

The **present simple tense** is used to describe a habitual action, a general truth, or an existing state at present.

The **present simple tense** is formed by using the bare infinitive, but if the subject is the third singular person, **-s/- (i)es** must be added to the verb. The verb **be** is conjugated as **am/is/are** depending on the subject.

They / start / their work / at 9 in the morning. (A habitual action)

Mr. Parker / is / busy / now. (A state at present)

The present simple tense expressing a future event

1. When referring to schedules (of films, events, matches, means of transportation, etc.), we mostly use the present simple tense.

According to *this schedule*, the presentation starts at 7.

The workshop ends in an hour.

2. In adverb clauses of time (starting with **when, before, etc.**) and first conditional clauses (starting with **if**), we also use the present simple tense.

Before you submit it, you should check it once again. (*will submit*: x)

If they complete the project tomorrow, they will have a party. (*will complete*: x)

A Complete the following sentences with the present simple tense of the verbs given in brackets.

- (get) He always _____ to work at 8 o'clock.
- (work) They _____ as consultants.
- (go) The manager _____ on a business trip every month.
- (review) When she _____ the report, she will bring it to you.
- (start) My company's Christmas party _____ at 9 tonight.
- (be) An analysis report on the stock market _____ on your desk.

B Choose the correct option to complete each sentence.

- The sales meeting usually _____ at 5. sales meeting
 (A) begins (B) begin (C) beginning (D) will begin
- If he _____ the team, we will start the project right away. join right away
 (A) join (B) joins (C) joined (D) will join

The **past simple tense** is used to describe an action, an event, or a condition that happened in the past, sometime before the moment of speaking.

For regular verbs, it is formed by adding **-(e)d** to the bare infinitive.

I / received / your order sheet. (An action happened before the time of speaking)

The price / went up. (**Go** is an irregular verb.)

Common irregular verbs

Present	Past	Present	Past	Present	Past	Present	Past
go	went	make	made	leave	left	give	gave
take	took	cut	cut	write	wrote	quit	quit

• Common expressions used in the past simple tense

Below are adverbs and adverb phrases which are commonly used in the past simple tense.

yesterday	The audit ended <i>yesterday</i> .
number + day(s)/week(s)/month(s)/year(s) + ago	Thomas quit his job <i>three months ago</i> .
last + night/week/year	He left the company <i>last year</i> .

A Complete the following sentences with the past simple tense of the verbs given in brackets.

- (work) I _____ all night long yesterday.
- (give) The president _____ a speech yesterday.
- (close) They _____ the deal.
- (like) The executive board _____ my suggestion.
- (write) I _____ a letter of complaint last month.
- (start) The firm _____ looking for workers three months ago.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

- My boss _____ on a business trip **last Friday**. go on a business trip
 (A) go (B) went (C) goes (D) going
- Last week, he successfully _____ the project. successfully
 (A) finishes (B) finish (C) finished (D) will finish

The future simple tense is used to express an action that will happen after the moment of speaking.

The structure of the future simple tense is **will + bare infinitive**. Note that the structure **be going to + bare infinitive** is used to express a prediction or a future plan.

They / will begin / the project.

He / is going to sign / the contract.

• Common expressions used in the future simple tense

tomorrow

next + week/month/year

in + duration

He is going to attend the seminar *tomorrow*.

The price is going to increase *next year*.

The meeting will end *in a few minutes*.

A Choose the correct option given in brackets to complete each sentence.

1. The show (began / will begin) tomorrow.
2. The president (is going to retire / will retired) next year.
3. He (is going to join / are going to joining) the marketing team next month.
4. He (is going to visited / will visit) the L.A. branch in a few hours.
5. At this rate, Luke is going to (completed / complete) the project sometime next week.
6. The engineer (will drop / are going to dropping) by your office next Friday.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Helen is going to _____ A&T Communications next week.
 (A) leave (B) to leave (C) left (D) will leave
2. Hopefully, the package _____ in a few days.
 (A) arrive (B) arrived (C) will arrive (D) arriving

Present Progressive Tense & Past Progressive Tense

The present progressive tense

The **present progressive tense** is used to describe an action, an event, or a condition that is happening at present or at the moment of speaking, or to emphasize the continuing state of an action, an event, or a condition. It is occasionally used to indicate a future plan or event.

Its structure is **am/is/are + bare infinitive + -ing**.

The company / **is recruiting** / a few employees.

We / **are conducting** / research.

I / **am meeting** / my client / this evening.

The past progressive tense

The **past progressive tense** is used to talk about an action or a situation that lasted for some time in the past and whose duration is unknown or unimportant.

Its structure is **was/were + bare infinitive + -ing**.

Mr. Kerr / **was preparing** / his speech.

They / **were having** / a sales meeting.

A Choose the correct option given in brackets to complete each sentence.

