

BUSINESS ENGLISH

PRESENT SIMPLE OR PRESENT SIMPLE CONTINUOUS?

EXERCISE 1: Complete this dialogue by putting each of the verbs in brackets into the correct form of the present simple or present continuous. Write the verbs in **FULL FORMS** where necessary, e.g., **ARE NOT**, **DOES NOT KNOW**, etc.

MATT: (1) _____ (you/look) for someone?

JENNIFER: Yes, I (2) _____ (need) to speak to Kim Bryant but she (3) _____ (not/be) in her office. (4) _____ (you/know) where she is?

MATT: Oh, I am sorry, she (5) _____ (not/be) here today. She (6) _____ (work) at home trying to finish an urgent report. I (7) _____ (think) she'll be back at her desk tomorrow. Perhaps I can help you?

JENNIFER: Oh, thanks. I (8) _____ (work) for Pritchard Evans. We (9) _____ (organize) corporate hospitality...

MATT: Oh, yes.

JENNIFER: Well, Kim Bryant contacted us last week. Apparently you (10) _____ (expect) a visit by Korean trade delegation next month.

MATT: Yes, that's right.

JENNIFER: Kim asked me to call and give her some information on our service. Um, I (11) _____ (have) a list of suggestions with me. It (12) _____ (give) you information on where you could take your visitors, and details of extra services that we can offer, like our pick-up service from the hotel in a chauffeur-driven limousine.

MATT: Well, that (13) _____ (sound) great. I'm sure Kim would be really interested to see this.

JENNIFER: How long (14) _____ (your visitors/stay)?

MATT: Oh, I am sorry, I (15) _____ (not/know) exactly. You really need to speak to Kim, she (16) _____ (deal) with this conference. I'll tell her to give you a ring tomorrow. What's the best time to call?

JENNIFER: I (17) _____ (not/work) in the office in the mornings ... anytime after two. Or she can call me on my mobile, on 0777 ...

EXERCISE 2: Complete this article about the magazine *Time Out* by using words from the list below. Decide whether to put the verbs into the present simple or present continuous. Write the verbs in **FULL FORMS** where necessary, e.g., **DO NOT KNOW**, etc.

own look move investigate rely want provide try not have change

Time Out: time to expand

Time Out, the London entertainment magazine, has plans for expansion. It already (1) _____ the monthly magazine *Paris Passion*, and now it (2) _____ beyond France to other markets such as Argentina and Japan. Tony Elliott, *Time Out*'s founder, says he (3) _____ for local people to initiate and run the magazines, as *Time Out*'s London office (4) _____ the cash or management time. Elliott also has plans for the website, *Timeout.com*, which was launched in 1995 and (5) _____ information

about more than 30 cities. It (6) _____ on advertising revenue and a small amount of money from ticket sales to survive. But as *Time Out* (7) _____ and expands, Tony Elliott (8) _____ to persuade advertisers in the printed version to take more space on the Internet site. Also, he (9) _____ the possibility of charging visitors to the site for access to some information. Despite these expansion plans, Elliott says that a flotation on the stock market is out of the question. He (10) _____ to keep control of the business he has built up.