

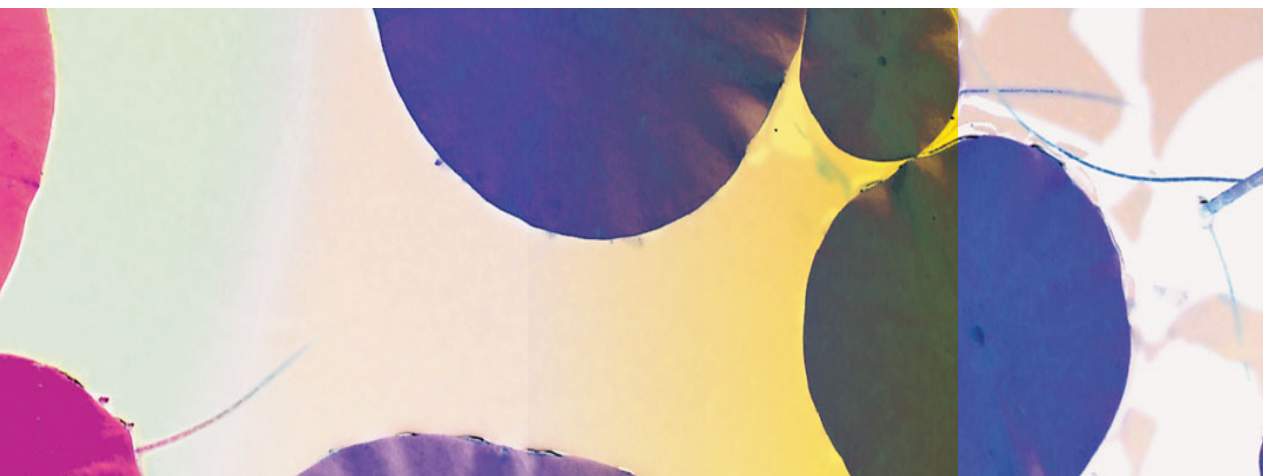


SERIE
Archipelago

Grammar

Marianne van Vlieden

Second Edition



Wolters-Noordhoff

Grammar

Archipelago

Grammar

Marianne van Vlieden
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About the author

Marianne van Vlierden studied English at the University of Nijmegen. Wishing to experience business life from within, she started her professional career working for a management consultancy. Fairly soon she found herself teaching business communication to managers who needed to brush up on their English. The decision to switch to full-time teaching came later, when she realised she wanted more personal contact with students. When the opportunity to develop a business English curriculum came her way, she took it.

Through the years Marianne has taught professional English at both the secondary and post-secondary levels. Over the last few years she has been employed by the School of Business & Economics of Hogeschool Windesheim, where international business and languages as well as marketing and management take up most of her time. Apart from teaching business English, she is actively involved in the department's international programme.

Together with two other English lecturers, Marianne wrote *Team up for Business*, which caters for the English needs of business students in higher education. She also contributed to the business English modules available through the *Vespucci* distance learning project. This grammar book – part of the *Archipelago* series – has offered Marianne the opportunity to focus on some of the vital elements of English grammar.

Preface

The *Archipelago* series of English textbooks is in the first place intended for students studying business skills in Dutch universities of applied sciences. The skills taught, however, are skills students of other types of higher education (for example, schools of agriculture and schools of technology) should also be competent in. After graduation, all these students will find jobs in companies, businesses and institutions. Wherever they go, they will have to be skilled in writing letters, reports and e-mail messages and they will have to be able to participate in meetings, deliver presentations and communicate effectively. Very many of these graduates will find that English is the medium of communication.

Second editions have now been produced for three of the *Archipelago* books: *Grammar*, *Correspondence* and *Presentations*. Each of the new books comes with a website of its own, containing additional material. The four other books, with websites, will continue to be available for some time, until second editions for them have been produced. The series consists of the following titles and authors:

Grammar, second edition, by Marianne van Vlierden

Correspondence, second edition, by Tobi Ringeling

Reports, by Corné Stuij

Presentations, second edition, by Arnoud Thüss

Dialogues, by Peter Frambach

Reading and Writing, by Maarten Schrevel

Meetings, also by Maarten Schrevel.

This collaboration has resulted in books that all take a similar approach. Each chapter of each book starts with a case study. This case study may demonstrate a certain practice or provide examples of a particular phenomenon. Occasionally it may be a cartoon intended to make the reader think about the chapter's subject. The rest of the chapter deals with theory, provides examples and has assignment work. All of the chapters offer a lot of vocabulary and expressions relating to the particular skill taught. Each communicative skill is thus approached from various angles. Once students have studied a book completely, they should be highly competent in that particular skill.

