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Business

# Grammar Builder

SECOND EDITION

Intermediate to Upper-intermediate

 MACMILLAN

includes audio CD



## 1

## Present time 1

**A Present simple: form**

The present simple is formed with the infinitive of the verb. We add *s* for *he/she/it*.

*I/you/we/they* **work** here.

*He/she* **works** here.

Negatives are formed with *do/does not*. In speech and informal writing we use contractions.

*I/you/we/they* **do not (don't)** work here.

*He/she/it* **does not (doesn't)** work here.

Questions are formed with the auxiliary verb *do/does* and the infinitive. Short answers to *yes/no* questions repeat the auxiliary.

A: **Do** you work here?

B: Yes, I **do**. / No, I **don't**.

A: **Does** she work here?

B: Yes, she **does**. / No, she **doesn't**.

**B Present simple: uses**

We use the present simple for permanent facts.

*This machine* **cuts** the metal.

We use the present simple for actions and situations that are generally true.

We **offer** a full range of financial products.

We use the present simple for actions which are repeated regularly over a long period of time, for example habits and routines.

*Most of our customers* **invest** a regular amount every month.

**C Present simple: time expressions**

We often use frequency adverbs with the present simple.

Examples include: *always, often, usually, normally, sometimes, occasionally, rarely, hardly ever, never*.

Note the position of frequency adverbs:

Before the main verb.

*I* **often use** my laptop on the train.

After the verb *be*.

*I'm* **usually** nervous before a presentation.

Adverb phrases like *every day/year, once a week/quarter, most of the time, now and then* can come at the beginning or end of the sentence. If they come at the beginning there is more focus on the time phrase.

We use the present simple, not a future form, after these time expressions: *when, after, before, unless, in case, as soon as, until*.

*I'll* tell her *when* I see her.

(NOT *I'll* tell her when I **will** see her.)

**D Present continuous: form**

The present continuous is formed with the auxiliary verb *be* and the *-ing* form of the main verb. In speech and informal writing we use contractions.

**I am (I'm)** working here.

**You are (you're)** working here.

**She is (she's)** working here.

**We are (we're)** working here.

**They are (they're)** working here.

Negatives are formed with *be + not*.

**I'm not** working here.

**You're not/You aren't** working here.

**She's not/She isn't** working here.

**We're not/We aren't** working here.

**They're not/They aren't** working here.

Questions are formed by inverting the subject and the auxiliary *be*. Short answers to *yes/no* questions repeat the auxiliary.

A: **Are you** working here?

B: Yes, **I am**. / No, **I'm not**.

A: **Is he** working here?

B: Yes, **he is**. / No, **he isn't**.

**E Present continuous: uses**

We use the present continuous to talk about temporary actions and situations that are happening now.

The action or situation may be in progress now, at the moment of speaking.

*Sorry, Mr Clark can't see you at the moment. He's talking to a customer.*

The action or situation may be happening 'around now', even if it is not happening exactly at the moment of speaking.

*Mr Clark is out of the office today. He's talking at a conference in Stuttgart.*

The action or situation may be a current trend.

*Workers all over the world are retiring later in life.*

**F Present continuous: time expressions**

The present continuous is often used with these time expressions: *now, at the moment, nowadays, currently, these days, right now*.

See page 243 for an overview of the English verb tense system.

## Exercises

### Sections A, D 1.1 Underline the correct verb form.

- 1 *You often work/Do you often work* at the weekend?
- 2 *I don't know/I not know* why your invoice hasn't been paid. I'll try to find out.
- 3 Excuse me, *does you know/do you know* if this is the way to the IT seminar?
- 4 Sorry, that projector *don't work/doesn't work*. Use this one instead.
- 5 A: Do you know our new sales rep Marta?  
B: *Yes, I do./Yes, I know*.
- 6 *I writing/I'm writing* the report at the moment. It should be ready tomorrow.
- 7 *They are replying not/They're not replying* to my emails. I'll have to phone them.
- 8 Why is there such a long delay? *What is happening?/What is happen?*
- 9 *You are enjoying/Are you enjoying* this conference?
- 10 A: Is Sara Lopez expecting me?  
B: *Yes, she's expecting./Yes, she is*.

