

Present simple

Form The present simple has the following forms.

We **use** consultants.

She **doesn't authorise** payments.

Who **do** you **report** to?

Who **reports** to you? (no auxiliary in questions asking for the subject)

Use The present simple is used in the following ways.

- to describe facts and permanent situations
*All our contracts **comply** with EU law.*
- to describe routines
*We **negotiate** salaries every autumn.*

Present continuous

Form The present continuous has the following forms.

They'**re cutting** jobs in middle management.

I'**m not attending** the conference.

What **are** you **planning** to do about it?

Use The present continuous is used in the following ways.

- to describe actions happening at the time of speaking
*We'**re restructuring** our sales operation at the moment.*
- to describe temporary situations
*A consultant **is working** with us for a few weeks.*
- to refer to future arrangements
*We'**re relocating** to offices in Helsinki next year.*

Note! We do not use the present continuous to express the following.

routines (*usually, normally* etc.)

emotions (*like, love, hate*)

ownership (*own, have, need*)

opinions (*think, believe*)

senses (*see, hear, feel*)

Auxiliary verbs

Use Auxiliary verbs (*do, have, be* and modals) are used in the following ways.

- to form questions and negatives
*We **don't** have any subsidiaries.*
- to show surprise or ask follow-up questions
*He **doesn't have** any formal qualifications.
Doesn't he?*
- to form question tags
*He **doesn't speak** French, **does** he? (negative sentence + positive tag)
They'**re working** today, **aren't** they? (positive sentence + negative tag)
We **can't** attend the meeting tomorrow, **can** we?*

Grammar practice

Present simple 1 Complete the sentences with the correct present simple forms.

- 1 Our manager (*like*) likes good team players.
- 2 We always (*do*) _____ a lot of on-the-job training.
- 3 Who (*you / report*) _____ to?
- 4 Why (*she / not / like*) _____ the new manager?
- 5 Who (*authorise*) _____ pay rises?
- 6 The assistant (*not / have*) _____ much responsibility.
- 7 They (*not / have*) _____ production meetings every week.
- 8 Who (*supervise*) _____ all the assistants and secretaries?

Present continuous 2 Complete the sentences with the correct present continuous forms.

- 1 We (*recruit*) 're recruiting some extra people for this project.
- 2 I (*try*) _____ to reduce our costs at the moment.
- 3 The company (*restructure*) _____ its management right now.
- 4 The team (*not / perform*) _____ very well this year.
- 5 Why (*you / schedule*) _____ a meeting for Monday?
- 6 Who (*take*) _____ care of the administration work while Sue's away?
- 7 We (*not / go*) _____ on the teamwork seminar next month.
- 8 They (*find*) _____ it hard to overcome the language problems in the team.

Present simple and continuous 3 Complete the email with correct present simple or present continuous forms.

email RE: Team-building

From : Jason O'Connell [joconnell@eurobrands.com]
 Sent: Tuesday, September 10, 1.43 pm
 To: Karen Majors
 Subject: **RE: Team-building**

Thanks for your email, Karen. We (¹go) 're going ahead with the team-building weekend next month so you (²need) _____ to think about who you (³want) _____ to send on it from your team. Claudia (⁴organise) _____ the weekend. I (⁵believe) _____ she (⁶negotiate) _____ with a company in Scotland – one of those outdoor survival weekend-type things. It (⁷not / sound) _____ very cheap but I'm sure it'll be well worth the money – these things always (⁸make) _____ a huge difference to team spirit. Who usually (⁹authorise) _____ budgets for this kind of thing at your end? I (¹⁰think) _____ we should send as many people as possible this year. Let me know your numbers as soon as possible.

Question tags 4 Complete the sentences with the correct question tags.

- 1 You are going to the meeting on 25 May, aren't you?
- 2 He doesn't like working in large teams, _____
- 3 We won't meet the target, _____
- 4 They need to recruit more people, _____
- 5 Janice is organising the training, _____
- 6 We're not having a seminar this year, _____

Vocabulary practice

Meetings 1 Use the following words to complete the extract from an email below.

chief executive (CEO) points of view minutes unanimous casting vote
counter-productive summary brainstorming decision-making objective

email RE: How's it going?

From : Suzanna Gudinski [sgudinski@archetype.com]
Sent: Tuesday 3 April 11.36am
To: Alex Drummond
Subject: RE: How's it going?