The *Archipelago* series can be used in various educational settings. In the traditional lecturer-classroom situation, the books can be used as standard textbooks. In project work and problem-based learning, groups of students can work with the books and learn all necessary skills together, supported by their lecturers. In situations where students have to study independently and without the help of lecturers, they will find that the series is suitable for their needs as well. The easy-to-understand English and numerous assignments (with suggested answers provided on the websites) make the series suitable for any student who is working on his own.

The websites contain a wealth of material. Not only will the users find suggested answers to the assignments there, they will also find more assignments, also with suggested answers. All of the vocabulary listed in the books also appears on the websites, together with Dutch translations. Depending on the particular communicative skill, the various websites contain additional material as well. For example, on the websites dealing with oral skills, there are modules on pronunciation, contracted forms, weak forms and graded speech.

The male form of the third person singular is used everywhere in the series, but this should always be read as including the female form.

The authors of the *Archipelago* series would like to thank a number of people for their patience, co-operation and help.

Firstly, as one of the authors, I would like to thank all of the other authors of the *Archipelago* series: we have worked together as a team and in the friendly and co-operative spirit necessary for the job. Although each book is attributed to a single author, some of the other teams members also contributed to them. Tobi Ringeling provided the authors of *Presentations*, *Dialogues* and *Meetings* with a module on contracted forms, weak forms and graded speech, and Arnoud Thüss provided the pronunciation module for these three books. Arnoud Thüss wrote the short "Searching on the Internet" course for *Presentations*, *Reports* and *Reading and Writing*. Peter Frambach kindly allowed his very extensive business vocabulary lists to appear elsewhere, too. Tobi's, Arnoud's and Peter's help is much appreciated, for it has certainly contributed to making the *Archipelago* series better and more complete. I myself contributed the module on communication theory. Thanks are also due to Arnoud's colleague, Wander Lowie, for his valuable comments on the drafts of the pronunciation course.

We would also like to give our heart-felt thanks to our partners and families for their constant support.

Finally, many thanks to all the *Archipelago*-users who sent us their remarks in recent years. Their comment has certainly contributed to making the second editions better than the first. We kindly invite all users of the books to send any further comments to us should they feel like doing so.

February 2008
Maarten Schrevel
Editor

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How to work with this book

'Why do I need to study grammar? Every foreigner I speak to compliments me on my English.'

Lecturers of business English in The Netherlands often hear this comment at the beginning of the academic year. The answer is straightforward. No, you do not need to study the grammar of English if all you want to do is chat with the people you meet on your holidays or on the Internet. On the other hand, you need to study English grammar if you want to do business with speakers of English and to be taken seriously. For example, you need to study how the tenses are used if you want to avoid the types of misunderstandings and miscommunication which could cost your company large sums of money, or at least a client.

This book sums up the main problem areas in English grammar for Dutch speakers. It offers you English grammar in a nutshell. If you study and practise these basic ingredients of English grammar and subsequently apply them when speaking and writing English, your English language performance will greatly improve.

The book is divided into five chapters. Chapter 1 begins with verb tenses, followed by the passive voice, the gerund and the infinitive in Chapter 2; questions and auxiliaries in Chapter 3; nouns, adjectives and adverbs in Chapter 4 and articles and pronouns in the final chapter, Chapter 5. You can work your way through this English grammar at your own pace since all of the suggested answers to the assignments are on the website.

Each chapter offers you a few rules (and exceptions to them), forms and uses of the grammatical subject to be studied, together with examples of every item. Each subject in the chapters is immediately followed by at least one assignment. At the end of each chapter you find assignments to practise the grammar discussed in it. The website contains suggested answers to all the assignments in the book. This website also contains extra material for you, such as word lists, spelling rules, the irregular verbs and a shortlist of the most useful grammar web sites on the Internet. On these sites you will find exercises for every type of learner.

This book offers you theory, practice, examples, translations, explanations and much more. With the help of this book your English will improve and your speaking and writing skills will be more effective in business situations. When people compliment you on your English they will now really mean what they say!



This symbol means that you will find additional material on the website.

Chapter 1

Tenses

- 1.1** What is the difference between simple and continuous tenses?
- 1.2** When to use the present
- 1.3** When to use the past
- 1.4** When to use the present perfect
- 1.5** When to use the past perfect
- 1.6** When to use the future
- 1.7** When to use a condition in the future
- 1.8** Final assignments

Summary

In the opening chapter of this grammar book, there is a straightforward interpretation of the most important subjects of English grammar, with a particular focus on the differences with Dutch grammar. When Dutch people speak English, it is often their use of the tenses that can be improved. This chapter will start with one of the foundations of English grammar: the most frequently used tenses. You will find answers to questions such as ‘Should I say “I had sent the file this morning” or “I sent the file this morning” or maybe even “I have sent the file this morning”?’ (when a client asks you when you will finally send the file). Explanations for how these tenses are used are followed by exercises for you to practise your newly acquired knowledge. If you manage to put this knowledge into practice you will be one step closer to achieving effective communication in English.



