Business English Present simple/ continuous verb guessing game

1. Ask and answer questions about last week, including the weekend

2. Ask and answer questions about this week

3. Ask and answer questions about things now/ at the moment

4. Ask and answer questions about routines, habits etc.

What are the different tenses you used in the questions above?

Choose one of the actions below and tell your partner if you are doing it now, how often and where you usually do it etc. until they guess which one you are talking about:

Feel knackered (= very tired)            Feel nervous
Feel confused                             Feel stressed
Feel sleepy                                Feel dissatisfied
Feel cold                                  Feel hot
Feel relaxed                               Feel hungover
Look forward to something                Dread something
Have fun/ enjoy myself                     Learn something new
Do something relevant to my training
Practice something I am rusty in
Network
Speak to people                           Speak to new people
Sit on a swivel chair                     Sit on a plastic chair
Work hard
Speak a foreign language                 Think about work
Breathe                                    Speak about work
Leave my mobile phone on                Meet new people
Have my mobile phone on vibrate          Carry a diary
Carry business cards                     Carry a dictionary
Carry more than 50 pounds in cash      Think creatively
Have an automatic pencil in my pocket    Wear jewellery
Wear a tie                              Wear a suit
Wear brand goods
Have many unread emails waiting for me  Delay something I have to do
Run late                                  Oversleep
Worry about something at work
Have problems with my boss                Have unfinished work
Try to meet someone
Wear a vest (= undershirt)               Wear a waistcoat (= vest)
Stay sitting for over an hour            Carry more than one mobile
Have your answer phone on
Use the phrases below to talk about your company and its employees more generally, using time phrases like “at the moment”, “usually”, “nowadays”, “this year”, “every summer”, “recently”, “in the past” etc. Try to find things that your company and your partner’s company have in common. If you aren’t in work at the moment, talk about a relation or friend’s company, a previous company, any other company you know about, or a university or school as if it was a business.

### Adjectives
Feel positive/ optimistic
Feel negative/ pessimistic
Feel enthusiastic

### Nouns
Overtime
Branches/ regional offices/ showrooms
Layers of management
Departments/ sections/ teams

### Verbs
Fall/ dip/ dive/ decrease/ decline/ reduce- Rise/ increase/ climb
Reach a peak/ flatten out- Bottom out
Cut- Raise
Grow/ expand- Shrink
Invest
Launch
Recruit- Lay off/ make redundant/ downsize
Advertise
Supply
Improve
Import- Export
Manufacture
Open- Close
Sell- Buy/ purchase
Refurbish

Go upmarket- Go downmarket
Diversify
Develop
Focus on/ concentrate on
Work with
Stretch
Outsource
Reorganize
Train/ Retrain
Distribute
Delay- Bring forward
Renew
Continue- Discontinue/ cancel

Use similar sentences to give a mini-presentation about your company, divided into 3 parts:
1. What we do
2. Some details about our history
3. What is happening now