

Business English grammar future tenses review

Worksheet 1

Match the sentences and their replies below, then check as a class:

1. What are your predictions for 2040?
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 this table, then check as a class:

Function	Which sentence(s) (question and/or answer)?	Name of tense	Structure
Arrangements e.g. in my diary			
Plan e.g. an ambition			
Prediction, i.e. my imagination of the future/ 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, and 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 necessarily decide which future tense to use just by when the action is or just by 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, an arrangement, a prediction, a spontaneous intention, etc. – True/ False

Check as a class or below.

Worksheet 2

Answers to the grammar questions on Worksheet 1

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

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

- Your next visit to dentist
- Next weekend
- The economic climate
- Living abroad
- Your next holiday
- Your next business meeting
- Improving your English
- Promotion in your job
- Your retirement
- Your future education and training
- Your next work-related social function
- After this course finishes
- This time next year
- The year 2060
- Your future travels
- Your next online meeting
- The next time you speak English outside class

In pairs, swap sheets, look at the situations which are true for your partner, and ask questions using the correct matching future tenses for your partner.