Case Study

<i>Receptionist:</i>	The Emperor's Clothes Company. Good morning.
<i>Client:</i>	Sophie Landers speaking. Is Harald Peters available?
<i>Receptionist:</i>	Just a moment, I'll <i>check</i> <i>Putting</i> you through.
<i>Harald Peters:</i>	Hello Sophie, how <i>are</i> you?
<i>Sophie:</i>	Fine, thanks. Busy as always. And you?
<i>Harald:</i>	Busy as well but at least the sun <i>is shining</i> and the holidays <i>are coming</i> . What can I do for you?
<i>Sophie:</i>	Well, as you will realise, the Christmas season <i>is approaching</i> and this month <i>is</i> our most profitable one for selling your clothes.
<i>Harald:</i>	Yes, indeed. I <i>hope</i> this year's Christmas collection <i>will sell</i> as well as last year's.
<i>Sophie:</i>	That's the reason I'm <i>calling</i> you. We've still <i>not received</i> all of the Christmas collection. It <i>should have arrived</i> two weeks ago and some of our clients <i>have been waiting</i> for this year's special items.
<i>Harald:</i>	I'm sorry to hear that. Perhaps you could fax or e-mail me a list of the missing items. I <i>understand</i> how inconvenient this must be for you right now.
<i>Sophie:</i>	Yes, I'll <i>fax</i> you the list right now and hope you can contact me before the end of the day, hopefully with some good news.
<i>Harald:</i>	I'll <i>check</i> things around here and <i>will get</i> back to you on this before 4 this afternoon. Thanks very much for calling.
<i>Sophie:</i>	Thanks. Bye.

1.1 What is the difference between simple and continuous tenses?

Tenses in English can be simple or continuous.

Table 1.1 Simple and continuous tenses

Simple	Continuous
I hope this year's collection <i>is</i> better.	The reason I'm <i>calling</i> you...
I <i>am</i> very busy.	He <i>has been looking</i> at your website.
She <i>phoned</i> the shop with a complaint.	They <i>were phoning</i> customer service when the line went down.

What is a continuous tense?

A continuous tense is used to indicate action. This means that something is going on at a certain time. An action is almost never permanent.

The manager *was writing* a report when the computer crashed.

We *have been waiting* for the bus for more than an hour.
That's the reason *I'm calling* you right now.

Form

The continuous is formed by a form of *to be* + the *-ing* form of a verb.

Assignment 1.1

Explain whether you think the following sentences are correct or not.

- 1 He was installing a new computer program when the hard disk crashed.
- 2 She is never checking her cell phone every hour.

Uses

action

The continuous form (*-ing form*) indicates a short action. The action (or event) is happening at a certain moment and the duration is limited.

He *is talking* to his girlfriend on the phone.

Our company *was developing* a new product this time last year.

They *have been working* late to finish the project in time.

**“While it’s downloading, I’ll
just go grab a sandwich and
maybe a quick round of golf.”**

In Dutch there is no *-ing* form. To indicate that something is happening that does not last very long, we use expressions such as:

She is applying for a job – Zij is aan het solliciteren.

He was writing a report – Hij was bezig een rapport te schrijven.

They have been watching television for one hour already – Zij zitten al een uur tv te kijken.

Some verbs are not normally used in the continuous form, however. They are the following

- 1 Verbs of the senses: *see, hear, smell, notice, taste, recognise and so on.*

I smell something burning.

She tasted the sauce he had prepared for dinner.

- 2 Verbs of emotion: *desire, wish, forgive, adore, like, dislike and so on.*

She disliked the last assignment.

I wish you all the best.

- 3 Verbs of thinking: *know, believe, expect, remember, forget, think (opinion), realise, understand, mind and so on.*

I understand this is very inconvenient for you.
 Do you remember the last movie we saw?
 We know who infected the computer with the virus.

4 Verbs of possession: *have, own, owe, belong, possess* etc.

They have owned a house in France for two years.
 I have more than 100 DVDs.

There are some exceptions to the rule. Compare the following:

to -ing or not
to -ing

What are you *thinking* about?

Here, the speaker wants to know what is going on in somebody's mind at this moment.

What do you *think*?

In this sentence, the speaker wants to know what somebody's opinion is.

Assignment 1.2

Error analysis – choose the correct form in the sentences below and give your reasons.

- 1 They *are spending* / *spend* a lot of money on their house at the moment.
- 2 Just a moment...*I am hearing* / *hear* my cell ringing.
- 3 We *worked* / *were working* on the project when he said he had found another job.
- 4 Our manager *is* often *complaining* / often *complains* about the heating system.
- 5 They *have* / *are having* dinner in the canteen right now.

