

REVISION OF TENSES (ZVKD; December 2006)

1) PRESENT TENSES

Underline the correct tense:

1. A: What do you do/are you doing?
B: I'm an executive secretary.
2. A: What do you do/are you doing?
B: I'm looking for the details on the computer.
3. A: Where do you work/are you working?
B: Paris this month, then Bonn the next.
4. A: Where do you work/are you working?
B: At our head office in Paris.
5. My name's Walter and I come/I'm coming from Frankfurt.
6. I come/I'm coming to Frankfurt next Thursday – I can call in to your office.
7. I deal with/I'm dealing with Andrew's new clients while he's on holiday.
8. I deal with/I'm dealing with the paperwork and general administration.
9. A: Who do you go/are you going to the Trade Fair with?
B: This year with Stefano.
10. A: Who do you go/are you going to the Trade Fair with?
B: Usually with Stefano.

Complete the sentence by putting the verbs in brackets into the Present Simple or Present Continuous:

1. I _____ (look at) the details on the screen right now.
2. I _____ (look at) the sales results in detail every month.
3. The production line _____ (not work) at weekends.
4. The production line _____ (not work) at the moment.
5. Yes, I agree I _____ (think) it's a good idea.
6. I _____ (think) about it. I'll let you know tomorrow.
7. Helen _____ (stay) at the Astoria when she's in Madrid this month.
8. Helen _____ (stay) at the Astoria when she's in Madrid.
9. We _____ (take) a sample for testing once a day.
10. We _____ (take) a big risk if we go ahead with this project.
11. They _____ (be) usually very flexible if we need to change the order.
12. They _____ (be) flexible about giving us credit for a few more months.

Complete the dialogue by putting each of the verbs in the brackets into the correct form of the Present Simple or Present Continuous:

MATT: _____ (you/look) for someone?

JENNIFER: Yes, I _____ (need) to speak to Kim Bryant but she isn't in her office. _____ (you/know) where she is?

MATT: Oh, I'm sorry, she isn't here today. She _____ (work) at home trying to finish an urgent report. I _____ (think) she'll be back at her desk tomorrow. Perhaps I can help you?

- JENNIFER: Oh, thanks. I _____ (work) for Pritchard Evans. We _____ (organise) corporate hospitality ...
- MATT: Oh, yes.
- JENNIFER: Well, Kim Bryant contacted us last week. Apparently _____ (expect) a visit by a Korean trade delegation next month.
- MATT: Yes, that's right.
- JENNIFER: Kim asked me to call in and give her some information on our service. Um, I _____ (have) a list of suggestions with me. It _____ (give) you information on where you could take your visitors, and details of extra services that we can offer, like our pick-up service from the hotel in a chauffeur-driven limousine.
- MATT: Well, that sounds great. I'm sure Kim would really be interested to see this.
- JENNIFER: How long _____ (your visitors/stay)?
- MATT: Oh, I'm sorry, I _____ (not know) exactly. You really need to speak to Kim, she _____ (deal) with this conference. I'll tell her to give you a ring tomorrow. What's the best time to call?
- JENNIFER: I _____ (not work) in the office in the mornings ... anytime after two. Or she can call me on my mobile, on 0777 ...

Complete the article about the magazine *Time Out* using words from the list below. Decide whether to put the verbs into the Present Simple or Present Continuous:

own look for move investigate rely want provide try to

Time Out: time to expand

Time Out, the London entertainment magazine, has plans for expansion. It already _____ the monthly magazine Paris Passion, and now _____ beyond France to other markets such as Argentina and Japan. Tony Elliot, *Time Out*'s founder, says he _____ local people to initiate and run the magazines, as *Time Out*'s London office doesn't have

the cash or management time. Elliot also has plans for the website, Timeout.com, which was launched in 1995 and _____ information about more than 30 cities. it _____ on advertising revenue and a small amount of money from ticket sales to survive. But as *Time Out* changes and expands, Tony Elliot _____ to persuade advertisers in the

printed version to take more space on the internet site. Also, he _____ the possibility of charging visitors to the site for access to some information. Despite these expansion plans, Elliot says that a floatation on the stock market is out of the question. He _____ to keep control of the business he has built up.

Put the verbs in brackets into the simple present or the present continuous tense.

- Cuckoos _____ (not build) nests. They _____ (use) the nests of other birds.
- You can't see Tom now: he _____ (have) a bath.
- He usually _____ (drink) coffee but today he _____ (drink) tea.
- These workmen are never satisfied; they always _____ (complain).
- We _____ (use) this room today because the window in the other room is broken.
- You _____ (know) why an apple _____ (fall) down and not up?
- A: This car _____ (make) a very strange noise. You _____ (think) it is all right?
B: Oh that noise _____ (not matter). It always _____ (make) a noise like that.
- A: Why you _____ (smoke) a cigar, Mrs Pitt? You _____ (not smoke) cigars as a rule.
B: I _____ (smoke) it because I _____ (want) the ash. This book _____ (say) that cigar ash mixed with oil _____ (remove) heat stains from wood.
- A: Who _____ (own) this umbrella?