### Sections B, E 1.2 Match uses a–e with sentences 1–5.

- a) permanent facts
- b) habits and repeated actions
- c) temporary actions in progress at the moment of speaking
- d) temporary actions happening 'around now', but not at this exact moment
- e) current trends and changing situations

- 1 These days *we're selling* more and more of our products to Asia.
- 2 Look over there! *They're selling* Adidas sportswear with 25% off!
- 3 *We're selling* a lot of this model – that's why we're out of stock right now.
- 4 We usually *sell* around 40% of our annual total at Christmas time.
- 5 We *sell* a full range of consumer electronics, from TVs to cameras.

### Section C 1.3 Decide which word order is most usual, a) or b). Tick (✓) the correct answer.

- 1 a) I every day arrive at the office at about nine.
- b) Every day I arrive at the office at about nine.

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- 2 a) I always check my email before doing anything else.
- b) Always I check my email before doing anything else.

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- 3 a) This takes a lot of time usually, as I receive so many of them.
- b) This usually takes a lot of time, as I receive so many of them.

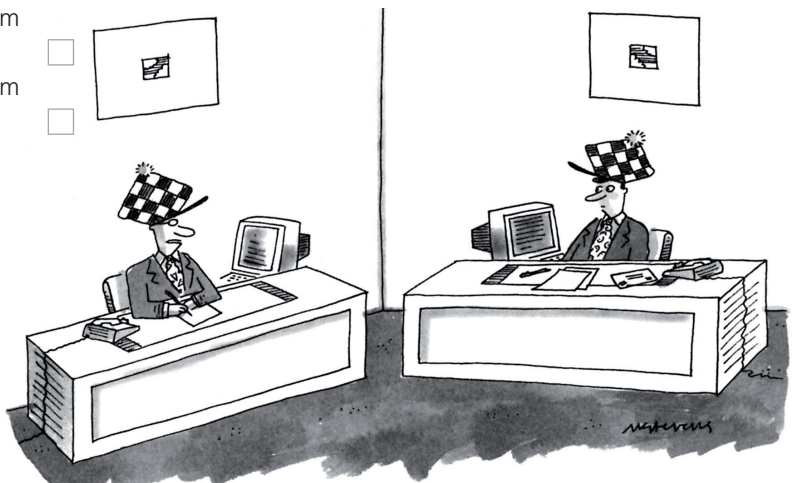
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- 4 a) Most of the time the emails are not very urgent.
- b) The emails are most of the time not very urgent.

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- 5 a) I quite often get junk email from companies I don't know.
- b) I get quite often junk email from companies I don't know.

"I don't know how it started, either.  
All I know is that it's part of our  
corporate culture."



## Exercises

**Sections A, B 1.4** Denise introduces Claude to João in London. Put each of the verbs into the correct form of the present simple. Use contractions where possible.

DENISE: Claude, <sup>1</sup> *Do you know* (you/know) João? João <sup>2</sup> \_\_\_\_\_ (work) in the oil industry, like you.

CLAUDE: Really! I <sup>3</sup> \_\_\_\_\_ (be) very pleased to meet you, João.

JOÃO: Pleased to meet you too, Claude.

CLAUDE: So what exactly <sup>4</sup> \_\_\_\_\_ (you/do)?

JOÃO: I <sup>5</sup> \_\_\_\_\_ (work) as a market analyst. My job <sup>6</sup> \_\_\_\_\_ (involve) studying market trends and giving advice on levels of production, but I <sup>7</sup> \_\_\_\_\_ (not/make) any real operational decisions myself. What about you?

CLAUDE: I work for a company that <sup>8</sup> \_\_\_\_\_ (supply) specialized equipment to the oil industry. We <sup>9</sup> \_\_\_\_\_ (be) one of the biggest companies in our market.

