

## UNIT 8. BUSINESS ENGLISH

### 1.- FILL IN THE BLANKS WITH A SUITABLE FUTURE

- A) I \_\_\_\_\_ (FLY) to London on April 30th at 15.00
- B) Our HR Department \_\_\_\_\_ (ARRANGE) some interviews for the candidates to the jobs we offered.
- C) Peter thinks that his company \_\_\_\_\_ (SEEK) financing from the stock market.
- D) Alice \_\_\_\_\_ (GO) to our supplier tomorrow. She's already made an appointment.
- E) Who \_\_\_\_\_ (you MEET) for dinner tonight?
- F) Don't worry! I promise I \_\_\_\_\_ (not BE) late for the meeting
- G) She's nervous because she \_\_\_\_\_ (DO) a presentation for 500 customers later.
- H) I am not sure what time the meeting is. I \_\_\_\_\_ Sarah. (ASK)
- I) Sam \_\_\_\_\_ (HAVE) dinner with our sales manager tomorrow at 13.30
- J) Is there this product in stock? I \_\_\_\_\_ it (CHECK)
- K) What \_\_\_\_\_ (you DO) this afternoon? I don't know. I probably (STAY) at home and watch TV.
- L) She \_\_\_\_\_ (START) her own business on the internet. I hope she \_\_\_\_\_ successful (BE)
- M) I'm not very satisfied with what has been happening at this office.  
So, there \_\_\_\_\_ (BE) some changes around here.

### 2.- TICK THE CORRECT FUTURE TENSE

- A) Can we start the meeting a bit earlier? Sure. We ..... in five minutes  
will start                      are starting                      are going to start
- B) Who's meeting our customer at the airport? I ..... if you want  
am going                      will go                      am going to go

C) I'm sorry but I can't make the meeting tomorrow? Mr. Kotawi .....  
from Japan

is going to come      will come      comes

D) ..... our company or haven't you decided it yet?

Will you buy      Are you buying      Are you going to buy

E) He was quite clear and assured that it was very probable that I  
..... the job

am getting      will get      am going to get

### 3.- CORRECT THE MISTAKES:

a) I think she is going to pass her test.

b) Next week I will visit the dentist at 18.45

c) We are going to stay in this hotel. We have already booked a double room.

d) The museum is opening at 10.00

### 4.- COMPLETE THESE SENTENCES WITH ONE OF THE WORDS BELOW:

INVOICES \* ORDER \* PROCESS \* SHIPMENT \* ENQUIRY

A) Thank you for your ..... . We will do our best to answer it as soon as possible

B) You need to send a mail to confirm the

C) A lot of couriers let you track your ..... online

D) It usually takes a few days to ..... an order

E) Arrochela Ltd. have not paid their

**5.- COMPLETE THESE SENTENCES WITH A SUITABLE PHRASAL VERB:**

A) Our sales manager always puts me \_\_\_\_\_ in front of everybody in the office.  
I'm getting tired of this situation.

B) Some customers are really very rude, but when you work at the customer service you need to put \_\_\_\_\_ their complaints and try to understand them.

C) I have made mistakes in the past which I'm trying hard to put \_\_\_\_\_ me

D) It is difficult for me to put \_\_\_\_\_ what our CEO wanted to say at the meeting.

E) Our manager put me \_\_\_\_\_ for the night because I missed the last train.