Business Grammar Builder SECOND EDITION

Within our Macmillan Business Portfolio we cater for the busy routines and lifestyles of business English students. Recognising the need for concise and all-encompassing materials, the Business Grammar Builder Second Edition presents English grammar at an intermediate to upper intermediate level within a professional and business context. This means that students are picking up on business vocabulary and idioms at the same time as strengthening their language knowledge.

Building on the strengths of the original edition, the NEW EDITION OF BUSINESS GRAMMAR BUILDER boasts:

- New clear and approachable format – one page of grammar explanation and three pages of practice
- Lexically rich input
- Up-to-date examples and vocabulary
- Practice activities presented in both high- and low-context situations
- New style exercises that now include translation activities, ‘Listen and Repeat’ and open-ended production tasks
- Excellent preparation for business exams such as BEC and BULATS
- Self-administered tests which allow students to check their own progress
- Appendices that cover grammar and vocabulary difficulties and offer a guide to the differences between British and American English

A word from the author:

I wrote this book with ‘maximum usefulness and maximum comprehensiveness’ in mind. Let me explain by saying what I don’t like and therefore haven’t done. First, I don’t like authentic texts as a presentation medium – they go out of date quickly and the teacher becomes a walking dictionary for low-frequency lexis. Second, I don’t like input texts where you get a lexical set around a topic but the feeling is that the language chosen is a bit random and ad-hoc. And third, I don’t like input texts where key words are highlighted – the students’ eyes are drawn to these words like magnets and they might miss other important words and collocations in the text. So, to avoid these problems, I wrote author-generated texts where language could be carefully chosen and controlled for level, and where the text ‘tells a story’ that introduces the topic as a whole. For the practice exercises, I wanted to focus closely on the text initially, but not be bound mechanically by that language for later exercises. So the useful language from the input is practised – but then the topic is developed further with other closely related words and ideas. Hopefully this adds interest and challenge.
7 Future 1

A will

We can use will to refer to the future. Will is usually shortened in speech and informal writing to ‘ll. The negative of will is won’t.

We use will to make predictions and to state facts about future events.

Cher the next decade there will be a big increase in the use of nuclear power.

Be sure we will bring out two new models.

We can add, perhaps, maybe or probably.

Maybe I’ll see you later in the bar.

Notice that probably comes after will but before won’t.

It’ll probably rain today.

It’s probably won’t rain today.

We can use will with an introductory phrase to give other meanings. For example, a personal opinion (I think), a hope (I hope) or an expectation (I expect).

I think we’ll probably open an office in Taipei next year.

Will can be used for instant decisions and thoughts that come into our head at the moment of speaking.

I’ll wait for you outside.

I’ll call you tomorrow.

See unit 11D for more uses of will.

B be going to

We use the verb be + going to + the infinitive to make a connection between the present and the future.

We use be going to for plans and intentions. These are things we have already decided to do.

I’m going to email her this afternoon.

The ECB is going to maintain inflation steady.

We use be going to to make predictions when there is evidence in the present situation (we already know or can see something).

Be careful! It’s going to kill.

I can see it on the edge of the table.

Note that be going to can refer to near or distant time. For example; we can say ‘the world is going to end in 6 billion years’ because scientists have evidence now.

C Present continuous

We can use the present continuous to talk about things we have arranged to do. There is nearly always a future time expression.

He is meeting me in the bus stop next year.

The arrangements are often social arrangements or appointments.

I’m busy on Tuesday. I’m going to see the dentist and I’m going to the cinema with my friends that evening.

See also units 1E and 2C for the present continuous.

D will or be going to?

There are many occasions when we can use either form. In my presentation I’ll talk / I’m going to talk about three main areas: Food,...

Here the speaker could use it as a fact (will) or an intention (going to).

Will and be going to are both used for decisions. Will is used for instant decisions: be going to is used for decisions already made (i.e. plans and intentions).

Great idea! I’ll do it tomorrow.

(an instant decision)

Yes, I know. I’m going to do it tomorrow.

(a plan or intention)

Will and be going to are both used for predictions. Will is used for general beliefs about the future, be going to is used when there is some present evidence.

I hope they’ll like the new design.

(general belief or opinion)

We’re going to make a loss on this product line.

(I have the figures in front of me)

Will is more usual in writing. ‘If and be going to are more usual in speech.

E be going to or present continuous?

For plans and arrangements there is often little difference in meaning. However, be going to can suggest that the details of the arrangement are still open, while the present continuous can suggest that the arrangement is more fixed.

I’m going to meet her next week.

(just a plan – time and place are still unknown)

I’m meeting her at 9 am to go to the cinema.

(a definite arrangement with a time and place)

See page 245 for an overview of the English verb tenses system.

F Time expressions

Common time expressions for the future include: tomorrow, the day after tomorrow, on Friday, at the weekend, next week/year, in a few days’ time, in the next five minutes/months.

7.3 Put the verbs in brackets into the most appropriate future form. Choose between will, be going to and the present continuous.

1 Have you heard the news? BHP Billiton is going to buy (buy) Rio Tinto.

2 I’m meeting Andrea at the airport at 9 am next Thursday.

3 Do we need more paper? I’ll get (get) some.

4 Richards just called – he (be) coming late.

5 Next year I (be) the company’s centenary year.

6 This last driver is terrible. He (have) an accident.

7 In the future, web conferences (probably replace) many international meetings.

8 We (test the prototype sometime next week).

9 Would you mind waiting for a moment? I (not be) long.

10 Look at those clouds! I think it (rain).

“Mr. Hooton, you’re not going to do it just because I’m telling you to do it. You’re going to do it because you believe in it.”
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