Alex

Thanks for your email yesterday – great to hear from you. My first month with the new sales team has been good and I'm slowly getting used to how they work. You asked what's different here – well meetings for a start! They seem to have no definite ¹ objective or agenda to begin with and Michael Freed, the ² _____, calls meetings without any notice at all. He suddenly decides to have a ³ _____ session to come up with new ideas and calls an instant meeting. No-one is prepared or anything so we sit around, drink coffee and can't think of anything, which seems a bit ⁴ _____ to me. And the ⁵ _____ process is a bit strange too. Everyone puts forward their ⁶ _____ and then if there isn't ⁷ _____ agreement, it gets put to a vote. Michael has the ⁸ _____, of course, so he usually gets what he wants at the end of the day and you wonder what the point of voting on it was. And there's no ⁹ _____ at the end of the meeting of what was agreed and I've never seen any formal written ¹⁰ _____ distributed to anyone after the meeting either. It's certainly all very different to how we used to do things but the department is very profitable so I guess Michael must know what he's doing. It's going to take a while for me to get ...

Management 2 Match the verbs with the nouns then use them to complete the sentences below.

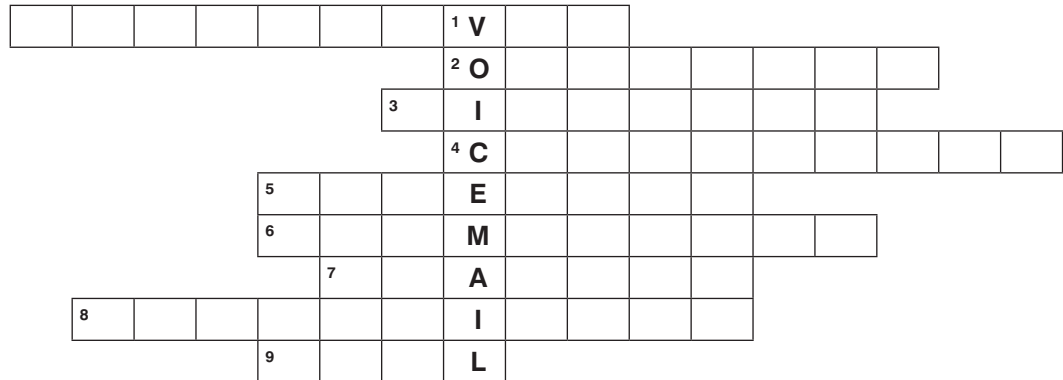
allocate	the company structure
authorise	resources
delegate	a vote
negotiate	a report
reorganise	a payment
submit	a task
cast	costs
control	a deal

- We're reviewing how we allocate resources in order to maximise productivity.
- Every year she meets with the suppliers to _____ to save us a lot of money.
- I'm afraid only the Head of Department is able to _____ over \$500.
- We're hoping to _____ in time for people to read it before the meeting.
- They're trying to _____, which will probably mean no pay rise this year.
- Any directors not attending the board meeting can _____ by email.
- They've hired a consultant to _____ and improve our processes.
- He's a very 'hands-on' manager – he doesn't know how to _____.

Abbreviations 3 Match the abbreviations with the definitions.

- | | |
|--------|---|
| 1 asap | a) enclosed documents |
| 2 AOB | b) very quickly |
| 3 enc. | c) with reference to |
| 4 etc. | d) copy sent to |
| 5 SAE | e) miscellaneous items on an agenda |
| 6 c/o | f) sent care of someone else |
| 7 cc | g) and so on |
| 8 re. | h) enclosed pre-paid addressed envelope |

Teamwork 4 Use the clues below to complete the puzzle.



- 1 something you are trying to achieve
- 2 training carried out while the employee works
- 3 diagram of a circle divided into segments
- 4 someone who is paid to advise management
- 5 programme of events / actions and times when they happen
- 6 person who is part of a team
- 7 person being taught how to do a job
- 8 someone who takes part in something
- 9 something you hope to achieve in the future

Word formation 5 Complete the table then use the words to complete the sentences below.

verb	noun	person	adjective
manage	<u>management</u> administration	manager	<u>managerial</u>
_____	_____	_____	_____
organise	_____	assistant organiser	assistant
_____	_____	partner	_____
represent	_____	representative	representative
_____	analysis	_____	_____
_____	_____	supervisor	_____

- 1 She's got great managerial skills. She always gets the best out of her staff.
- 2 The figures aren't very _____ of our performance last year.
- 3 He's retired but keeps a _____ role as a non-executive director.
- 4 She's really good at understanding figures – she's got a very _____ mind.
- 5 All the _____ in the department is done by our support staff.
- 6 We formed a _____ with one of our overseas agents.
- 7 I'd like you to _____ Ingrid with getting the project off the ground.
- 8 Peter can arrange the conference – he's got excellent _____ skills.