Assignment 1.3

Put the verb in brackets in the correct tense.

- 1 They (present) the new car model at the trade fair when a fire broke out.
- 2 Besides an oil company, the large retailer (own) several other famous brands.
- 3 A search engine (collect) and (store) information on the server.
- 4 That company currently (look) for a new boss now that the old one has retired.
- 5 The helpdesk advisor (help) me patiently for the last hour.

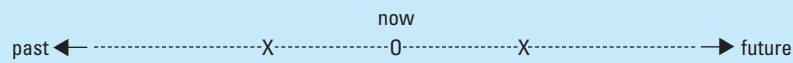
1.2 When to use the present

It's good to talk... but how well are you communicating?

Table 1.2 Form of present: simple and continuous

Simple		Continuous	
I	work	I	am working
he / she / it	works	he / she / it	is working
you / we / they	work	you / we / they	are working

Figure 1.1 Present tense



Uses simple present

always

- 1 To describe a habit (often with often, always, usually, never etc.)

He always *reads* his e-mail first thing in the morning.
In our firm everybody *speaks* English and German.

- 2 To describe something that is always or usually true (a fact)

The sun *rises* in the east and *sets* in the west.
Managers *direct*, *control* and *supervise*.

plan

- 3 To indicate something that has been scheduled to take place in the future

The meeting *starts* at 9.30 tomorrow morning.
We *leave* at 9 a.m. next Wednesday and arrive in Moscow at 2 p.m.

- 4 With verbs that are not usually used in the continuous (*-ing* form) See 1.1. (uses)

I *know* my presentation was good.
He *remembers* the day he first earned his own money.

Assignment 1.4

Fill in the correct form of the verb in brackets.

- 1 The stock market usually (open) at 8.00 a.m.
- 2 The conference (start) at 2.00 p.m. tomorrow afternoon.

- 3 Can you call me back later? I (have) lunch now.
- 4 The sales department often (choose) the business gifts for our clients.
- 5 For the record I (let) you know that our company is in trouble.

Assignment 1.5

The next assignment is about your weekly activities. Write 2 sentences for each question using the verb describing what you regularly do in a week and indicate when or how often this happens.

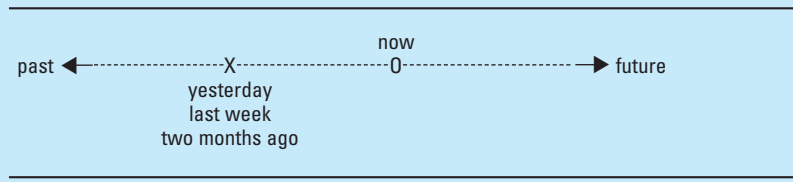
- 1 To watch
- 2 To play football
- 3 To participate
- 4 To prepare
- 5 To celebrate

1.3 When to use the past

Table 1.3 **Form of past: simple and continuous**

Simple		Continuous	
I	worked	I	was working
he / she / it	worked	he / she / it	was working
you / we / they	worked	you / we / they	were working

Figure 1.2 **Simple past**

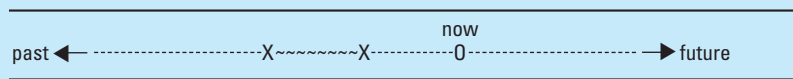


Use simple past

The simple past is used to describe actions or situations in the past. There is no link with the present.

I *met* him at the station yesterday.
 Last week we *went* to Paris by TGV.

Figure 1.3 **Past continuous**



action was going on**Use past continuous**

The past continuous is used to describe an action which was going on at certain point in the past.

I *was looking* for you at the seminar yesterday. Where *were you sitting*?

We *were having* dinner when the phone rang.

Assignment 1.6

Choose the correct form of the verb and explain your choice.

- 1 We *have been advertising* / *were advertising* in the local newspapers for 3 weeks today.
- 2 They *told* / *were telling* me about the revolutionary new system last week.
- 3 Four days ago the company *announced* / *has announced* the annual profits.
- 4 So far our new assistant *worked* / *has worked* quite hard and *did* / *has done* a great job.
- 5 As I *was saying* / *said* a few minutes ago, last month *was* / *has been* a very profitable month.

Assignment 1.7

Translate into English.

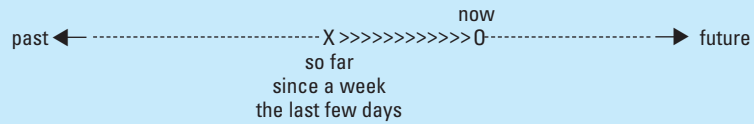
- 1 Weet je dat dat bedrijf twee jaar geleden failliet is gegaan?
- 2 Iedere klant heeft enige tijd geleden een enquêteformulier ingevuld.
- 3 De vliegtuigmaatschappij is vergeten de bijkomende kosten te vermelden toen ik die reis boekte.
- 4 Vandaag de dag heeft die multinational meer dan 10.000 mensen in dienst.
- 5 Op de cursus hebben wij uitleg gekregen over de invoering van het nieuwe evaluatiesysteem.

