



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 | Speak to potential customers |
| Practice something I am rusty in | Speak to new people |
| Network | Sit on a plastic chair |
| Speak to people | Think about work |
| Sit on a swivel chair | Speak about work |
| Work hard | Meet new people |
| Speak a foreign language | Carry a diary |
| Breathe | Carry a dictionary |
| Leave my mobile phone on | Think creatively |
| Have my mobile phone on vibrate | Wear jewellery |
| Carry business cards | Wear a suit |
| Carry more than 50 pounds in cash | Delay something I have to do |
| Have an automatic pencil in my pocket | Oversleep |
| Wear a tie | Have unfinished work |
| Wear brand goods | Wear a waistcoat (= vest) |
| Have many unread emails waiting for me | Carry more than one mobile |
| Run late | |
| Worry about something at work | |
| Have problems with my boss | |
| Try to meet someone | |
| Wear a vest (= undershirt) | |
| Stay sitting for over an hour | |
| 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 enthusiastic

Feel negative/ pessimistic

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

Go upmarket- Go downmarket

Grow/ expand- Shrink

Diversify

Invest

Develop

Launch

Focus on/ concentrate on

Recruit- Lay off/ make redundant/ downsize

Work with

Advertise

Stretch

Supply

Outsource

Improve

Reorganize

Import- Export

Train/ Retrain

Manufacture

Distribute

Open- Close

Delay- Bring forward

Sell- Buy/ purchase

Renew

Refurbish

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