

Language at work | Talking about the future

- 1** Read the sentences a–e. What tense is used in each sentence?
- She's **coming** in later on this morning to speak with you.
 - This **will give** you a real insight into their lives.
 - We've looked at all the options, and we're **going to** arrange two dates.
 - The first morning flight **leaves** at 7.15.
 - A ... it'd be a good idea to travel with our interpreter.
B That makes sense. We'll **speak** to our colleagues and let you know.
- 2** Match sentences a–e in **1** to situations 1–5 in the *Language point*.

LANGUAGE POINT

- someone making a decision as they speak ____
- someone talking about a plan, intention, something they have already decided to do ____
- someone talking about an appointment or arrangement ____
- someone making a prediction ____
- someone talking about a timetable or schedule ____

» For more information, go to **Grammar reference** on page 115.

- 3** Work with a partner. Decide which is the best option in *italics* in each sentence.
- I can't see you on Friday – I *ll do* / *'m doing* a training course in London.
 - According to the weather forecast, it *ll be* / *'s being* hot tomorrow.
 - The next flight to Tokyo *arrives* / *is going to arrive* there at 10.45 tomorrow morning.
 - A By the way, I'm out of the office tomorrow.
B Are you? OK, I *ll let* / *'m letting* Christina know.
 - I'm not in the office on Monday – I *'m going to go* / *ll go* to an exhibition.
 - I *meet* / *'m meeting* Mrs Brasseler at 3.30 this afternoon.
 - A Could you give me some information about Mr Ward's visit?
B Of course, I *email* / *ll email* the details now.
 - I think Greta *is noticing* / *will notice* a lot of changes in the office when she returns from maternity leave.
- 4** Work with a partner. Ask and answer these questions using *will*, *going to*, the present continuous or the present simple.
- Have you got a busy weekend?
 - Are you doing anything tonight?
 - What's the weather forecast for the weekend?
 - What time is the last train?
 - What do you think about the threat of global warming?
 - Are you free tomorrow afternoon?
 - Have you booked your next holiday?
 - What plans have you got for projects at work or home?

» For more exercises, go to **Practice file 5** on page 115.

- 5** Think of future work commitments, career plans or key events for your company. Write only the dates and times for these on a piece of paper. For example, *in 2025*, *7.30 tonight*, *next Friday*, *next October*, *when I am 60*, etc. Compare your dates with a partner. Ask them to explain the importance of each date.

Example: A Why is 5th May 2025 important?

B That's when the company will be exactly 50 years old. We're going to have a big celebration with all our major clients – it will be a big achievement for us.