1.4 When to use the present perfect

Table 1.4 Form of present perfect: simple and continuous

Simple		Continuous	
I	have worked	I	have been working
he / she / it	has worked	he / she / it	has been working
you / we / they	have worked	you / we / they	have been working

Figure 1.4 Present perfect



from past to present

Use of the present perfect

The present perfect is used instead of the simple past when there is some connection with the present. Either the action or event started in the past and is still continuing or it is an action or event that can happen again.

- So far he *has passed* every test.
- She *has never been* to Greece
- I *have lived* in the Netherlands all my life.
- We *have been* in Amsterdam since the beginning of June.

Figure 1.5 Present perfect continuous



action from past to present

Use of the present perfect continuous

The present perfect continuous is used to describe an action which began in the past and has either just stopped or is still going on.

- You're *talking* nonsense. *Have you been drinking?*
- How long *have you been waiting?*

Take care!

The difference between the simple past and the present perfect is very difficult for Dutch speakers.

Compare

- a Hij heeft me gisteren gebeld.
 - b Hij heeft me tot nu toe al drie keer gebeld.
-
- a *He called me yesterday.* When you use a time expression such as *in 1998, two years ago, last week, the day before yesterday, one hour ago* you use the past tense.
 - b *He has called me three times so far.* You use the present perfect because *so far* indicates that it is not clearly in the past.

Compare

- a Zij is vorige week teruggekomen uit Ierland.
b Zij is net aangekomen.
- a *She came back / returned from Ireland last week.* Past tense: *last week* places the action in the past.
b *She has just arrived.* Present perfect: there is no time expression placing the action in the past.

Note

There are no verbs that have a form of 'to be' in the present perfect, for example:

Wij zijn vertrokken.	We <i>have</i> left.
Ik ben het vergeten.	I <i>have</i> forgotten.
Is hij ontsnapt?	<i>Has</i> he escaped?

Assignment 1.8

Choose the correct form of the verb and explain your choice.

- 1 It became clear that up to now all customer complaints *received / have received / were receiving* an answer from our customer service.
- 2 The product requirements *have changed / changed / were changing* a lot since the new law was passed.
- 3 The company *has had / has / has been having* a long experience in doing business with India.
- 4 The board *has been reviewing / reviewed / was reviewing* the safety procedures since the accident in the factory.
- 5 They *have been living / were living / lived* quite close to the airport in 2005, which *has been / was / is* very convenient.

Assignment 1.9

Translate into English.

- 1 De laatste jaren is onze export naar Duitsland met 5% gegroeid.
- 2 Je collega probeert je al sinds vanmorgen te bereiken maar is daar nog steeds niet in geslaagd.
- 3 De oprichter van het bedrijf is al 25 jaar actief als sponsor van tennistoernooien.
- 4 Toen de twee banken vorig jaar zijn gefuseerd, is de organisatiestructuur ook veranderd.
- 5 De directie plant vergaande veranderingen voor onze financiële afdeling sinds het hoofd van de afdeling met pensioen is gegaan vorige maand.

1.5 When to use the past perfect

Table 1.5 Form of past perfect: simple and continuous

Simple		Continuous	
I	had worked	I	had been working
he / she / it	had worked	he / she / it	had been working
you / we / they	had worked	you / we / they	had been working

Figure 1.6 Past perfect



Use past perfect

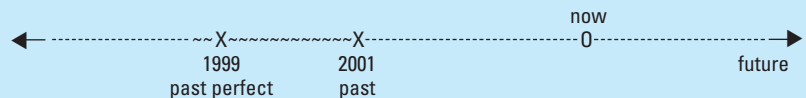
past in the past

The past perfect is used to describe an event in the past which had already happened before something else happened in the past.

He *had lived* in Amsterdam for two years when he moved to London in 2002.

When I arrived at work yesterday, I realised I *had forgotten* to turn off the lights the day before.

Figure 1.7 Past perfect continuous



Use past perfect continuous

action in the past before something else

The past perfect continuous is used if you want to suggest that an event that took place before another event in the past took up a certain amount of time.

When I saw him, he was out of breath. He *had been running*.

She *had already been working* for 5 hours when he showed up.

Assignment 1.10

Choose the correct form of the verb

- 1 She *had finished* / *finished* / *has finished* her studies even before she went to Japan.
- 2 When he called me he was exhausted. He *had been working* / *had worked* / *worked* on his speech.

