **won't lose** your job.*
Requests	***Will** you **give** a presentation on the sales figures?*
Refusals (*won't*)	*No, I **won't give** a presentation on the sales figures.*

Watch out!

- For offers and suggestions in the question form, with *I* and *we*, we use *shall* not *will*.
  ✓ ***Shall** I **help** you with the advertising campaign?* (offer)
  ✓ ***Shall** we **discuss** this in the morning?* (suggestion)
- For requests, we can also use *would*, *could* or *can*. *Would* and *could* are more polite than *will* and *can*.
  ✓ ***Would/Could/Can** you **give** a presentation on the sales figures?*
- For refusals, we can also use *couldn't* or *can't*. *Couldn't* is more polite than *won't* and *can't*.
  ✓ *No, I **couldn't/can't give** a presentation on the sales figures.*

vs Grammar

In British English, *shall* is sometimes used with *I* and *we* in place of *will*.

✓ *I **shall** be in touch again soon.*
✓ *I **will** be in touch again soon.*

be going to

Predictions based on present evidence	*Look at that wall. It looks as if it'**s going to** fall down.*
Intentions	*I'**m going to get** my degree, then **get** a well-paid job.*

Present continuous

Arrangements	*I'**m meeting** Fiona on Friday to discuss the advertising campaign.*
Intentions	*I'**m asking** for a pay rise tomorrow.*

Watch out!

Both *be going to* and present continuous can be used for intentions. However, present continuous is **not** usually used for intentions in the distant future.

✓ *I'**m going to work** for a really successful company one day.*
✗ ~~*I'**m working** for a huge multinational one day.*~~

LIVEWORKSHEETS

Present simple

Fixed future events (eg timetables and schedules)	*The shop **closes** at 3 pm next Saturday.*

Future perfect simple

Completed situations before a certain time	*It looks as if Jake **will have lost** his job by the end of the week.*
Continuing situations up to a certain time	*This time next month, **I'll have worked** at the company for exactly 25 years.*

Future perfect continuous

Continuing situations up to a certain time (emphasises duration)	*This time next month, **I'll have been working** at the company for exactly 25 years.*

Future continuous

Situations in progress at a certain time in the future	*This time next week **I'll be travelling** round Russia on business.*
Situations which will happen in the future in the normal course of events	*The company Chairperson **will be arriving** on Thursday.*
Habits or repeated actions at a point in the future	*I think that, in the future, more and more people **will be commuting** to work by plane.*

Time clauses

After many time words and phrases, such as *when, while, once, as soon as*, etc, we do **not** use *will* or *be going to*. We use:

present simple	✓ *I'll give you a pay rise when you **start** working harder!*
present continuous	✓ *I'll give you a pay rise once you **'re bringing in** three new customers a week.*
present perfect simple	✓ *I'll give you a pay rise as soon as you **'ve proved** you're a hard worker.*
present perfect continuous	✓ *I won't give you a pay rise until you **'ve been working** here for three years.*

Other ways to express the future

be (just) about to	for the (very) near future	*I **'m just about to ask** for my pay rise.*
be (just) on the point/verge of	for the (very) near future	*I **'m just on the point/verge of asking** for my pay rise.*
be due to	for formal arrangements	*I **'m due to meet** my boss at eleven o'clock.*
be to do	for obligations for formal announcements	*You **'re to get** those reports written before Friday!* *The factory **is to open** in July.*
other modals (see Unit 9 for more information)	to express certainty, possibility, etc	*I **might** ask for a pay rise tomorrow.*

Future in the past

When we look back at what was the future once, we usually make the future verb forms past. *Will* becomes *would*, *is going to* become *was going to*, etc. Tenses such as present simple also change, by going back one tense.

will → would	Then: *I think the factory **will open** in September.* Now: *I thought the factory **would open** in September.*
present simple → past simple	Then: *I'm in a rush because the train **leaves** at 4.* Now: *I was in a rush because the train **left** at 4.*

LIVEWORKSHEETS

A **Circle the correct word or phrase. If both are correct, circle both.**

1 Sonia looks like she's **falling / going to fall** asleep any minute!
2 When I leave school, I'm **being / going to be** a journalist.
3 When Jake's got his degree, he's **going / going to go** to drama school for a year.
4 Watch out or you're **getting / going to get** into trouble!
5 When are they **realising / going to realise** that they have to improve their customer service?
6 When are you **opening / going to open** a branch in Littlehampton?
7 It sounds like we're not **having / going to have** a sales conference this year.
8 I think house prices are **falling / going to fall** in about six months.
9 Why is Tony **applying / going to apply** for that position? He's not qualified at all.
10 We're **discussing / going to discuss** this in detail in the next meeting.
11 I'm pretty sure that building's **being / going to be** knocked down next week.
12 There's no doubt the events of the last few days are **being / going to be** written about by future historians.
13 You're not **handing / going to hand** in your resignation tomorrow, are you?
14 Fiona and Jerry aren't **becoming / going to become** arrogant when they release their CD, are they?
15 The airline industry's **having / going to have** to cut costs in the near future.

