

Exercise 1 A B C D E F

Underline the correct words.

- 1 Tomorrow I'll interview the best interviewing candidates at all morning.
- 2 We will have moved will be moving to our new premises in August.
- 3 We will have moved will be moving to our new premises by August.
- 4 What time does your train will your train leave?
- 5 Don't forget to turn off the lights before you are leaving you leave.
- 6 We can't send the good until we've received we will receive you have.
- 7 We will be repaying will have repaid the bank loan by December.
- 8 Unless they re/they'll be more reasonable, we'll have to break off negotiations.
- 9 I was going to write was writing to them, but I forgot.
- 10 I hope I will hope to be able to speak at the press conference myself!
- 11 Our visitors are due to arrive due arriving at 10.30.
- 12 I hope I won't I don't hope I'll be late for the meeting.
- 13 I think I won't I don't think I'll be late for the meeting.
- 14 When the contact is will be ready, I'll let you know.
- 15 Will we shall we break for coffee now?
- 16 Sorry, I can't speak now, I'll just have I'm just about to have a meeting.

Exercise 2 A C D

Complete each sentence 1-8, with an ending a-h).

- 1 Please take a seat until

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 2 They won't accept our order unless

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 3 Helen wants to see you before

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 4 You won't see Helen. By the time she arrives

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 5 As soon as Helen arrives

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 6 I can't wait! This time next week I'll

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 7 I'll have a suntan next time we meet! I'll

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.
- 8 Sorry about this. In a few moments I'll

a) you leave.
b) Dr Rihal is ready to see you.
c) you'll have left.
d) we give a bank guarantee.
e) have finished and we can talk.
f) I'll ask her to phone you.
g) have just come back from Greece.
h) be lying on a beach in Greece.

Exercise 3 A B C D

Complete the sentences by putting the verbs in brackets into the right tense. Choose between the present simple (I do), future continuous (I'll be doing) and future perfect (I'll have done).

- 1 By the time all the papers are ready, the deadline will have passed.
- 2 The flight leaves at 1 pm and arrives at 3.45.
- 3 I leave tomorrow, so I can give him your message when I arrive at 3.45.
- 4 This taxi is so slow. By the time we get there the meeting will have finished.
- 5 Sorry, I can't see you on the 15th - I will have finished playing golf with a client.
- 6 I won't do anything until I finish.
- 7 Hurry up! By the time we arrive, the play will have started.
- 8 What will you learn by the end of your course?
- 9 Will you use the conference room next Tuesday?
- 10 When will you ask him? Will you ask him?

Exercise 4 A C D F

An economist has prepared a short report about his country next year. Read it, then choose the correct alternative from A, B, C or D below to complete the report.

12 month economic forecast

The Central Bank (1) keep interest rates low next year in order to stimulate economic growth, and so we (2) the economy to continue growing at about 4%. This means that unemployment (3) in most sectors of the economy next year. Exchange rates are very difficult to predict, but the currency (4) remain stable.

Some important events are (5) take place in the political field. The president (6) call elections within the next twelve months, and so by the middle of next year the election campaign (7) The government (8) on a platform of honesty and competence, and it (9) introduce reforms to the legal system so that judges can investigate the misuse of public funds more easily. When that (10) international investor confidence should increase rapidly.

- 1 A is wanting to B is liking to C would like to D due to
- 2 A predict B expect C believe D hope
- 3 A will be fallen B will be falling C will fall D will fall
- 4 A probably will B will probably C probably is D is probably
- 5 A about to B soon C being D expecting
- 6 A due to B due to C is due to D is during to
- 7 A will have begun B will be begun C has begun D will begin
- 8 A will be fought B will be fighting C will fight D will have fight
- 9 A is planning B planning to C is planned to D is planning to
- 10 A happening B will happen C happens D happen

Exercise 5 A C D E

The Human Resources Manager of a large company is explaining the appraisal system to a group of new employees. Complete his talk by putting the verbs in brackets into the right tense. Choose between the present simple (I do), future continuous (I'll be doing), future perfect (I'll have done) and was going to.

