Language at work | Present tenses for future reference

1 How busy is your schedule this week, next week and next month? Which are the busiest periods for you/your department/your company?

2 Anita and Hakan are planning a series of customer visits in Turkey. Read the schedule and then Anita's email. What changes and additions need to be made to the schedule?

6 Monday

5.45–11.45
Flight TK 1988 London – Istanbul.

14.30
Meeting at Aksa.

22.00 – 23.05
Flight to Ankara. Meet Giray.

7 Tuesday

10.00
Leave hotel for meetings from 11.00.

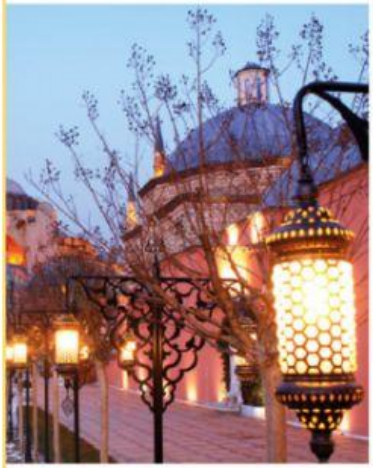
19.00
Flight TK 1983 Istanbul – London.

Subject: Next week

Hi Hakan,

I'm really sorry but there are changes to the original schedule. We still **leave** early on Monday and **come back** on Tuesday, but the bad news is that on Monday we**'re not meeting** the people at Aksa until five – I'm afraid they**'re** busy until then. Anyway, I **hope** to arrange another visit so we **aren't waiting** around all afternoon. Other than that, everything **is** fine for the rest of the trip. By the way, our new agent in Ankara **is joining** us at 10.00 for the customer visits on Tuesday. His name is Giray Demir.

Anita



3 Do the verbs in **bold** in the email refer to the present or the future? Match the verbs in the email to the explanations in the *Language point*.

LANGUAGE POINT

1 We use verbs in the present simple such as *arrive, go, start* to talk about a scheduled or timetabled event in the future: _____, _____
2 We use verbs in the present continuous to talk about an arrangement for the future: _____, _____, _____
3 We use the present tense of verbs such as *plan, intend, expect* + *to* + infinitive to talk about future plans, hopes and expectations: _____
4 We use the present tense of *be* + adjectives such as *free, available* to talk about future availability: _____, _____

» For more information, go to **Grammar reference** on page 115.

4 ▶5.1 Listen to a message from Giray in Anita's voicemail. What additional changes need to be made to the schedule?

5 Read Giray's voicemail message. Underline the correct words in *italics* 1–9. Then listen again and check.

Hi, Anita. This is Giray. I'm sorry but I [1]*be / 'm* busy next Monday evening, so I can't meet you personally at the airport. When your flight [2]*arrives / is arriving*, a driver will meet you. Let's plan [3]*to meet / meeting* in your hotel reception on Tuesday morning at around eight thirty because we [4]*meet / are meeting* the first client at nine thirty instead of eleven. By the way, do you intend [5]*checking / to check* out in the morning or [6]*do you stay / are you staying* another night in Ankara? I'm afraid I [7]*'m not / don't* free in the evening, but I can book you an excellent restaurant near the hotel for dinner if you [8]*stay / are staying*. It [9]*opens / is opening* around eight, I think. Anyway, let me know your plans.

Tip | State verbs

Verbs used to talk about states (e.g. *understand, know, like, mean, need*) are not usually used in the present continuous.

LIVEWORKSHEETS

Future forms

We use different verb forms to talk about the future:

a *The marketing department* ***is launching*** *the new campaign this spring.*
b *We* ***start*** *the visit with a tour of the Indonesian factory.*
c *I'll* ***forward*** *the report to you by email.*
d *There is no doubt in my mind. We* ***will succeed****.*
e *We're* ***going to target*** *a new customer profile.*

Which future forms are used to:

1 make a prediction
2 describe a timetabled event
3 talk about a personal intention
4 talk about an event arranged for a certain time
5 make a spontaneous decision or offer



LIVEWORKSHEETS

Listening 2

1 Bruce Hector is organising an 'Asian Strategy and Leadership' conference in Shanghai. Listen to his conversation with Naomi Wang, the regional conference manager for Asia and make any necessary changes to the programme details below.