1. I (am preparing / was preparing) a presentation at 9 last night.
2. The experts (discussing / are discussing) the matter in detail.
3. The technicians (was fixing / were fixing) the computers.
4. The committee (is reviewing / be reviewing) his application form now.
5. Some of the staff members (was participating / were participating) in the seminar.
6. They (have / were having) a reception with their clients an hour ago.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Sam _____ for a job, but there were not many. look for
 (A) is looking (B) are looking (C) was looking (D) were looking
2. The executives _____ an argument **at the moment**. at the moment
 (A) had (B) are having (C) were having (D) having

05 Present Perfect Tense

The **present perfect tense** is used to describe an action or a state that began in the past and continues to the present or has just been completed at the moment of speaking. It is often used to suggest that a past action or state still has an effect upon the present.

Its structure is **have/has + past participle**. This tense is usually accompanied by adverbs or adverb phrases of time such as **just, since, over the past year, for the past/last year, so far, etc.**

Uses of the present perfect tense		Examples
Expressing continuation	Describing an action that began in the past and continues to the present	Johnson has worked for this company for three years.
Expressing completion	Describing an action that began in the past and has just been completed at present	The accounting team has just finished the analysis.
Showing changes/ results	Describing a past action or state which changes over the time or still has an effect upon the present	The role of team leader has changed a lot over the past year.
Expressing experiences	Describing an action that has taken place once or several times from the past to the present time	I have visited the website to download a new program before.

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A Choose the correct option given in brackets to complete each sentence.

1. She (has just completed / have just completed) the work.
2. Oil prices (increase / have increased) a lot for the past two years.
3. They (has already finalized / have already finalized) the application.
4. We (visit / have visited) the city three times to attend conferences.
5. Pam International (increases / has increased) its workforce by 10 percent over the last two years.
6. Since last summer, Daniel (has taken / took) three business trips to Europe.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. Since last winter, they _____ financial difficulty. financial difficulty
 (A) has experienced (B) experienced (C) have experienced (D) experiencing
2. Mr. Jackson _____ for the firm for ten years.
 (A) has worked (B) have worked (C) works (D) working

The present perfect tense

The **present perfect tense** is used to describe an action or a state that began in the past and continues to the present or has just been completed at the moment of speaking. It is also used to describe a past action or state which still has an effect upon the present.

Common time markers for this tense are **ever, never, already, just, for, since**, etc.

The company's sales / have increased / *for the past year*.

Mr. Hank / has worked / for International, Inc. / *since 2005*.

The past simple tense

The **past simple tense** is used to describe an action or a state that occurred at a specific time in the past and has no more effect on the present.

Common time markers for this tense indicate a specific time such as **yesterday, last month, ago, last year**, etc.

They / ordered / a new laptop computer / *yesterday*.

The team / made / a plan / to promote sales / *a few days ago*.

A Look at the time markers printed in bold and write the correct tense of the verb given in brackets for each sentence.

- (conduct) Last August, they _____ a survey. conduct survey
- (try) They _____ to complete the report **since last Monday**. complete
- (quit) He _____ his job **two months ago**. quit
- (work) Steve _____ for this firm **since 1998**. firm
- (finish) The team _____ the investigation **a few days ago**. investigation
- (worry) Customers _____ about the service **for the past few years**. customer worry

B Look at the hints printed in bold and choose the correct option to complete each sentence.

- The job fair _____ place in Chicago **last month**. job fair take place
 (A) takes (B) take (C) took (D) has taken
- Since last September, they _____ a lot of **profit**. profit
 (A) make (B) will make (C) made (D) have made

The past perfect tense

The **past perfect tense** is used to indicate that one action occurred and completed before another action in the past. Generally, it is used to show which of the two actions happened first.

Its structure is **had + past participle**.

The man / **had lived** / in Los Angeles / *before he moved* to Boston.

The future perfect tense

The **future perfect tense** is used to express an action that will be completed before a specific point of time in the future or before another future action takes place.

Its structure is **will have + past participle**.

As of next week, / I / **will have worked** / for this company / for 10 years.

A Choose the correct option given in brackets to complete each sentence.

1. Jim (has worked / had worked) for a consulting firm before he came here.
2. They didn't realize that somebody (had stolen / has stolen) their files.
3. As of next month, we (will work / will have worked) on this project for 10 months.
4. I didn't know that somebody (has broken / had broken) into my office.
5. By 2017, he (has been / will have been) in this business for 20 years.
6. By next week, we (will have completed / had completed) the annual report.

B Look at the hints printed in bold and choose the correct option to complete each sentence.

1. As of next February, the accounting manager _____ away for 2 years.
as of next February accounting manager
(A) has been (B) will have been (C) had been (D) been
2. Before they submitted the proposal, they _____ a lot of research for it.
submit proposal
(A) has done (B) had done (C) will have done (D) done

Common Vocabulary in the TOEIC Test

Verbs²

A Match the verbs in the left column with their corresponding phrases in the right column.

