

Business Present Perfect things in common

Business Result Pre-Intermediate Unit 5

Find things you have both done in your work or studies this week (= since Mon morning):

Suggested topics

- Documents (reports, contracts, memos, emails, forms, letters, attachment, etc)
- Telephone and answering machine
- Teleconferences and videoconferences
- Complain and respond to complaints
- Meetings
- Negotiations
- Presentations
- Use English/ a computer/ ...
- Socialising
- Foreign...
- Sign...
- Conversations
- Busy/ Stressful
- Commuting
- Overtime

Change partner. Do the same thing with things about your whole working life.

Suggestions

- Lose...
- Shortlist
- Bonus
- Office with...
- Technology
- Promotion – Demotion
- Rejection
- Test/ Trial...
- Transfer
- Conference/ Trade fair
- Subsidized...
- Training
- Interview
- Application
- Hours
- Holiday/ Leave
- CV (= Résumé)

When your teacher stops you, share one thing you have in common and see if anyone else in the class is the same. Then ask about anything you weren't sure how to use, making suitable statements each time.

Grammar presentation

What tense did you use in the two discussions above? Why the same tense? What do the two conversations have in common?