B **Circle the correct word or phrase. If both are correct, circle both.**

1 I can't come to the beach this weekend, I'm afraid, as **we'll visit / we're visiting** my grandparents.
2 The Prime Minister **will answer / is answering** all of your questions in due course.
3 What time **does your plane arrive / is your plane arriving**?
4 **I'll look / I'm looking** after the neighbours' kids tomorrow evening so I can't come bowling.
5 **Shall / Will** we move on to the next item on the agenda now?
6 'I don't feel well at all.'
'**Are you going to / Will you** be sick?'
7 The last bus **leaves / is leaving** at midnight.
8 Karen, **shall / will** I give you a hand with that report?
9 I'm afraid **I'm not having / I won't have** time to finish all this work today.
10 When **does she / is she going to** get round to having new business cards printed?

C **Write a short phrase using *will*, *be going to*, present simple or present continuous on the line to complete each sentence. If more than one form is correct, write all possibilities.**

1 (**I / come**) into the office on Saturday morning if you like, Pete. .....
2 Carol, (**you / show**) Harry how to use the photocopier, please? .....
3 From the look of things, (**it / snow**) later today. .....
4 Hurry up! (**We / miss**) the ferry! .....
5 (**The winner / announce**) on 14th January. .....
6 I can't come in to work this morning because (**I / go**) to the doctor's. .....
7 Don't worry! (**They / sack**) anyone for at least six months. .....
8 (**Jenny / find**) a job easily when she graduates? .....
9 No, I'm afraid (**I / be**) at the meeting tomorrow. .....
10 (**The new version / launch**) in the spring. .....
11 (**I / order**) a pizza, shall I? .....
12 It looks like (**some people / make**) redundant quite soon. .....
13 What time (**the train / leave**) on Saturday? .....

LIVEWORKSHEETS

D **If the phrase in bold is correct, put a tick. If it is incorrect, write the correct form on the line so that the sentence is in the future perfect.**

1 I think **we'll have sold out** of these by the end of the day. .....
2 On Tuesday, Toby **will have been being** with the company for exactly 35 years. .....
3 **We'll have been becoming** the market leader by the end of the summer. .....
4 At the end of the summer, **I'll have taking** the same train to work every morning for 15 years.
.....
5 When we meet tomorrow afternoon, **will you already have** a chance to look at the sales figures?
.....
6 **You'll have driven** for hours without a break when we get there, so you'll need a rest before we go out.
.....
7 A Managing Director **will have appointed** by the end of the month. .....
8 Sandra **won't have been finished** the reports by then, but she should at least have started.
.....
9 Ron's going to be very surprised when he hears the news. He definitely **will have been expecting** it.
.....
10 **Will you have managed** to put something down in writing by the end of the day? .....
11 Why **will they have been waiting** for hours? I thought you'd told them we were going to leave later.
.....
12 It sounds like the invitations **won't all have delivering** by next Friday. .....

E **Write the verb in brackets in the correct form (future perfect simple, future perfect continuous or future continuous) in each gap. If more than one form is correct, write all the possibilities.**

1 By the end of today ..... (**Ed / apply**) for over 17 jobs!
2 This time next year ..... (**I / hopefully / run**) my own business.
3 In three days' time ..... (**we / live**) here for exactly two years.
4 ..... (**Gemma / already / arrive**) by the time we get there?
5 ..... (**you / travel**) all day, will you? Surely
..... (**you / have**) several stops on the way, won't you?
6 ..... (**we / wait**) for you at reception when you arrive.
7 At the end of this sponsored jumpathon, ... (**1,000 people / jump**) up and down on the spot non-stop for 48 hours!
8 ..... (**the boys / sign**) autographs all morning, so they'll need a couple of hours' break before the recording session.
9 How many people ..... (**you / interview**) for the position tomorrow?
10 ..... (**Terry / see**) the e-mail as he's only just got here so we'd better discuss that first.
11 What ..... (**you / do**) this time next week?
12 ..... (**we / see**) Ken and Tricia when we go to the States as they'll be away at the time, unfortunately.

F **Complete each second sentence so that it has a similar meaning to the first sentence.**

1 The bell will ring and then you can all go home.
You can all go home when ..... .
2 Ahmed will ask the questions and I'll take notes.
I'll take notes while ..... .
3 You're a trainee for three months and then you become a junior employee.
You become a junior employee once ..... .

LIVEWORKSHEETS

4 Miss Jones will be interviewing the candidates and Mr Dawkins will be recording the interviews.
Miss Jones will be interviewing the candidates while ..... .