- | | |
|-------------|---------------------|
| 1. book | Ⓐ a product |
| 2. reduce | Ⓑ to buy a car |
| 3. complain | Ⓒ a new product |
| 4. decrease | Ⓓ a refund |
| 5. order | Ⓔ a flight |
| 6. launch | Ⓕ investment costs |
| 7. request | Ⓖ in sales |
| 8. afford | Ⓗ about its service |

B Fill the gaps with the verbs in the box to form correct collocations.

- | | | | |
|----------|----------------|-----------|---------|
| renew | reserve | submit | confirm |
| 1. _____ | a visa | | |
| 2. _____ | the report | | |
| 3. _____ | a table | | |
| 4. _____ | my reservation | | |
| postpone | review | introduce | attract |
| 5. _____ | tourists | | |
| 6. _____ | a new system | | |
| 7. _____ | the data | | |
| 8. _____ | the meeting | | |

Answers for Part A: 1. Ⓒ 2. Ⓔ 3. Ⓓ 4. Ⓒ 5. Ⓓ 6. Ⓒ 7. Ⓒ 8. Ⓗ

Answers for Part B: 1. renew 2. submit 3. reserve 4. confirm 5. attract 6. introduce 7. review 8. postpone

Decide which of the choices – (A), (B), (C), or (D) – best completes the sentence.

1. ICD Co. announced that it would _____ a new product next year.

(A) remain
(B) conduct
(C) launch
(D) renew

announce

5. We _____ a new model to the China market in a month.

(A) introduce
(B) introduced
(C) will introduce
(D) were introducing

introduce

2. The secretary _____ a ticket to New York.

(A) booked
(B) complained
(C) increased
(D) met

secretary

6. Last year, my team _____ a seminar every month.

(A) held
(B) holds
(C) holding
(D) will holding

hold

3. The company decided to _____ the workforce in the Maintenance Department.

(A) afford
(B) reserve
(C) postpone
(D) reduce

workforce
Maintenance Department

7. There _____ increased concern about our competitors for the last year.

(A) have been
(B) has been
(C) was
(D) be

increased concern
competitor

4. Mr. Brown _____ the sales report last week.

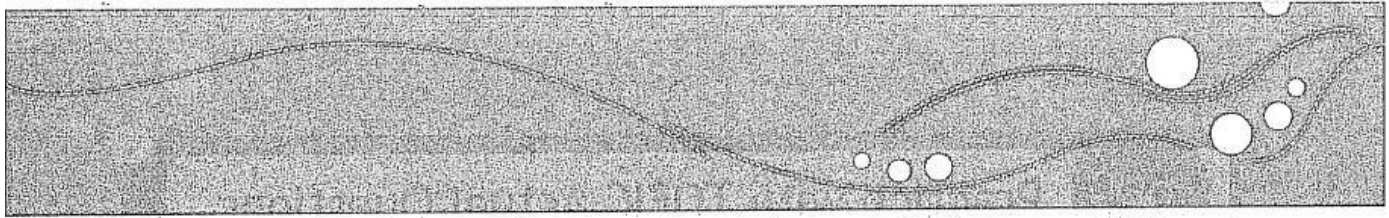
(A) submitted
(B) submit
(C) submits
(D) submission

sales report

8. The committee _____ the proposal at the moment.

(A) was reviewing
(B) is reviewing
(C) reviews
(D) reviewed

review
proposal



9. By next month, Morgan _____
in the department for 3 years.
- (A) is
(B) was
(C) has been
(D) will have been

_____ by next month

12. The manager asked if there
_____ any calls for her.
- (A) is
(B) are
(C) had been
(D) has been

_____ if

10. Ms. Sanderson _____ for a
marketing firm before she came here.
- (A) has worked
(B) works
(C) working
(D) had worked

_____ marketing firm
before

13. By 2020, the demand for digital cam-
eras _____ twofold.
- (A) will increase
(B) has increased
(C) will have increased
(D) increases

_____ demand
twofold

11. Ms. Kimberly _____ out of the
country until next Tuesday.
- (A) was
(B) is
(C) will be
(D) has been

_____ until

14. If managers _____ their employ-
ees to work overtime, they will have to
pay them more money.
- (A) want
(B) will want
(C) wants
(D) have wanted

_____ work overtime

Questions 15-16 refer to the following letter.

Dear Mr. Lee,

I am so sorry that we _____ a mistake while processing your order last week.

- 15.** (A) made
(B) makes
(C) making
(D) has made

I understand this caused a terrible inconvenience for your business. I _____ the

- 16.** (A) sent
(B) will send
(C) sending
(D) has sent

product you ordered as soon as possible as well as a free gift. Once again, I am sorry about the inconvenience, and I hope to continue to do business with you for many years.

process order	cause	terrible
inconvenience	free gift	continue