'Taming the tiger – Strategy and Risk in the Asian market'

Yangtze Garden Conference Center, Shanghai.
20 August. Registration fee: $ 1,650

Time	Speaker	Title
09:00	**Dr Alasdair Summerville** President, Orient Automation Systems	**Downturn to Danger?** Market volatility and growth – an assessment
10:00	Coffee break	
10:30	**Alasdair Ross** Riskwire – Economist Intelligence unit	**Risk Radar** Mapping and measuring risk in Asia
12:00	Lunch	
13:30	**Professor Giulietta Bertoni** Milan University	**No Brand's Land** Building brand identity in the Chinese market
15:00	**Jimmy Tan** President, Pacific Assets	**Eastern Promise?** Liberalisation and the single Asian currency bloc
16:00	Coffee break	
16:30	**Dr Summerville, Alasdair Ross,** Professor Bertoni, Jimmy Tan	**Panel discussion and review**



2 Complete Bruce and Naomi's conversation with the appropriate future forms. Then listen again and check your answers.

Naomi Hi, Bruce. It's Naomi here. I'm calling about the conference in Shanghai. We (1 have to) _____ make some changes.

Bruce Hi, Naomi. OK, hang on, let me get a pen. Right, fire away.

Naomi I don't think the Yangtze Garden (2 be) _____ big enough. We (3 need) _____ a centre that can seat at least 600.

Bruce That many? Any suggestions?

Naomi The Mandarin Palace Center (4 be) _____ free that day. I've already spoken to them and I (5 meet) _____ the conference manager tomorrow. It (6 mean) _____ increasing the registration fee by $50 though.

Bruce That (7 not / be) _____ a problem. Anything else?

Naomi Alasdair Ross can't do the morning session as his plane (8 not / land) _____ until 9:30, so I've arranged things with Jimmy Tan and they (9 switch) _____ slots. Also, Milan University say they (10 send) _____ Carla Marisco because Professor Bertoni can't make it. But the talk (11 be) _____ the same.

Bruce Fine. Make those changes and I (12 inform) _____ everyone at my end.

Future forms - practice

Watch the video. For each clip, say what you think is going to happen.

LIVEWORKSHEETS

6 Look at the schedule below and make sentences using prompts 1–9.

Example: *I'm going to a conference next week.*
The conference starts on Tuesday.

1 go / conference / next week
2 conference / start
3 not /go / first session. / busy
4 give / my presentation
5 hope / go / buffet reception
6 free / Thursday morning
7 plan / have lunch
8 fly / Paris
9 flight / leave

May

	a.m.	p.m.
7 Tuesday	CONFERENCE 9.30 ~~First session~~ / Meet clients	
8 Wednesday	CONFERENCE	14.00–15.00 My presentation 18.00 End-of-conference buffet reception
9 Thursday	CONFERENCE Free morning	12.30 Lunch with Sally and Remi
10 Friday		To Paris 14.20 Flight from LHR

7 Tell your partner about your schedule for next week. Talk about when:

- scheduled events start and end
- you are available or busy
- you plan or hope to do something
- you are meeting people or have an arrangement

Make true sentences about your plans using the verbs below in the correct form. Compare with a partner.

1. I .....(visit another country) next month.
2. I .....(work) next week.
3. I .....(meet my boss for lunch) tomorrow.
4. I .....(learn a new language) next year.
5. I .....(buy a new smartphone) next year.
6. I .....(go to the cinema) tonight.
7. I .....(go shopping) later.
8. I .....(rest) this weekend.
9. I .....(make an important phone call) later.
10. I .....(go to the gym) tomorrow.

LIVEWORKSHEETS