

## 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?

✉

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**6 Monday**

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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**

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10.00  
Leave hotel for meetings from 11.00.

19.00  
Flight TK 1983 Istanbul – London.

✉

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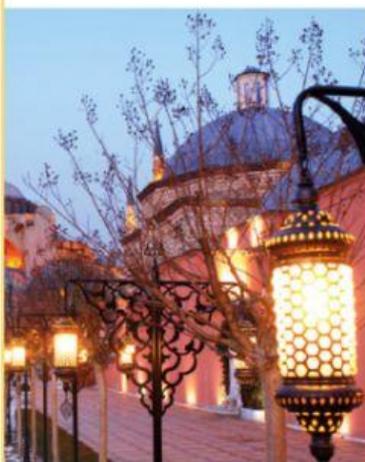
**Subject:** Next week

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

## Future forms

We use different verb forms to talk about the future:

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

Which future forms are used to:

- make a prediction
- describe a timetabled event
- talk about a personal intention
- talk about an event arranged for a certain time
- make a spontaneous decision or offer



# FUTURE FORMS

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## will

predictions (we think something will happen)

- ➔ He **will be** a good doctor.
- ➔ I believe they **will win** this match.

instant decisions (taken while speaking)

- ➔ A: "We don't have sugar"
- ➔ B: "I'll **buy** some then."

promises and refusals

- ➔ I **will help** you but I **won't lend** you any money.

offers

- ➔ I'll **carry** your bag. / Shall I **carry** your bag?

suggestions

- ➔ Shall we **eat out** today?

requests

- ➔ Will you **open** the door please?

## be going to

predictions (we see - present evidence)

- ➔ Slow down! We're **going to have** an accident!
- ➔ Look at the clouds. It's **going to rain**.

decisions (taken before now - intentions/plans)

- ➔ Are you **going to watch** the game tonight?

## present continuous

plans (arrangements have been made)

- ➔ I'm **flying** to New York tomorrow morning.
- ➔ I'm **seeing** the dentist at 6.
- ➔ We **are getting** married next week.

## present simple

timetabled events

- ➔ The train **leaves** at 4 o'clock.
- ➔ The exams **start** next week.

future time clauses (when/ as soon as/until, etc.)

- ➔ I'll retire when I **am** 70. (NOT **when I'll be** 70).
- ➔ Call me as soon as you **arrive**.

may / might

Use **may** or **might** to talk about future possibility

- ➔ I **might go** to the party tomorrow; I'm not sure.
- ➔ Temperatures **might go up** next week

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



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 <sup>(1 have to)</sup> \_\_\_\_\_ 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 <sup>(2 be)</sup> \_\_\_\_\_ big enough. We <sup>(3 need)</sup> \_\_\_\_\_ a centre that can seat at least 600.
- Bruce** That many? Any suggestions?
- Naomi** The Mandarin Palace Center <sup>(4 be)</sup> \_\_\_\_\_ free that day. I've already spoken to them and I <sup>(5 meet)</sup> \_\_\_\_\_ the conference manager tomorrow. It <sup>(6 mean)</sup> \_\_\_\_\_ increasing the registration fee by \$50 though.
- Bruce** That <sup>(7 not / be)</sup> \_\_\_\_\_ a problem. Anything else?
- Naomi** Alasdair Ross can't do the morning session as his plane <sup>(8 not / land)</sup> \_\_\_\_\_ until 9:30, so I've arranged things with Jimmy Tan and they <sup>(9 switch)</sup> \_\_\_\_\_ slots. Also, Milan University say they <sup>(10 send)</sup> \_\_\_\_\_ Carla Marisco because Professor Bertoni can't make it. But the talk <sup>(11 be)</sup> \_\_\_\_\_ the same.
- Bruce** Fine. Make those changes and I <sup>(12 inform)</sup> \_\_\_\_\_ everyone at my end.

Future forms - practice

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

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

May		a.m.	p.m.
<b>7</b> Tuesday		CONFERENCE 9.30 First session / Meet clients	
<b>8</b> Wednesday		CONFERENCE	14.00–15.00 My presentation 18.00 End-of-conference buffet reception
<b>9</b> Thursday		CONFERENCE Free morning	12.30 Lunch with Sally and Remi
<b>10</b> 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.