B: I _____ (not know). Everybody _____ (use) it but nobody _____ (know) who _____ (own) it.

10. A: You _____ (mind) if I _____ (ask) you a question?

B: That _____ (depend) on the question.

A: It _____ (concern) your brother.

B: I _____ (refuse) to answer any question about my brother.

Use the following words to write questions to the answers below:

what	how	who	where	how often	when	what kind of
a.	I work as <u>a sales executive</u> .					
b.	He works <u>in the Netherlands</u> .					
c.	I usually have lunch <u>at about 11.30</u> .					
d.	They use <u>Macintosh</u> computers at work.					
e.	She travels to work <u>by train</u> .					
f.	I report to the <u>Head of the Department</u> .					
g.	My boss goes to Head Office <u>twice a month</u> .					

2) PAST TENSES

Complete the sentences by putting the verbs in brackets into the Past Simple:

- I. The company _____ (not/become) a plc until 2001.
- II. Communication with the subsidiary _____ (not/be) very good.
- III. When _____ (they/set up) the joint venture?
- IV. The monopoly _____ (not/allow) for fair competition in the market.
- V. Where _____ (you/locate) the first overseas production facility?
- VI. Why _____ (the bank/reject) the idea for an internet business?
- VII. They _____ (not/think) the joint venture would be successful.
- VIII. Why _____ (they/not/stay) an independent company?

Put each verb in brackets into Past Simple:

- a) In the past we _____ (do) more business with the Japanese than now.
- b) The company _____ (grow) very rapidly in its first 12 years.
- c) We _____ (become) a public company in 1985.
- d) We _____ (cut) our advertising budget because of the recession.
- e) The bank _____ (lend) us \$45,000 to fund our expansion.
- f) We _____ (get) a big surprise when they made their offer.
- g) They _____ (take) a long time to make up their minds.
- h) We _____ (lose) the contract because of a lower bid.
- i) Paula _____ (run) the company from her home.
- j) Last month we _____ (win) an important order from the Government.
- k) I first _____ (meet) Roberto when we were working in Budapest.
- l) Last year our Japanese branch _____ (make) a small profit for the first time.
- m) Greenham Products _____ (sell) its own headquarters for \$46 million.
- n) Profits _____ (rise) due to an improved management strategy.
- o) We _____ (spend) all of our advertising budget in the first six months.
- p) Our profits _____ (fall) last year, but things are looking much healthier now.
- q) TransWare, our main competitors, _____ (lead) the market throughout the 1980s.
- r) Our competitors _____ (think) that we were going to increase our prices.

Complete the following extract with the correct form of the verbs in brackets:

The Founding of Nokia

Nokia's history _____ (begin) in 1865, when engineer Fredrik Idestam _____ (establish) a wood-pulp mill by a riverbank in southern Finland and _____ (start) manufacturing paper. The company, which he _____ (name) Nokia, _____ (become) successful as the consumption of paper and cardboard _____ (increase) during European industrialisation. A large workforce _____ (come) to the Nokia factory, and a town of the same name _____ (grow) up around it.

Nokia _____ (not/begin) the journey into telecommunications until the 1960s when the company _____ (merge) with the Finnish Cable Works. During the 1980s, Nokia's operations rapidly _____ (expand) into even more business sectors and countries. In 1988 Nokia _____ (be) Europe's third-largest television manufacturer. In May 1992 the company _____ (appoint) Jorma Ollila to head the whole of the Nokia Group. Nokia then _____ (make) the strategic decision to focus on telecommunications. The move _____ (prove) to be a wise one and today Nokia is a world leader in both mobile phones and telecommunications networks.

Underline the correct tense.

1	A	Did you get / got the email I sent you yesterday?
.	:	
	B:	Yes, thanks, I did / got.
2		How you felt / did you feel when they told / did tell you about moving offices?
.		
3	A	What was she doing this morning?
.	:	
	B:	She interviewed / was interviewing candidates for the sales job.
4		I didn't see / didn't saw the reason for the delay, so I got / did get angry.
.		
5	A	How did Brenda spend her holiday?
.	:	
	B:	Most days she went / was going to the beach.
6	A	What happened after you launched the product?
.	:	
	B:	While we promoted / were promoting it, our main competitor dropped / was dropping their prices.
7	A	What did Pat do when she saw the artwork?
.	:	
	B:	She called / was calling the designers and said / was saying it wasn't suitable.
8	A	Why did Renata take so long to get there?
.	:	
	B:	She said they mended / were mending the road and so the traffic moved / was moving very slowly.

Complete the sentence by putting the verbs into either the Past Simple or Past Continuous:

1. What _____ (you/eat) when you _____ (go) to Paris?
2. While I _____ (negotiate) the contract, my boss _____ (phone) me.
3. The last time something like this _____ (happen), she _____ (call) a press conference immediately.
4. Anne _____ (explain) her proposal when Pedro _____ (interrupt) her.
5. When he _____ (finish) reading the article, he _____ (give) it to me.
6. When I _____ (clean) the piece, I _____ (drop) it by mistake.

