

✓ PRESENT SIMPLE

Form: I/you/we/they

he/she/it

I **work** as a marketing manager.

We **don't sell** directly.

Do you **deal** with the press?

He **interviews** the new applicants.

She **doesn't deal** with the staff.

Does the job **involve** travelling?

Use:

- to describe facts

We **don't have** an office in France.

What **does** your company **produce**?

- to describe permanent situations

I **work** for Vacupac.

The company **employs** about 800 people.

- to describe routines

I **deal** with designers and printers every day.

My train **gets** in at seven forty-five.

Note! Modal verbs (e.g. can, could, will, would, might) do not need auxiliary verbs.

We **can't find** the right candidate for the job. *and not*

*We **don't can find** the right candidate for the job.

Spelling:

Some endings (e.g. -x, -ch, -sh, -s, -o) take **-es** and not just -s (e.g. fixes, watches, washes, presses, goes).

Adverbs of frequency

Form:

- before the verb (except BE)

I **usually** get the bus to work.

He doesn't **often** answer the phone.

- after the verb BE

She's **always** the last to leave the office.

He's **never** late for work.

Note!

- Adverbs of frequency can be used in other positions for emphasis.

Usually, I get the bus to work.

I get the bus to work **usually**. but never

*I get **usually** the bus to work.

- Words such as *hourly*, *daily* and *weekly* go after the verb.

We meet **weekly** to discuss sales.

The bonuses are paid **annually**.

✓ PRESENT CONTINUOUS

Form: I

you/we/they

I'm **staying** in the office today.

I'm **not working** tomorrow.

Who **am** I **speaking** to?

We're **investing** heavily in Russia.

They **aren't making** any profit.

he/she/it **Are you going** to the meeting?
 She's **going** to Brazil next week.
 The company **isn't doing** well right now.
 Who's **speaking**, please?

Use:

- to describe actions happening at the time of speaking (often with *at the moment, right now, just now*)
We're **building** a new factory in Hungary at the moment.
- to describe temporary situations
Sales aren't very well just now.
I'm **dealing** with the Swiss office for a few days.
- to refer to future arrangements
We're **going** to the marketing conference in July.
When **are** you **travelling** to Norway?

Note! We do not use the Present Continuous to express the following:

routines (usually, normally)	senses (see, hear, feel)	ownership (own, have, need)
opinions (think, believe)	emotions (like, love, hate)	

Spelling: make – making, run – running, forget – forgetting, lie – lying, travel – travelling

✓ **PAST SIMPLE**

Form: - regular (verb + -ed)

- irregular

We **started** business in 1986.
I **didn't start** work here until 2000.
When **did** you **start** exporting?
We **made** \$20m profit in 1998.
They **didn't make** any profit until 1999.
How much profit **did** they **make**?

Use:

- to describe finished events
We **launched** the product in 1998.
How **did** the conference **go**?
- to refer to finished time periods
He **set up** the company in 1974.
What **was** the hotel like in Prague? (The trip is finished.)

Spelling: bake – baked, stop – stopped, admit – admitted, carry – carried

✓ **PAST CONTINUOUS**

Form: I/he/she/it
 you/we/they

She **was having** a bath at 10 o'clock.
They **were watching** TV yesterday evening.

Use:

- an action was going on in the past
When I got home, the children **were crying** and the dog **was barking**.
- an activity was interrupted
While I **was having** a bath, the phone rang.
- if compared with the Past Simple, the Past Continuous is used to express unfinished actions
I read a book yesterday. (I finished it) vs. I **was reading** a book yesterday. (I'll finish it today)

✓ **PRESENT PERFECT**

Form: I/you/we/they Sales **have doubled** since 1994.

he/she/it

We **haven't made** any profit.
Have they published the report yet?
The company **has grown** quickly.
She **hasn't seen** the figures yet.
Has he read the Annual Report?

Use:

- to describe actions at an unfinished or indefinite time
The company **has made** a lot of changes.
- to describe situations that started in the past and are still continuing (often with *for, since, yet, still, so far, this, in the last*)
The company **has been** a plc **since** 1994.
- to describe changes that affect the present situation (often with *just*)
The company **has just increased** its prices by 4.5%.

✓ FUTURE TIME

Future arrangements

Form: We're **launching** a new product in Frankfurt.
The show **starts** at 10.30 tomorrow morning.

Use:

- to describe events that have been arranged
We're **meeting** the researchers tomorrow.
They're **bringing out** a new model next month.
- to refer to fixed timetables or schedules
The plane **leaves** at 10.40.
The dinner **finishes** at 11.00 pm.

Note! *Will* is not used to describe future arrangements.

I'm **meeting** Jordi on Friday. and not

*I'll **meet** Jordi on Friday.

Future intentions

Form: We're **going to print** the brochures in Egypt.
I'll **put** a price list in the post for you.

Use:

- to describe existing intentions
We're **going to increase** the research budget.
I'm **going to visit** our markets in the USA.
- to express spontaneous intentions
(The phone rings.) I'll **get** it.
(A customer asks for information.) I'll **send** you a brochure.