

Tenses Revision

Present tenses (Present Simple/ Present Continuous/Present Perfect Simple/Present Perfect Continuous)

I. Put the verbs in brackets in a suitable tense.

The number of women working in the UK (rise) _____ steadily for several decades. In the mid-1960s, around 42% of women of working age were in employment; in the late 1990s, this number increased to nearly 70%. Today, women actually (overtake) _____ men in the job market – men never (be) _____ in such a position before and it now (appear, be) _____ affecting the way they (view) _____ their role in life.

This phenomenon (spread) _____ rapidly around the world. The number of working women in the labour force in China (increase) _____ from 49% in 1990 to 65% today. At the other extreme, only about 10% of women in Iraq and Saudi Arabia currently (work) _____ .

Although their number (increase) _____ , only 3% of the directors of the UK's top 1,500 companies are female. Moreover, despite the fact that women (make) _____ progress in areas such as child-care and increased flexibility in working hours, they still (face) _____ strong discrimination. Tina Knight, who (has) _____ various jobs in industry and is now chair of Women Into Business, currently (lobby) _____ Parliament on these issues. „One big mistake that successful women (make) _____,“ says Tina, „is to try to shut men out. We have to work alongside each other.“

Past tenses

I. Complete the following sentences using the correct form of the past simple of the verbs LIE, LAY and LIE (as a regular verb)

1. They the groundwork for future development.
2. The book open on his desk.
3. Fluor Corporation to shareholders about the company 's financial condition.
4. The building company the foundations of the house two weeks ago.
5. Yesterday, I mis my keys and I cannot remember where I put them.
6. They money aside for their old age.
7. On a cold winter night shift, the machines idle because of a shortage of material.
8. Spolana or kept information secret about storing extremely dangerous toxic chemicals.

II. FIND ; FALL ; FOUND ; FEEL ; WOUND ; WIND ; COST

1. Their profits by 30 per cent.
2. A new computer around \$1,000.
3. David no guilt at all for what he had done.
4. He and Chris Hopen co- the company in 1996, with a vision of helping organizations conduct business over the Internet.
5. The seller delivered the goods but the buyer behind in payment of the instalments.
6. This remark about his last failure deeply him.
7. He is the former president of a conglomerate which he in the 1950's.
8. A string of rejections really her pride.
9. They finally a suitable candidate to replace her.
10. We up the meeting with a vote of thanks to the chairman.
11. I never at ease with interviewers and photographers.
12. The path along the riverside.
13. Their accountants the project at \$8.1 million.
14. The report that 30% of the firms studied had failed within a year.

III. Put words in brackets in an appropriate form, adding prepositions, where necessary

When I (leave) 1 _____ school I (not be) 2 _____ sure what to do next. I (apply) 3 _____ a place at university, but while I (revise) 4 _____ my exams I (already decide) 5 _____ that I (not, feel) 6 _____ ready for university. I (read) 7 _____ a lot about East Africa, and one day when I (watch) 8 _____ a TV documentary about Ethiopia, I suddenly knew that that (be) 9 _____ where I (go) 10 _____. In fact it was while I (work) 11 _____ an NGO in Ethiopia that I (become) 12 _____ interested in business.

Mixed tenses

(Instructions as above)

Memo

To: Joni Parrish, Marlene Osterweis, Hunter Yeskey, Ben McCann

From: Lionel Fisher

cc: Gilbert Birdsall

Date: July 6, 2007

Re: compatibility issues with laptop O.S.

As you know, there are compatibility issues between our applications and the new operating system (supply)1 _____ the laptop computers (issue)2 _____ you last month.

These problems (result) 3 _____ the loss of data and, more importantly, time. As a result, several important projects (fall) 4 _____ schedule.

In the medium term, our applications need to be upgraded, and the IT department (already work) 5 _____ this. However, in order to provide a short term solution, I (ask, IT, reinstall) 6 _____ the old operating system on your laptops.

Could you please contact Gilbert Birdsall in IT as soon as possible to let him know when he can have access to your PC? The operation should take no more than 45 minutes, and I would like this issue (resolve) 7 _____ by the end of next week. Thank you for your patience and cooperation.

Lionel