- 3 Before she went on holidays the manager *had prepared / has prepared / prepared* a new report.
- 4 *Had she remembered / Had she been remembering / Has she remembered* to call the dentist before she left for work?
- 5 The company *had been developing / has been developing / developed* new products until last year.

Assignment 1.11

Translate into English.

- 1 Zodra hij afgestudeerd was, ging hij voor dat farmaceutisch bedrijf werken.
- 2 Vorig jaar rond deze tijd verhuisde ons hoofdkantoor van Wenen naar Praag.
- 3 Wat was je aan het doen voordat ze je de nieuwe functie aangeboden hebben?
- 4 Toen ik in Londen woonde, betaalde ik drie keer zoveel huur vergeleken met nu.
- 5 Zij kennen elkaar sinds ze elkaar tegenkwamen bij een topoverleg.

1.6 When to use the future

1.6.1 *will* for the future

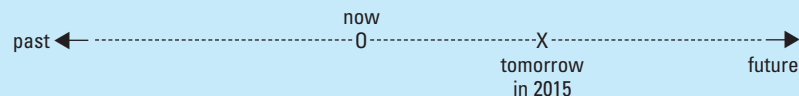
Table 1.6 Form of *will*

Simple		Continuous	
I	will work	I	will be working
he / she / it	will work	he / she / it	will be working
you / we / they	will work	you / we / they	will be working

Other forms to use when talking about the future

- 1 The present continuous

Figure 1.8 Future



- 2 *Going to*

will

Use *will*

The present future is used when we are talking about anything that will happen in the future.

You *will* finish your studies in two years' time, won't you?
 Unless something goes wrong, he *will* call me tomorrow.
 Just a moment, I'll close the door. There's a draught.

-ing form**Use present continuous**

The present continuous is used when you are talking about things you have *arranged* to do at some time in the future.

We *are leaving* next Saturday.
 I *am graduating* in two weeks.

going to**Use going to**

'Going to' is used to say what we *intend* to do at some time in the future:

I *am going to* demonstrate a new application this afternoon.
 He *is going to* hand in the report tomorrow.

Assignment 1.12

Answer the following questions.

- 1 What subjects do you think you will be working on next month?
- 2 When are you going to call him with the good news?
- 3 Who will you choose to be in your project team?
- 4 When does your class start tomorrow?
- 5 When can you finish your next report?

Assignment 1.13

Error Analysis. Find the mistakes and correct them.

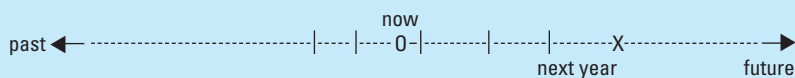
- 1 The Accounts Department has the financial statement ready next Monday.
- 2 Our Customer Department shall inform you about the warranty.
- 3 We hope our new ideas will be accepted by the project manager.
- 4 Sales are going to be much higher next year when we are changing our marketing strategy next month.
- 5 Any company knows that recruitment and selection will always take up a lot of time and money.

1.6.2 When to use *will have* and *will have been* (the present future perfect)

Table 1.7 Form of present future perfect: simple and continuous

Simple		Continuous	
I	will have worked	I	will have been working
he / she / it	will have worked	he / she / it	will have been working
you / we / they	will have worked	you / we / they	will have been working

Figure 1.9 Future perfect



Uses *will have* and *will have been*

Will have and *will have been* are used to describe something that still has to happen but which will be in the past at a given time.

Next year he *will have been* working for this company for 10 years.

If he passes this test, he *will have* taken it five times.

Assignment 1.14

Choose the correct form and explain your choice.

- 1 The meeting starts at 8 and will take about an hour. Since the early train does not get in before 8.30, it *will have finished* / *will finish* / *is going to finish* by the time you arrive.
- 2 I'll pick you up as soon as the plane gets in. What time *will you arrive* / *will you have arrived* / *shall you arrive* at Schiphol?
- 3 We have decided that we *are going to spend* / *will have spent* / *spend* our summer holidays in Greece.
- 4 He says the meeting will last at least three hours. They *are going to be discussing* / *will have been discussing* / *will discuss* our progress report for two and a half hours by the time you get there.
- 5 *Will they have finished* / *Will they finish* / *do they finish* their assessment tomorrow?

Assignment 1.15

Translate into English.

- 1 India zal over een paar jaar de grootste opkomende markt worden.
- 2 Veel bedrijven gaan hun nieuwste producten presenteren op de vakbeurs volgende maand.
- 3 Onze werknemers hebben aan het eind van het jaar allemaal een beoordelingsgesprek gehad.
- 4 De telecommunicatie industrie is binnen 10 jaar de grootste werkgever.
- 5 Tijdens mijn zakenreis naar China volgende maand, heb ik monsters van onze producten nodig om te laten zien.

