Practice

A. Match a form in the left hand column with a meaning in the middle column and a grammar word in the right hand column.

1 Sales *increase* every year.	a) Completed actions in a completed period of time.	past simple
2 Sales *are increasing* at the moment.	b) Actions and situations repeated regularly over a long period of time.	past continuous
3 Sales *have increased* by 5% this year.	c) Actions or situations in progress from the past up to the present.	present simple
4 Sales *have been increasing* rapidly this year.	d) Temporary actions and situations in progress now.	present continuous
5 Sales *increased* significantly last year.	e) Actions or activities in progress in the past.	present perfect
6 Sales *were increasing* all through last year.	f) A past event or situation that is connected to the present.	present perfect continuous

Note: remember that some verbs are not normally used in a continuous form. These include verbs of thinking (*doubt, know, understand*), the senses (*see, appear*), feelings (*like, want, hope*), possession (*belong to, contain, have*) and other verbs like *cost, depend on, mean, need.*

B. Complete the email by writing the verbs in brackets into either the present simple, present continuous and present perfect.

Every year around this time we (1)..... (interview) candidates for functions across the company. This week I (2)..... (plan) that process, so I (3)..... (need) an estimate of staffing needs from every department. In past years we (4)..... (always/be able to) recruit the numbers asked for, but this year will be different. At the moment we (5)..... (operate) in a difficult market, and sales (6)..... (fall) considerably over the last year. This (7)..... (mean) that we will have to reduce our staffing costs, although I (8)..... (hope) it will only be temporary.

C. Complete the email by writing the verbs in brackets into either present simple, present perfect or past simple.

I (1) ..... (just/receive) an email from our subsidiary in Russia. They (2) ..... (need) more brochures as they (3) ..... (give out) their entire stock over the last few months. They (4) ..... (have) a stand at the Moscow Trade Fair last week and (5) ..... (distribute) hundreds of brochures. Now they (6) ..... (want) us to send another 5,000 copies. I (7) ..... (already/contact) Sales to see if they have any spare, but I (8) ..... (think) we'll need some more. Can you get a quotation from the printers?

D. Complete the emails by writing the verbs in brackets into either present perfect, past simple or past continuous.

I (1) ..... (just/receive) an email from our subsidiary in Russia. They (2) ..... (need) more brochures as they (3) ..... (give out) their entire stock over the last few months. They (4) ..... (have) a stand at the Moscow Trade Fair last week and (5) ..... (distribute) hundreds of brochures. Now they (6) ..... (want) us to send another 5,000 copies. I (7) ..... (already/contact) Sales to see if they have any spare, but I (8) ..... (think) we'll need some more. Can you get a quotation from the printers?

E. Reading

Loch Ness is a lake between the Scottish towns of Inverness and Fort Augustus. The word *loch* is Scottish for *lake*. Loch Ness is about 37 km long and deep, the deepest part is 226 m.

Loch Ness is famous for its friendly monster, Nessie. Most people think that this is only a legend, but every year tourists from all over the world come to Loch Ness and hope that they will see the monster.

Write the verbs in present perfect simple.

1. Tourists from all over the world (be) _____ Loch Ness.
2. Most of them (see / not) _____Nessie, however.
3. Only very few people say that the Loch Ness Monster (appear) _____in front of them.
4. Even scientists (come) _____to Loch Ness to find the monster.
5. And the boss of the Guinness brewery (promise) _____ to pay 500,000 Pounds to the person who catches Nessie.