

Grammar Tenses (Business English)

Present Simple
 Present Continuous (now, temporary activities, arrangements)
 Present Perfect
 Present Perfect Continuous
 Past Simple
 Past Continuous
 Future Simple
 be going to + verb

I don't have my own office.	Where do you work?
I 'm working on a special project at the moment.	When are you going to finish it?
I 'm travelling on business soon.	Have you arranged everything yet?
I 'm seeing a client later this week.	What are you going to talk about?
I 've been working here for over a year.	Where did you work before?
I 've been attending this course for two months.	Do you find it interesting and effective?
I'm tired, because I 've been working really hard lately.	Are you working on anything special?
I 'm going to take / am taking part in a training soon.	When did you last take part in a training?
I 've already dealt with the most important issues for today.	What was the first issue that you dealt with today?
I have never made a presentation in English.	Are you good at public speaking?
I took a day off last month.	When are you going to take a day off?
When the class finishes, I 'll have to handle some urgent issues.	What else are you going to do after the class?
I haven't received any e-mails today.	How many e-mails did you get yesterday?
I read quite a lot of business magazines to expand knowledge in my field.	What else do you do to learn something new?
I was so busy yesterday that I didn't even have time to have lunch.	Where do you usually have lunch?
I 'm looking forward to the new challenges ahead of me.	What's the first challenge that you're going to take on?
I deal with a lot of paperwork on a daily basis.	What else do you usually deal with at work?
I 've never been a in a team working on a project.	What does it take to be a good team player?
I hope I will be promoted this year.	What else do you think will happen this year work-wise?
My manager is away on business, so there isn't anybody who is monitoring our work this week.	How does your manager track your progress?
When I was making my last presentation, nobody was listening . Actually, one person fell asleep.	When did you last have a presentation?
I 've never been late for work.	How do you get to work?