

Business English Grammar Future Tenses Review- Worksheet 1

Match the sentences and their replies below:

1. What are your predictions for 2004?
 2. Are you seeing him again soon?
 3. We need some more information before we make the decision.
 4. Are you going to change jobs this year?
- a. Good point. I'll get the systems engineer to come in right away.
 - b. I think things'll get better.
 - c. Possibly, but nothing arranged as yet.
 - d. With any luck I will!

Add the future tenses above to the table below

Function	Which sentence above?	Name of tense	Structure
Arrangements e.g. in my diary			
Plan e.g. an ambition			
Prediction, i.e. a future fact			
Spontaneous intention, i.e. decided at the moment of speaking			

Are the correct tenses used in these sentences?

- I think the war will start soon.
- I'm going to study English more next year.
- I'm flying to Hawaii on the first day of August.

Referring to the sentences above, say which of these are the general differences between the tenses

1. If something is in the near future we use the present continuous, if it's in the distant future we must use will- True/ False
2. Going to is used for something that is more certain than will- True/ False
3. We cannot decide which future tense to use by when the action is or how likely it is to happen-True/ False
4. Two different people can use two different future tenses to talk about the same future event depending on whether for them it is a plan, arrangement etc.- True/ False

Business English Grammar Future Tenses Review

Worksheet 2

Answers to the grammar questions on Worksheet 1

1. False
2. False
3. False
4. True

Write the letters Pr, Pl or A next to the topics below depending on whether you have arrangements or plans, or can only make a prediction. (NB. There is rarely just one right answer; it depends entirely on your circumstances and opinions)

Your next visit to dentist

The economic climate

Your next holiday

Improving your English

Your retirement

Your next work-related social function

This time next year

Future travel

The next time you speak English outside class

Next weekend

Living abroad

Next business meeting

Promotion in your job

Future education and training

After this course finishes

The year 2050

Your next conference call

In pairs, swap sheets and ask each other questions about the topics above using the correct tenses