

Business Elementary

Unit 12: Schedules



Business Elementary

Unit 12: Grammar reference and Homework



1. ~~Cross out~~ the word in 1-6 that doesn't match the noun in bold.

- | | |
|---------------------------|-----------------|
| 1. tight / busy / fast | schedule |
| 2. busy / annual / quiet | period |
| 3. public / time / annual | holiday |
| 4. tight / busy | deadline |
| 5. annual / time | off |
| 6. public / annual | leave |

2. Klaus works for **Pioneering**, a seed company. He's talking about his job. Replace the phrases in bold with the phrases from the list.

annual - leave - deadline - long - weekend - public - holiday - some - time - off - busy - period

We have **a lot of work** 1. _____ at the beginning of the year. The shops need the seeds in February and our **final date** 2. _____ to get the seeds ready is the end of January. It doesn't give us much time.

I try to take **a break** 3. _____ at Easter, and in May we have a **national day off** 4. _____, so I usually take **a holiday from Friday to Monday** 5. _____.

In the summer, the company closes for two weeks, and we all have our **holidays** 6. _____.

3. Complete the email with the words from the list.

timetable - annual conference - busy schedules - quiet period - tight - reminder

➤ Send

▼

Subject: Next week

🛡️ ?

✓

🗑️

📧

Dear Carlos,

Thanks for the 1. _____ about my presentation at next week's 2. _____. Unfortunately, my 3. _____ now looks very busy with the preparation for my presentation, and I am worried about the 4. _____ deadline for the sales report. I know we all have 5. _____ at the moment, but I wanted to ask if I could give you the report a week late. The week after next is going to be a 6. _____ for me, so I will have time to do it.

Thanks,

Daniel

Business communication

1. Put the words in italics in the correct order to complete the conversation.

A: We have a few problems. *The / that / is / situation* **1.** _____, the ordering system has crashed.

B: OK, we have a back-up, and the technicians are working to fix it. *The / to / is / aim* **2.** _____, be working by lunchtime.

A: Well, we need to hurry.

B: Why? *What / deadline / 's / the* **3.** _____?

A: The courier arrives at 1.00 p.m. to collect the goods, so *why / we / don't* **4.** _____, finish the orders we're working on? New orders will have to wait. I'll put a notice on the website to inform customers.

B: Good idea. *So summarize / to* **5.** _____, the current orders are OK, but new orders aren't. Is that right?

2. Complete the conversation with the expressions from the list.

I'm going to - We've already - How much time do we need for - Let's

A: **1.** _____ spent two days on the presentation, and the meeting is tomorrow.

B: **2.** _____ the graphs and figures?

A: Well, I'm waiting for Alexi to send them to me.

B: **3.** _____ call him and give him a deadline.

A: OK. Can you do that?

B: Sure, so you're going to finish as much as you can and **4.** _____ call Alexi. OK?

GRAMMAR REFERENCE

Present perfect

Form

Positive: Subject + *have/has* + past participle*

*I **have ordered** some more coffee*

*He **has sent** the invoice to the wrong person.*

Negative: Subject + *have/has not* + past participle*

*We **have not received** your payment. She*

***hasn't been** to Mexico.*

Questions: (Question word) + *have/has* + subject + past participle*

***Have you contacted** the suppliers?*

*Why **has he gone** to Canada?*

Short answers: Don't repeat the past participle*

A. Have you contacted the suppliers?

*B. Yes, I **have**.*

*past participle

For regular verbs, add *-ed* to the verb, as for the rules for forming the past simple.

Use

To talk about an action in the past that has an effect on the present.

I have finished the report and given it to my boss.

Action in the past = finish the report, give it to my boss

Effect on the present = the report is on my boss's desk

Never use the present perfect to talk about an event in the past with a time expression .

Language at Work

1. Read the list of tasks then complete the email, saying what you have (✓) and haven't (X) done.

- Finish the report for Ajax. ✓
- Call our suppliers. X
- Finalize the menu for the buffet reception. ✓
- Book hotel rooms for our Thai guests. ✓
- Send the timetable of the visit to the guests. X
- Check Irena's emails. ✓
- Cancel Irena's flight to Sweden. X

 Send 



Dear Sophia,

I have been very busy, so I haven't done everything you asked.

1. _____ the report for Ajax.
2. _____ our suppliers.
3. _____ the menu for the buffet reception.
4. _____ hotel rooms for our Thai guests.
5. _____ the timetable of the visit to the guests.
6. _____ your emails.
7. _____ your flight to Sweden.

Best wishes,

2. Complete the conversation with the present perfect form of the verbs in brackets.

A: 1. _____ (you / send) the order yet?

B: No, I 2. _____ (have / not).

A: Why not? I 3. _____ (post) them the invoice already!

B: The order's not ready. The Production Department 4. _____ (have) some problems.

A: Oh, I 5. _____ (not / speak) to Anna from Production today, so no one told me.

B: The packing machine 6. _____ (break down) and they 7. _____ (not / fix) it yet.

A: OK, I'll call the customers and explain.

3. Correct the mistakes in 1-6.

1. They haven't the order completed.

2. A: Have you done the holiday timetable yet?

B: Yes, I done. _____

3. Mikhail haven't replied yet.

4. A: Do they have confirmed the hotel booking?

B: No, they haven't. _____

5. I've work in IT development and on the help desk.

6. Thiery's took the last car from our car pool.

Stating the current situation

- *At the moment, the schedule ...*
- *The situation is that ...*
- *We've already ...*

Saying what needs to be done

- *The aim is to ...*
- *We plan to ...*

Asking about dates and times

- *What's the deadline?*
- *What date ...?*
- *How much time do we need for ...?*

Proposing a plan

- *What if ...?*
- *Let's ...*
- *Why don't we ...?*

Summarizing/confirming the plan

- *Is everyone happy with that date?*
- *I'm/You're/We're going to ...*
- *So, to summarize ...*

Answer Keys

Working with words

- 1.
- | | |
|----------|-----------|
| 1. fast | 4. tight |
| 2. quiet | 5. time |
| 3. time | 6. annual |
- 2.
- | | |
|------------------|-------------------|
| 1. busy period | 4. public holiday |
| 2. deadline | 5. long weekend |
| 3. some time off | 6. annual leave |
- 3.
- | | |
|----------------------|-----------------|
| 1. reminder | 4. tight |
| 2. annual conference | 5. timetable |
| 3. busy schedules | 6. quiet period |

Business communication

- 1.
1. The situation is that
 2. The aim is to
 3. What’s the deadline?
 4. don’t we
 5. to summarize
- 2.
1. We've already
 2. How much time do we need for
 3. Let's
 4. I'm going to

Language at work

- 1.
1. I have finished the report for Ajax.
 2. I haven't called our suppliers.
 3. I have finalized the menu for the buffet reception.
 4. I have booked hotel rooms for our Thai guests.
 5. I haven't sent the timetable of the visit to the guests.
 6. I have checked your emails.
 7. I haven't canceled your flight to Sweden.
- 2.
1. Have you sent
 2. haven’t
 3. have posted
 4. has had
 5. haven’t spoken
 6. has broken down
- 3.
1. They haven't completed the order.
 2. A: Have you done the holiday timetable yet?
B: Yes, I have.
 3. Mikhail hasn't replied yet.
 4. A: Have they confirmed the hotel booking?
B: No, they haven’t.
 5. I've worked in IT development and on the help desk.
 6. Thierry took the last car from our carpool.