1.7 When to use a condition in the future

1.7.1 *Would and would be in a condition (the past future)*

Table 1.8 Form of past future: simple and continuous

Simple		Continuous	
I	would work	I	would be working
He / she / it	would work	he / she / it	would be working
You / we / they	would work	you / we / they	would be working

would, would be

Use *would* and *would be* in a condition

In a sentence with a condition *would* and *would be* describe things that could happen but before they can happen something has to change.

If he earned more money, he *would* work harder.

You *would be working* hard if you were really serious.

Assignment 1.16

Fill in the correct tense of the verb.

- 1 The new tax law (come) into effect later this year if the opposition not (protest).
- 2 For small business enterprises this (mean) more support from the government.
- 3 What you (do) if you were faced with these allegations?
- 4 If you (save) some of your salary, you (go) to the Bahamas as well in two week's time.
- 5 They promised they (send) their latest offer when they (receive) news from their supplier.

Assignment 1.17

The following list indicates possible events and their consequences. Write a sentence for each (unlikely) event starting with 'if'.

- 1 Event: win a million euros. Consequence: never work
- 2 Event: play in the world cup. Consequence: one of a kind experience
- 3 Event: born in 1800. Consequence: not know the Internet
- 4 Event: speak 15 languages. Consequence: work everywhere
- 5 Event: cleverer than Einstein. Consequence: solve environmental problems.

1.7.2 *Would have and would have been in a condition* (the past future perfect)

Table 1.9 Form of past future perfect: simple and continuous

Simple		Continuous	
I	would have worked	I	would have been working
he / she / it	would have worked	he / she / it	would have been working
you / we / they	would have worked	you / we / they	would have been working

*would, would
have been*

Uses *would have* and *would have been* in a condition

In sentences with *would have* and *would have been*, you can just wish that something had happened. The condition or change can no longer happen.

If they had offered me that job, I *would have* accepted.

We *would have been working* night and day if we had been in that position.

Assignment 1.18

Error Analysis. Find the mistakes and correct them.

- 1 If demand overseas grew as expected, we relocate our production to Thailand.
- 2 Online retailing will become even more important when payment methods will be secure.
- 3 Return policies of internet companies would not change if customers had not complained.
- 4 Spending on internet shopping will triple if more people had access to broadband.
- 5 The hot weather is going to be in our favour, if we had had our new ice creams ready for sale.

Assignment 1.19

Translate into English.

- 1 Jouw baan zou niet bestaan als mensen alles zelf regelen.
- 2 Hij had mij de waarheid verteld, als hij dit geweten had.
- 3 Wat zou je gedaan hebben als jou dat was overkomen?
- 4 Ik zou gesolliciteerd hebben naar die baan als ik afgestudeerd was.
- 5 Zou je overwegen van baan te veranderen als je betere arbeidsvoorwaarden werd aangeboden?

1.8 Final assignments

Assignment 1.20

intermediate level

Complete the following dialogue by putting the verbs in brackets in the correct tense.

Brian: Hi Anna. Good to see you. How(be) you? I (see) you for a long time.

Anna: Hi Brian. Good to see you too. I..... (be) fine. And you? I (be) very busy setting up our new branch in France. And what about you?

Brian: Well, I (move) to the other side of the country when I (find) an interesting job there. I (have) no idea I (like) it so much.

Anna: Great to hear. What kind of job (find) and what company you (work for) at the moment?

Brian: The job ... (be) challenging. I..... (set up) a new logistics system for distribution. The company I (work) for now (produce) printed T-shirts, so logistics is a key item.

Anna: You..... (be) always very good at that, I remember. It (sound) as if you.....(find) the perfect job for you. Perhaps we..... (talk) about it over dinner..... (like) you that? I.....(be) interested to hear all about it, since we.....also (look) for a new system.

Brian: Fine. I..... (call) you tomorrow to arrange a date. I.....(look) forward to it.

Anna: It.....(be) nice talking to you. Bye, speak to you soon.

advanced level

Complex sentences

- 1 Zij had het rapport goedgekeurd voordat wij het gelezen hadden.
 - 2 Ik heb onze vertegenwoordiger al een tijd niet gezien. Is hij ziek?
 - 3 Als jij het hem gevraagd had, had hij zeker geholpen.
 - 4 Zij hadden veel marktonderzoek gedaan voordat ze het bedrijf oprichtten.
 - 5 Ons bedrijf gaat uitbreiden als de nieuwe schoenen goed verkopen.
 - 6 Sinds ze van baan veranderd is, is ze veel vrolijker.
 - 7 Volgende week bestaat ons bedrijf tien jaar. We vieren dit met alle werknemers.
 - 8 Stil! Hij bereidt zich voor op de onderhandelingen.
 - 9 Als kind was zij al erg geïnteresseerd in mode. Dat is ze nog steeds.
 - 10 Wij hebben volgende week precies drie maanden intensief samengewerkt.
-

Assignment 1.21

Error analysis

Choose the correct tense and explain your choice.

