



Exploring Grammar (Units 11-12)

Future Tenses

1 Read the emails and underline all the future verb forms. Which expresses:

- emphasis on the duration of an action up to a certain point in the future?
- a hope for the future?
- a definite future action which is the result of a routine or an arrangement?
- a fixed arrangement in the near future?
- a timetable or schedule?
- an action that will be in progress at a stated future time?
- an action that will have finished before a stated future time?

Dear Mr Brown,

I am writing to apply for the position of office assistant which was advertised in Coburg News on Monday 18th May, 2014.

I am in my last year of Business Studies at Monash University. My final examinations end next week and I will be graduating the following month. I have also been taking language courses. By the end of this month, I will have been studying German and French for two years and I am starting Japanese night classes in two weeks. I will have completed this course by February 2015.

Currently, I am working part-time as a secretary, and I also worked as a receptionist at a law firm two years ago. I hope I will have the chance to be a valuable part of your company as soon as I graduate.

I have attached a copy of my CV and references from my professors and previous employer. I look forward to hearing from you in due course.

Yours sincerely,
Jane Luca

Dear Ms Luca,

Thank you for your interest in joining our company.

We will be holding interviews this Friday morning, between 9:00 am and 12:00 pm. Your interview starts at 8:30 am. When you arrive, please report to the reception desk in the James Wallace building.

Regards,
Thomas Brown

2 Choose the correct verb form.

- 1 Hurry up! The bus **is going to leave/leaves** in ten minutes.
- 2 They'**ll have been sailing/re sailing** for two days before they reach their first port of call.
- 3 I'm afraid my broken leg **won't mend/won't have mended** by the time we go on the ski trip.
- 4 It's too dark in here. I'**ll turn on/turn on** the lights.
- 5 Nina **is coming/will have come** over for a visit later.

3 Fill in *will* or the correct form of *be going to* and the verb in brackets.

- 1 A: I feel a bit cold.
B: I (bring) you a jumper to put on.
- 2 A: I (see) U2 live next month.
B: That's great!
- 3 A: (you/help) me carry these bags, please?
B: Sure.
- 4 A: Be careful! You (step) on the dog's tail!
B: Oops! I didn't see him.

Time Clauses

4 a) Find two time clauses in the emails. What time conjunctions are used to introduce them? Think of more examples of time conjunctions.

b) Study the two sentences below. What tenses do we use in time clauses? When do we use a comma in time clauses?

- 1 Bob will call you back as soon as he gets in.
- 2 Before he got a desk job, he worked as a freelancer.

c) In which case is *when* followed by *will/would*? When can we not use *will/would* after *when*? Give examples.

5 Choose the correct time conjunction/word.

- 1 Will you have repaired my PC **after/by** tomorrow?
- 2 **When/Since** Terry was a teen, he played hockey.
- 3 It started raining **as soon as/just as** I was leaving my house.
- 4 Pete is reading **while/when** Claire is watching TV.
- 5 **The moment/As long as** I have any news, I'll let you know.