

REVIEW OF BASIC ENGLISH TENSES

- **PRESENT SIMPLE** – this tense has the following uses:
 - regular events and repeated actions
The company's annual report is published every June.
 - permanent situations
They manufacture electrical goods.
 - timetables and scheduled events
The CEO arrives on Friday.
 - newspaper headlines
Miramax signs deal with Disney.
- **PRESENT CONTINUOUS** – this tense has the following uses:
 - things happening now and changing situations
We're negotiating an alliance with them.
 - temporary situations
We're not looking for partners this year.
 - future arrangements
We're signing the contract next week.
- **PRESENT PERFECT** – this tense has the following uses:
 - changes that affect the present
Have the shareholders been informed yet?
 - situations relating to an unspecified past time
We have agreed to share technologies
 - situations that started in the past and continue
Costs have been rising for several years.
 - show duration
He's been the CEO for ten years.
- **PAST SIMPLE** – this tense has the following uses:
 - finished actions and events
We worked with them for two years.
 - definite or finished time periods
We merged with them last year.
- **PAST PERFECT** – this tense has the following uses:
 - give explanations about past events
We were celebrating last night because we had signed the agreement.
 - give background information
By the time of the acquisition, negotiations had taken nearly a year.
- **WILL + INFINITIVE** – this tense has the following uses:
 - predictions
The merger won't be finalized until next month.
 - spontaneous decisions
I think I'll apply for this advertised position.

BY + TIME MARKER:

1. by + now / this time / this moment ... – present perfect

The company has finished the negotiations by now.

2. by + that time / 2001 / WWII / last Tuesday ... – past perfect

By 2002 the company had been only an unimportant player on the market.

3. by + next week / 2010 / this summer – future perfect

By the end of tomorrow we'll definitely have signed a deal.

Read this text about the performance of the Ford car company. Complete the text with the verbs from the list below, using the present perfect.

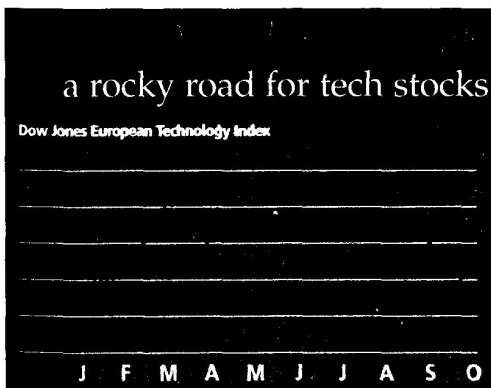
~~make~~ fall launch be have cut withdraw spend take perform

Ford: the road to recovery

Although Ford (1) has made operating profits of over \$7 billion in its American market this year, the story in Europe (2) very different. Its market share (3) from 12% six years ago to only 9% now. The truth is that rivals like Volkswagen and Renault (4) much better over recent years. They (5) costs and (6) exciting and highly successful new models. In contrast, Ford (7) its large saloon,

the Scorpio, which was not selling well. But Ford (8) a lot more success at the higher end of the market. Over the last few years it (9) a lot of money buying brands such as Jaguar, Aston Martin and Land Rover, and these models have much higher profit margins. It (10) some time to sort out the problems at Jaguar in particular, but it's now a successful part of the business.

Look at the graph and read the passage about technology stocks. Complete the text by putting the verbs in brackets into the correct form of the past simple or present perfect.



European investors (1) have watched (watch) US stock markets nervously over the last few months. The problems with US technology and telecomms stocks (2) (begin) last March, and since then share prices at companies like Intel, Apple and Dell (3) (crash). Over the summer all these giants (4) (announce) lower than expected profits, and investors fear that demand for PCs in the highly developed US market (5) (peak). Now it's the turn of European stocks. On Monday stocks in companies like Germany's SAP and Finland's Nokia (6) (fall) sharply. SAP (7) (be) down 3% in Frankfurt, and Nokia (8) (drop) 7% in Helsinki.

But there was some good news for investors yesterday. Yahoo! (9) (release) figures which showed that in the last quarter revenues (10) (rise) to \$295 million, up from \$115 million a year earlier. Yahoo! relies on online advertising for most of its income, and this year it (11) (gain) significant market share in Europe and (12) (manage) to achieve the position of top Web-navigation company.

Analysts believe that the market (13) (not/hit) the bottom yet. Earlier this year investors (14) (buy) any Internet stocks that were available, creating a stock market bubble. Now it's just the opposite. Investors (15) (become) so nervous that they are selling everything, even if the company is sound and the stock looks cheap.

