

5 Lexical future

In English there are a lot of *be* (+ word) *to* expressions to talk about future intentions and expectations.

- a We're to
 - b We're due to
 - c We're about to
 - d We're hoping to
 - e We're aiming to
 - f We're planning to
 - g We're intending to
 - h We're going to
- meet them to discuss the matter.

Which of the sentences above refer to:

- 1 something which will happen very soon?
- 2 something which has been formally arranged?
- 3 something which other people are expecting?
- 4 something which has already been decided?
- 5 something we'd like to happen, but it may not?

6 Future in the past

Put the sentences (a–d) into the past and match them to what was said next (1–4).

- a We're going to fly Lufthansa.
- b We're meeting at three.
- c I'm just about to leave.
- d I think we'll have problems.

- 1 Can it wait till the morning?
- 2 But something's come up.
- 3 But there's been a change of plan.
- 4 But I never expected this!

7 Past in the future

Tick the sentences which refer to the future.

- a They won't have heard the news.
- b I'll have missed my chance by then.
- c You'll have seen our advertisements, I suppose.
- d Another month and I'll have been working here for ten years.

The **Present Continuous** and *be to* are frequently used to talk about fixed arrangements.

The **Present Simple** is often used either to talk about schedules and timetables or to refer to the future after words like *if*, *when*, *as soon as*, *before*, etc.

There's a range of expressions including *be going to* and *be hoping to* which are used to talk about plans and intentions. Both *will* and *going to* can be used to make predictions: *will* for opinions and *going to* for more informed predictions. *ll* is frequently used to make offers, promises and take initiatives.

The **Future Continuous**, *will be doing*, is used to talk about something which will be in progress or which is part of a routine.

The **Future Perfect**, *will have done* and *will have been doing*, are used to talk about something which will already be completed at a future time. The continuous form usually emphasizes the activity rather than its completion.

Phrase bank: Emailing

1 The following expressions are all useful in emails. Complete them using the prepositions in the boxes.

- against at back down in of off on
 on out through to up with with with
 with with with with
- back + to in + on on + to out + on out + with
 through + to up + on up + to

- a Have a quick look _____ these figures and get _____ me asap.
- b Let me know if you need any help _____ the Koreans. And copy me _____ any correspondence _____ them.
- c Could you get _____ our suppliers and sort something _____ them? I'll leave the details _____ you, but keep me _____ the loop.
- d BTW, you did a great job _____ the presentation. It went _____ really well _____ the Belgians. We'll just have to wait and see what they come _____ to us _____.
- e Could you update me _____ where we are _____ the Expo arrangements? I'm a bit _____ of touch. Can I leave it _____ you to contact the speakers?
- f I'd like to sound you _____ this new packaging idea. Let's meet _____ to discuss it sometime next week. BTW, I still can't seem to get _____ Monica.
- g I haven't had time to read _____ the whole report and I'll probably need to check some of these figures _____ the computer, but leave it _____ me.
- h Thanks for your offer _____ a drink. If I can finish this report _____ by 7, I may just take you _____ it! I could certainly do _____ one!

2 Label these business email expressions according to their function using the labels in the box.

- Asking for advice Buying time Delegating tasks
 Requesting information

- a _____ c _____
 I'll leave the details to you. Give me a week and I'll see what I can come up with.
- Would you mind taking this off my hands? Leave it with me. I'll sort it out.
- b _____ d _____
 Can I sound you out on something? Can you update me on where we are with this?
- Can you just cross-check the figures for me? Keep me in the loop.