5 The sales figures will come in and then we'll assess the situation again.
We'll assess the situation again as ..... .

6 Work for us for over a year and we'll consider promoting you.
We'll only consider promoting you once ..... .

7 They'll start selling in much larger quantities and then they'll make a profit.
They won't make a profit until ..... .

8 The publishing company will offer me a contract and then I'll know for sure that they're going to publish the book.
I'll know for sure that the book is going to be published when I ..... .

G Write a verb from the box in the correct form in each gap.

arrive • be • call • destroy • draw up • give • last • notify • record • show • take • wait

Information for job applicants

- When you (**1**) ..... at the main gates, hand over the attached invitation letter to the security guard. You (**2**) ..... where to park, and how to get to reception.
- As soon as you (**3**) ..... your name to the receptionist, you (**4**) ..... to Meeting Room 7.
- While you (**5**) ..... in Meeting Room 7, please fill in one of the Personal Information forms which will be in the room.
- When you (**6**) ..... for interview, please bring this form with you.
- Your interview (**7**) ..... for approximately 45 minutes. Please note that all interviews (**8**) ..... . This is to help us with the selection process. Once the selection process (**9**) ..... over, all recordings (**10**) ..... .
- You (**11**) ..... as soon as a shortlist of candidates (**12**) ..... .

H Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between three and eight words, including the word given.

1 Shona will find out if she has been promoted very soon. **just**
Shona ..... find out if she has been promoted.

2 They will decide very soon whether to close the Paris office. **point**
They ..... whether to close the Paris office.

3 The plan is that I will give a presentation to the board on Friday morning. **due**
I ..... a presentation to the board on Friday morning.

4 Are you going home in a minute? **about**
Are you ..... home?

5 Actually, there won't be a general election for a while. **verge**
Actually, we ..... a general election.

6 What time do the inspectors arrive tomorrow? **due**
What time ..... tomorrow?

7 Keep this a secret. **to**
You are ..... anyone about this.

LIVEWORKSHEETS

I Write one word in each gap.

1 The company ..... going to expand, but the economic downturn has put a stop to that.
2 No one had any idea that Dave ..... resign the next day.
3 We were all standing around in front of the TV, knowing that the Minister ..... to make a statement on the emergency in the next few minutes.
4 Ann ..... to find the documents soon, or her boss would find out she'd mislaid them.
5 ..... you going to apply for the post before you heard it had already been filled?
6 ..... Bill ..... on a business trip the next day anyway, or did he have to pack a suitcase and get a plane ticket at the last minute?
7 You're lucky you caught me. I ..... just on the point of leaving.
8 We ..... due to arrive at six, so I left a message saying we ..... be there at nine.
9 I think they ..... about to fire me when I quit!
10 Thompson understood the cryptic message. He was ..... get to Berlin on the first flight.

J Write one word in each gap.

The office of the future

What (**1**) ..... the office of 2020 be like? By then, it's highly likely that most of the western world will (**2**) ..... been connected to a WiFi network. As (**3**) ..... as that (**4**) ..... , the physical restriction of phone lines (**5**) ..... disappear. Some people will (**6**) ..... have to commute to the office each day, but for many others their office will (**7**) ..... wherever they are. More and more people will be (**8**) ..... from home several days a week. It's no exaggeration to say that many businessmen and women will (**9**) ..... sending e-mails and (**10**) ..... business with clients (**11**) ..... they (**12**) ..... lying on a beach or flying across the Atlantic.
In terms of technology, mobile phones and laptops will have (**13**) ..... even more lightweight and portable than they are now, and many new pieces of communication technology will have (**14**) ..... introduced to make our working lives easier. Indeed, (**15**) ..... 2020, it's quite possible that your mobile, camera, laptop and MP3 player will have been combined into one very small, but extremely powerful, business communications unit.

K Choose the correct answer.

1 We are pleased to announce that Keith Danish ..... replace Susan Williams as Operations Manager from 24th September.
A does C is to
B is about to D is due

2 I ..... Penny for her advice, but I'm not so sure that's such a good idea now.
A am going to ask C was asking
B was going to ask D will ask

3 Once ..... broadband, you won't want to go back to a dial-up connection.
A you'll be using C you've been used
B you'll have used D you've used

4 ..... find out more about the costs before we make a final decision?
A Do I C Shall I
B Will I D Am I due to

5 ..... to the Finance Manager or the Accounts Manager?
A Will you be reporting C Shall you be reporting
B Will you have been reporting D Are you on the verge of reporting

6 This time tomorrow, Barry will ..... across the Pacific for exactly three months.
A be rowing C be rowing
B have rowed D have been rowing

7 When ..... treating me with some respect at work?
A will they have started C are they starting
B are they going to start D will they be starting

8 Were you really just on the point ..... ?
A of resigning C with resignation
B to resign D of having resigned

LIVEWORKSHEETS