- Your appraisal interview (1) is (be) in March. Er, I'm sorry, they (2) (be) in February but we had to postpone them. Sorry about that. Um, during February your line managers (3) (collect) all the information they need from you, and by the time you meet for the interview, they (4) (produce) a checklist of points for discussion.
- Right, um, in the interview you (5) (discuss) your performance during the past year and any issues relating to your future needs, er, such as training. By the end of the meeting I hope that you and your line managers (6) (agree) on your personal objectives for next year, both in terms of sales targets and professional development. Is that clear? Yes, OK, good. Of course there is some flexibility in the targets, in case anything (7) (happen) to the market that we cannot predict. We may also have a budget for you to do some training, after you (8) (get) really busy in (come) back from your summer holidays but before work (9) (get) really busy in September. Is that OK? Yeah, Good.

After that, the next time that we all (10) (meet) again will be in October when I'd like some feedback on your training, as by then any courses that you do (11) (finish). Is that OK? Yeah, I (12) (send) you feedback forms nearer the time. Well, er, unless you (13) (have) any questions, I think that's all. Oh, no. Er, yes - (14) (have) a word with you about your holiday plans, but you probably don't know them yet. Could you email me with your request as soon as you know them?

Exercise 4 A B D

Complete this dialogue by putting each of the verbs in brackets into the future. Choose between *will* and *going to*. Sometimes either answer may be possible, but decide which form is the most natural. Use contractions where possible.

- JOANNA: Please, come in, have a seat. Would you like a drink? Coffee? Mineral water?
 GREG: Oh, I (1) ll have (have) a coffee please.
 JOANNA: Lucy ... could you make two coffees? (sighs) Well, thanks for coming this morning. I
 (2) (tell) you why I asked you here. Um, as you know, there
 (3) (be) some big changes in the company. In fact, we
 (4) (restructure) the whole department.
 GREG: Yes, I know. When (5) (it/happen)?
 JOANNA: Everything (6) (be) finished by the summer. Um, the thing is,
 under the new structure your job (7) (probably/disappear).
 GREG: Really? Is that certain?
 JOANNA: Well, we (8) (have) a meeting next week to finalise all the plans,
 and of course I (9) (let) you know what we decide. Anyway, you
 don't have to worry.
 GREG: Oh?
 (coffee arrives)
 JOANNA: Well, as I was saying, you don't have to worry. We (10) (offer)
 you a new job. You (11) (have) more responsibility, and the salary
 (12) (be) much better.
 GREG: That's wonderful, thank you very much. What exactly (13) (the
 new job involve)?
 JOANNA: Well, we (14) (expand) the whole customer services area. If you
 accept the job, you (15) (be) responsible for the new team. Um,
 it (16) (mean) a lot more work, of course. What do you think?
 GREG: It sounds great, but I (17) (need) a day or two to think about it.
 JOANNA: Of course, no problem. Look, I (18) (not/be) in the office for
 the next few days – I (19) (visit) our subsidiary in Hungary.
 (20) (you/have) an answer for me by next week?
 GREG: Yes, I (21) (give) you my decision on Monday.

Exercise 2 D E

Underline the correct words in each mini-dialogue.

- A: Are you free next Tuesday morning?
 B: Sorry, ll have/llm having a meeting with Sue.
- A: Oh, right. Well, what about Thursday?
 B: We'll open/We're going to open a new factory in Hungary.
 A: That sounds interesting.
- A: What do you think about their new marketing campaign?
 B: I think it'll probably succeed/it's probably succeeding.
 A: Do you really?
- A: What about tomorrow at around five thirty?
 B: OK, ll see you then, llm seeing you then.
 A: Bye.
- A: So as you can see, I've been thinking about this problem quite a lot.
 B: Yes, I see. So, what are you going to do?/what are you doing?
 A: Resign!
- A: It would be nice to see you next week.
 B: Yes, it would. Are you doing anything/Will you do anything on Wednesday?
 A: No, I'm free.

Exercise 3 A B C D E

Complete the sentences by putting the verbs in brackets into the most appropriate future form. Choose between *will*, *going to* and the present continuous.

- Have you heard the news? Vivendi is going to buy Seagram.
- I (meet) Andrea at nine next Thursday morning outside the station.
- I've just had a call from Richard – he (be) late.
- Next year (be) the company's centenary year.
- This taxi driver is terrible. He (have) an accident.
- In the future video-conferences (probably replace) many international meetings.
- We (test) the new machine sometime next week.
- I (go) to Manchester on Friday.
- Would you mind waiting for a moment? I (not be) long.