3) PRESENT PERFECT

Put the verbs in brackets into the Present Perfect or Past Simple:

Good afternoon everyone. Welcome to the presentation of the company's half year sales results. As you can see, this year _____ (be) very successful so far and the company _____ (already/achieve) many of its targets for the year. Our sales people _____ (work) very hard and the department _____ (perform) very well. The success is especially pleasing when you think back to the problems we _____ (have) last summer. Sales _____ (be) down by 10% and things _____ (not/look) good at all. We _____ (make) some difficult decisions last year, which a lot of people _____ (not/be) happy with. However, since then we're happy to say that performance _____ (improve) sharply.

Complete the e-mail with the correct form of the Past Simple or Present Perfect.

Gemma

Thanks for your e-mail, which I only _____ (get) yesterday. It sounds as if you _____ (have) a great trip to Italy last week. As for the forecasts, I'm afraid they _____ (not/all come) in yet. France and Germany both _____ (send) theirs in last week and I _____ (get) Spain's this morning. I _____ (already/ask) Tessa to send reminders but last year the forecasts _____ (not/all arrive) until a week late. _____ (you/mention) it to Paolo when you _____ (be) in Rome? He _____ (always/be) very good at sending forecasts.

Anyway, we _____ (arrange) the meeting for Monday and we'll go ahead even if all the forecasts _____ (not/come) in. I _____ (see) Tom Watkins when I _____ (go) to Head Office on Friday and he _____ (tell) me to organise the meeting for Monday. He _____ (just/come) back from the Frankfurt trade fair and he's full of ideas. I think he _____ (make) some good contacts there but he _____ (promise) our sales people they'd have the new product by May. I bet he _____ (not/tell) them that we _____ (not/even start) it yet!

George

Complete the dialogue with the correct form of the verbs in brackets.

Kate	Hello. Kate Hawthorn speaking.
Jason	Hi Kate, it's Jason. I _____ (just/come back) from holiday and I was wondering about the quarterly sales figures ...
Kate	Oh right. Hang on. We _____ (get) them a couple of weeks ago.
Jason	So, how _____ (we/do) last quarter?
Kate	Right, here they are. Well, it's to say, really. And I'm afraid some of the offices _____ (still/not/send) their figures in yet.
Jason	So who _____ (send) their results so far?
Kate	Germany. They _____ (do) quite well last quarter. They _____ (beat) their sales target by 12%.
Jason	How _____ (they/manage) that? Their sales _____ (be) down when I _____ (be) there in August.
Kate	I know, but they _____ (win) a big contract in September.
Jason	So what about Spain?
Kate	We _____ (not/hear) from them yet, I'm afraid ...

Underline the correct tense.

1. Yesterday I phoned / I've phoned the bank about my overdraft.
2. I work here / I have worked here since the end of last year.
3. Your taxi has just arrived / just arrived.
4. We're enjoying our trip. We have made / made a lot of useful contacts.
5. I've seen / I saw Hugh Hopper a few days ago – he sends his regards.
6. We went / have been to an interesting seminar last week.

7. Today has been / was really busy – and it's only lunchtime!
8. Today has been / was really busy. It's 7 p.m. – I'm going home.
9. I'm afraid Patrizia left / has left the office an hour ago.
10. I'm afraid Patrizia isn't here – she left / has left the office.

Look at the letter from Claudia, who's a student in England, to her friend, Julie. There are 32 gaps. Put the verbs in brackets in the correct tense.

Dear Julie,

I _____ (arrive) in England three days ago. I _____ (stay) with a family in a village near York. They're really nice. Mr Jones _____ (work) in York. Mrs Jones has just had a baby, so she _____ (not work) at the moment. I _____ (not ask) her what she does yet, but I _____ (think) she's a secretary.

I _____ (have) a good time here, but everything is very expensive. Yesterday I _____ (take) the train to York to do some sightseeing. Something really embarrassing _____ (happen) when I was there. After I _____ (visit) the Viking museum, I _____ (decide) to do some shopping. Earlier in the day, I _____ (see) a beautiful sweater in a department store, so I _____ (go) back _____ (buy) it. The shop assistant _____ (put) it into a bag when I realized that I had forgotten my purse with my credit card! So, unfortunately, I _____ (cannot buy) it after all.

Anyway, after that I went to York Minster. I _____ (never see) such a beautiful cathedral in my life before! It _____ (build) between 1220 and 1470. In 1984 it _____ (strike) by lightning during a storm, and there was a terrible fire. But they _____ (rebuild) it since then.

While I _____ (walk) back to the station, I _____ (meet) Frank. Do you remember him? I _____ (not hear) from him for a year. When we last _____ (see) him, he _____ (work) in a bank. Now, he _____ (learn) English at the same school as me! What a coincidence! Last night we _____ (go) to the cinema together and saw a horror film. Frank _____ (be) terrified, but I really _____ (enjoy) it.

That's about all the news for now. Write soon and tell me about your holiday in Portugal.

Love

Claudia