
13 Verb forms

You are going to write two emails, each one will use a different variety of verb forms.

EMAIL 1

Write to a colleague about a current project that you are working on.

Prepare the situation using the questions below. The information can be real or imaginary.

- What project/activity/job are you going to write about?
- What are the aims of the project/activity/job?
- What resources are involved?
Ideas: material, financial, human.
- Are there any budget issues?
- In general, how is it going?
- Are there any problems? How are you overcoming the problems?
- Who are you going to write to about this project/activity/job?
Ideas: a colleague in another department who is not directly involved but needs to know something about the progress of the project, or perhaps your line manager.

Now write the email. The main verb forms will probably be the present continuous, present simple and present perfect.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?

EMAIL 2

Write to a colleague about some recent news in your area of work.

Prepare the situation using the questions below. The information can be real or imaginary.

- What happened recently in your area of work that is interesting and/or important?
Ideas: a change in the market? a political or social development that has had an effect on your business? some activity by one of your competitors? a new line manager or other change in the staff? a reorganisation of the department? a new business idea that is having a big impact?
- What is the background?
Ideas: why did this happen?
- What is the result?
Ideas: what is the impact on your own work, your department and your organisation? what are the positive developments? any potential dangers?
- Who are you going to write to about this news?
Ideas: a colleague or friend who you have not seen for a long time; a colleague in a different country who might not know about the news.

Now write the email. The main verb forms will probably be the past simple, present perfect and present simple.

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?