Complete this magazine article by putting the verb in brackets into either the past simple or past perfect. In one case only the past perfect can be used, in five cases only the past simple can be used and in six cases both are possible.

THE DANES SAY 'NO'

On 28 September 2000 the people of Denmark (1) voted (vote) 'No' to joining the single European currency, the euro. All the main political parties, the trades unions, the employers and the media (2) (campaign) for a 'Yes' vote before the referendum. So why (3) (the Danes/reject) the euro?

Let's look first at the economic background. For many years the Danish central bank (4) (be) committed

to keeping the value of the krone stable against the German mark, and this policy (5) (be) very successful in maintaining stability and prosperity. Then the euro was launched in January 1999. In the period after the launch the countries in the euro zone (6) (perform) relatively well in economic terms. However, by the time of the referendum the euro (7) (fall) significantly against the dollar, and the central banks of

the USA and Japan (8) (be) forced to intervene in the foreign exchange markets to buy euros.

But the 'No' campaign (9) (focus) on national identity, not economic issues. In the end the Danes (10) (make) their decision because they (11) (fear) that economic integration would eventually lead to political integration. They (12) (want) to keep their independence and freedom.

Complete this email from a PA to her boss by putting the verbs in brackets into the future. Choose between *will* and the present continuous. Use contractions where possible.

From: Mira Melisse **To:** Pierre Gaudard, Technical Director **Sent:** 14 March ...

Subject: Visit to Slovenia **Cc:** ...

Message:

I've booked your flight to Slovenia. You (1) are leaving (leave) on Tuesday 3rd at 8.45 in the morning, so you (2) (arrive) in Ljubljana before lunch. Someone (3) (be) at the airport to meet you. Your first meeting is with Aleksander Presekar, and you (4) (see) him at 1 pm at our local office. He (5) (probably/take) you out to lunch. After lunch you (6) (not/do) anything until 4 pm, so you (7) (have) time to go to the hotel. You (8) (stay) at the Intercontinental, which is in a very central location. I (9) (go) to the travel agents to pick up the tickets this afternoon, so I (10) (give) them to you tomorrow.

Read this email from Steve, the Purchasing Manager of a UK importer, who is in Poland on a business trip. Complete the email by choosing the correct alternative from A, B, C or D below.

Previous Next Reply Reply All Forward Delete Attachments Print

From: Steve McGinlay **To:** Mike Evans **Sent:** 18 May ...

Subject: Poland **Cc:** ...

Message: Mike

Sorry I haven't contacted you (1) **B** last week, but I've been very busy. I've (2) to Katowice in the south-west of Poland (3) a few days, and I've (4) returned to my hotel in Warsaw, from where I'm sending this email. I visited several firms when I was in Katowice and one of them looks quite promising. I've (5) seen their factory, and I've got some product samples to show you.

Unfortunately I haven't met the guy in charge (6) He wasn't there – he's (7) to Gdansk and should be back next week.

So, the trip has been quite successful (8) Have you (9) been to Central Europe? Everything is changing very fast – I've (10) seen so much building work going on. Anyway, I'll email you again later in the week to let you know what's happening.

Regards, Steve

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|------------|-----------|-----------|----------|
| 1 A for | B since | C just | D so far |
| 2 A going | B gone | C being | D been |
| 3 A for | B since | C already | D so far |
| 4 A now | B been | C just | D so far |
| 5 A yet | B already | C been | D gone |
| 6 A just | B already | C now | D yet |
| 7 A going | B gone | C being | D been |
| 8 A so far | B yet | C just | D now |
| 9 A yet | B since | C ever | D never |
| 10 A yet | B since | C ever | D never |

Complete this article about the magazine *Time Out* by 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 (1) **owns** the monthly magazine *Paris Passion*, and now it (2) beyond France to other markets such as Argentina and Japan. Tony Elliott, *Time Out's* founder, says he (3) local people to initiate and run the magazines, as *Time Out's* London office doesn't have the cash or

management time. Elliott also has plans for the website, *Timeout.com*, which was launched in 1995 and (4) information about more than 30 cities. It (5) on advertising revenue and a small amount of money from ticket sales to survive. But as *Time Out* changes and expands, Tony Elliott (6) persuade advertisers in the printed version to take more

space on the Internet site. Also, he (7) the possibility of charging visitors to the site for access to some information. Despite these expansion plans, Elliott says that a flotation on the stock market is out of the question. He (8) to keep control of the business he has built up.