



OXFORD

BR

BUSINESS RESULT

Language Reference

UNIT 1 | Tenses review

Present simple

Use the present simple

1. to talk about general facts, states and situations

*The purpose of business **is** to make a profit.*

2. to talk about regular or repeated actions, or permanent situations

*Jack **works** for Nissan.*

3. to talk about timetabled future events

*The meeting **starts** at 10.00.*

Present continuous

Use the present continuous

1. to talk about an action in progress at the time of speaking / writing

I'm trying to get through to Jon Berks.

2. to talk about a very current activity, taking place around the time of speaking

They are pushing the area for development.

3. to talk about fixed plans or arrangements in the future

I am meeting the management committee on Friday.

Watch out! Don't forget that stative verbs are not commonly used in the continuous form. Here are some examples: *like, love, hate, want, need, know, suppose, understand, remember, seem.*

Present perfect simple

Use the present perfect simple

1. to talk about actions which finished recently and for which there is a present result

Recent action: *The IT guys **have changed** all the PCs and access codes.*

Result: *New PCs and access codes.*

2. to talk about actions that started in the past and are still going on
*Silvio **has worked** for us since he left school.*
3. to talk about experiences in your life or events in history
*I've never **been** to Bahrain.*

Present perfect continuous

Use the present perfect continuous to talk about a recently completed action. The focus is on the activity, not the result.

*The IT guys **have been changing** all the PCs and access codes.*

(Implication: There are still wires and tools lying around showing that they have only just finished.)

Past simple

Use the past simple

1. to talk about past actions which are over at the time of speaking
*I **heard** from the locals that there were several interesting sites.*
2. to talk about past states
*I **lived** in Haringey when I **worked** in the City.*

Past continuous

Use the past continuous

1. to talk about being in the middle of a past action - there is likely to be an interruption (in the past simple) in the sentence.

*Everything **was going** really smoothly, when Wu **took** over the project.*

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Past perfect

Use the past perfect to put events in the past in sequence. The past perfect indicates that the action it refers to happened before a reference to the past simple.

*I **had heard** from the locals that there **were** several interesting sites.*

Past perfect continuous

Use the past perfect continuous to refer to an action in progress before something else happened.

*He was the one who **had been working** on the project, but his boss was the one who got all the credit.*

Should

1. Use should + infinitive to recommend something strongly.

*You **should** try that vegetarian restaurant on the river.*

2. Use should + perfect infinitive to talk about a lost opportunity.

*You **should have gone** this morning - it was quite an interesting meeting.*

3. Use could / should + infinitive to predict.

*It **could / should** turn out to be quite an interesting conference.*

Future forms

1. Use *will* + infinitive to make on-the-spot decisions.
We'll have to point out the training need to the client.
2. Use *be going to* + infinitive when we are talking about an action we have already given some thought to.
We're going to have to point out the training need to the client.
3. Use the future continuous to talk about something that will be in progress at a particular time in the future.
I will be writing everything up later this week.
4. Use the future perfect to refer to events which finish before a given time.
I will have finished by the end of the next financial year.



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