JOÃO: And <sup>10</sup> \_\_\_\_\_ (you/often/come) here to London?

CLAUDE: Yes, I normally <sup>11</sup> \_\_\_\_\_ (come) to London a couple of times a year.

It <sup>12</sup> \_\_\_\_\_ (not/take) long to get here if you travel by Eurostar.

**Sections D, E 1.5** Complete this newspaper article about trade between the Middle East and Asia with the words in the box in the present continuous.

happen increase invest look try become ~~boom~~ move

## The New *Silk Road*

TRADE BETWEEN THE Middle East and Asia <sup>1</sup> *is booming* again – just like it did in ancient times, when caravans transported silk, spices and precious stones between the eastern Mediterranean and the heart of China.

Nowadays the trade is very different. Arab investors <sup>2</sup> \_\_\_\_\_ at Asia to find smart places to invest their petrodollars, while in the other direction Asian businesses <sup>3</sup> \_\_\_\_\_ to find reliable energy supplies, as well as markets for the goods that are mass-produced by their factories.


It's a phenomenon that <sup>4</sup> \_\_\_\_\_ right across the two regions. Chinese companies

<sup>5</sup> \_\_\_\_\_ heavily in production facilities in Saudi Arabia, while in the opposite direction the Saudis <sup>6</sup> \_\_\_\_\_ the proportion of their oil exports that they send to China. And Kuala Lumpur, the capital of Malaysia, <sup>7</sup> \_\_\_\_\_ a centre for Islamic finance, channeling investments from the Middle East into the whole East Asia region.

Khaled Al-Muhairy is typical of the new breed of entrepreneur. His Abu Dhabi investment fund is focused on India. 'Power <sup>8</sup> \_\_\_\_\_ from West to East,' he says in an interview with *Business Week*, 'it is a huge opportunity.'

## Tasks

**Speaking: listen and repeat**

**1**  **01** You are going to hear eight phrases. Listen and repeat.

**Translate**

**2** Translate these short texts taken from the Internet into your own language. Remember not to translate word for word, but rather to make it sound natural.

Computer games are getting better every year. The application of physics is making movement more realistic, and artificial intelligence is causing players to become more emotionally involved.

*Economist website*

A common sales technique is to generate a sense of urgency by setting a deadline: "offer ends June 30". It's terrible to feel you might miss out on something. But while you're worrying about missing a special deal, you're not worrying about whether you really need the item in question, or whether it's such a good deal. These tricks wouldn't be used so often if they didn't work. So beware the special offer.

*Sydney Morning Herald website*

**Writing: personalized practice**

**3** Write questions using the words given, changing the form if necessary. Use the present simple for 1–4 and the present continuous for 5–8.

- How/you/get to work? How long/it take?  
*How do you get to work? How long does it take?*
- What type of things/you do/when you first arrive at the office?  
\_\_\_\_\_
- You have lunch/on your own or with colleagues? Where/eat?  
\_\_\_\_\_
- How often/your boss check on your work/during the day/week?  
\_\_\_\_\_
- What new product or service/you currently work on? You make good progress?  
\_\_\_\_\_
- You have/any problems at work/right now? How you deal with them?  
\_\_\_\_\_
- You do/any special work-related training/at the moment?  
\_\_\_\_\_
- What/you do/outside work/to develop yourself at a personal level?  
\_\_\_\_\_

Now write your own answers to the same questions (on another piece of paper). Give a full, interesting answer, as if it was part of a conversation.

**Rehearsal for the real world**

**4** Write a short text based on the ideas below.

- Look again at how Claude and João describe their jobs in exercise 1.4. Notice the use of the present simple. Write a dialogue where someone you meet asks you about your job and you describe it.
- Look again at the description of a current trend in the business world in exercise 1.5. Notice the use of the present continuous. Think of another current trend (in the business world, your company, or your personal life) and write a short text about it.

If you are working in class, read the dialogues or texts aloud and then discuss them.