- 1 They hope the board *will appoint / will have appointed* a new brand manager by the end of this week.
- 2 While we *were visiting / visited* the factory, we *saw / have seen* the whole production process.
- 3 We *were investigating / haven't investigated* the cause of the problem yet.
- 4 The company lost a lot of money after the machines *broke / were breaking* down.
- 5 Our director *is always / has always been* fair, straightforward and very decisive up to now.
- 6 By 2012, they *will have been / would have been* the country's top supplier of dairy products for ten years.
- 7 Our engineers have promised that the machines *will be / will have been* in operation next week.
- 8 You *would have called / will be calling* the police too if you had seen the mess.
- 9 The board *will have discussed / will be discussing* the matter for hours once they hear the latest news.
- 10 By now our marketing department *is changing / has changed* the image of our product completely.

Assignment 1.22

Fill in the tenses.

Tricks of the trade that boost sales

Simon Wood ..1.. (learn) many sales tricks since he ..2.. (open) a chain of restaurants in London five years ago. Like many company owners starting out, he ..3.. (have) a credibility problem because Yo! Sushi was small and unknown.

Wood's first act as a salesman was to win everybody's confidence by getting sponsorship from a better-known brand. 'I approached Honda for money', he says. 'They ..4.. (be) not give me any but they did lend me a motorbike. So I ..5.. (send) them a letter back saying that I was so grateful that I ..6.. (go) to make them my official sponsor unless they ..7.. (write) back to me saying they did not want this'.

Wood ..8.. (copy) the techniques of large businesses such as Sainsbury's. He ..9.. (apply) the same rules to Yo! Sushi. 'If someone ..10.. (wait) for a seat,' he says, 'we teach our staff to interrupt what they ..11.. (do) and say they ..12.. (be) with them in a minute. The customer ..13.. (feel) good and doesn't mind waiting'.

'I also return every phone call', says Wood. 'Even if it is a waste of time, you can get off the phone inside a minute and leave them feeling good. Of the six or seven people I ring back one of them ..14.. (come) and eat here at some stage'.

Assignment 1.23

Check whether the tenses used in this news clipping are correct. If not, write down the correct tense.

Texaco opens (1) parcel sites

Tomorrow Texaco **unveils** (2) Relay Star, the first pick-up and drop-off package service to use petrol stations as depots.

The Chevron Texaco subsidiary **pilot-ed** (3) the service in north London with engineers from IBM since April. Philippe Brasseur, the general manager of Relay Star, **has come up** (4) with the idea for the service in 2000 and it **has been running** (5) successfully in the Benelux countries since last year. He said 'The "last mile" delivery of parcels **would be** (6) a major challenge for logistics departments, carriers, e-tailers and catalogue sales companies'.

Allowing products to be delivered to local Texaco stations **had been proving** (7) to be convenient because of

their extended opening hours, on-site parking and secure storage areas, he said.

IBM said it **looked** (8) at ways to improve the efficiency of its customer engineers by reducing their travel time, and increasing the number of site visits each day.

The new service **will focus** (9) on the business-to-business service deliveries for the time being, but expansion into the consumer market is planned.

In the Benelux countries, consumers can order products online and **are picking them up** (10) from a Texaco station. Brasseur said 75,000 items **had been delivered** (11) and not one package **would be lost** (12).

(The Sunday Times)

Summary

This first chapter provides information about the tenses used most frequently in the English language. The continuous (*ing* form), a form that does not occur in Dutch, is used to indicate a short action. This action is never permanent, contrary to one in the simple present tense (tegenwoordige tijd), which does have a permanent character.

The past tense (verleden tijd) is used for an action or state which took place in the past. The action is clearly finished and there is no link with the present. The present perfect tense (voltooid tegenwoordige tijd), however, always has a clear link with the present. This tense is used to indicate that something happened in the past and it is still going on at the time of speaking. This tense is particularly difficult for Dutch speakers since the word 'voltooid' usually means that something has finished. In English this is clearly not the case.

Correct usage of the past perfect tense (voltooid verleden tijd) is important, too. This tense is used when the speaker needs to indicate that two things happened at different moments in the past. The situation which is closer to the present is indicated with the past tense (verleden tijd) and the situation further back with the past perfect tense (voltooid verleden tijd).

Finally, the future tense (toekomende tijd) deserves attention. Everything that will still happen is described by means of a future tense. Depending on whether something will be finished or not, the future tense can be adapted to future perfect tense. For the future tense several forms are available, such as continuous, present tense, going to and will.