

1 *What's up?*

Unit 1 – Tech Talk (1604)



Present tenses

Use the Present Simple to talk about long-term activities and things that are generally true.

<p>+</p> <p><i>I work on the help desk.</i></p> <p><i>He works in China.</i></p>	<p>?</p> <p><i>What do you do?</i></p> <p><i>What does it do?</i></p>	<p>-</p> <p><i>We don't want to know.</i></p> <p><i>It doesn't matter.</i></p>
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Use the Present Continuous to talk about temporary activities that are in progress now.

+ *I'm working on a project.* ? *Are you settling in OK?* - *He isn't telling anyone.*

Present Simple



Present Simple




Present Continuous



Present Continuous



- 3  Use the correct forms of verbs from the list to complete sentences from the conversation. Then listen again and check your answers.

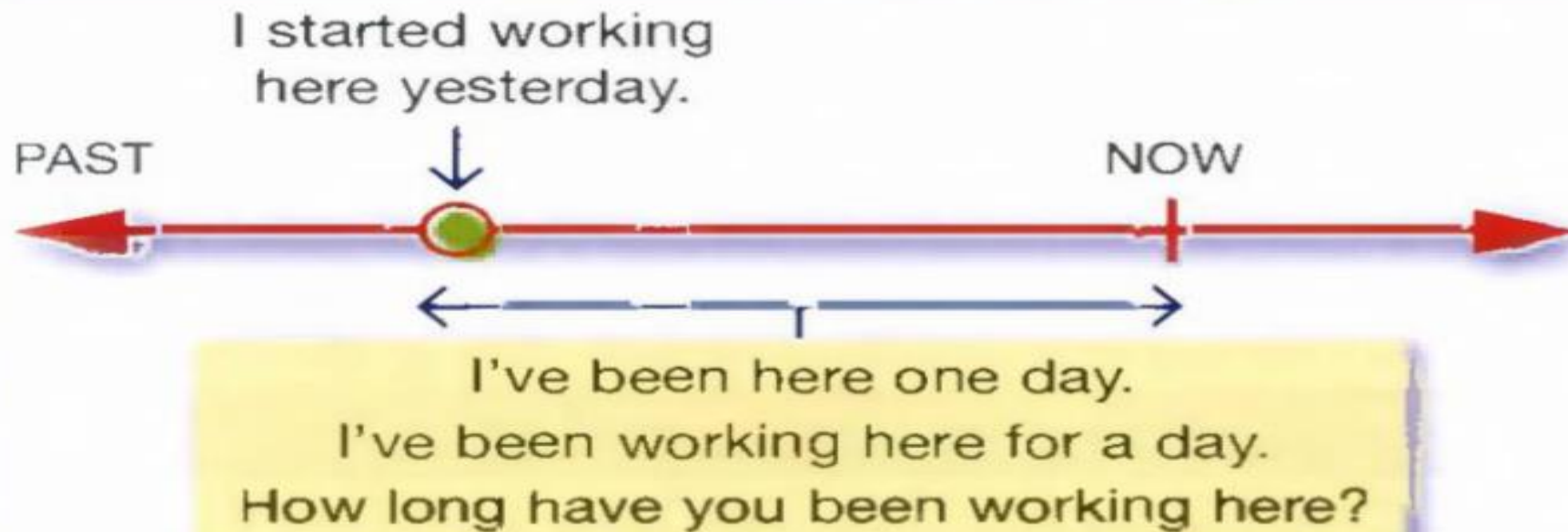
provide work get on build speak settle in

- | | |
|---------------------------------|--|
| 1 I in the London Office. | 4 We Korean, Japanese, and Mandarin. |
| 2 We're a new warehouse. | 5 How are you with your new job? |
| 3 We technical support. | 6 I'm to the office here very well. |



Present Perfect

The Present Perfect connects the past and the present.



Present Perfect



Present Perfect



- 3 you live in London?
- 4 Where you based?
- 5 How long you been based there?
- 6 you working on any interesting projects?
- 7 How you getting on?
- 8 What languages you speak?
- 9 How long you been learning English?
- 10 you taking any other training courses at the moment?

E-mails



Hi Birgit,

Just a quick note to let you know I'll be in Portugal from tomorrow till Monday, 7 October.

Hi everyone,

Attached is a tentative schedule for the quality circle meeting. It hasn't been easy to fit so many presentations into the short time frame available, so could you make sure you start and finish promptly?

Dear Ms Olssen,

The new parts were shipped this morning and will arrive on Friday. We are very sorry that it has taken so long to straighten the problem out.

I'm writing regarding our phone call today about the 14 bearing housings that were not pre-drilled. We do not want replacements and we understand you will pay the shipment costs for their return.

Frank,

I've checked out flights and this one seems the best fit for your schedule:

Hi Marie,

Thanks for getting back to me so quickly about the mix up with the commas and decimal points in the specs.

Common email expressions

Request action

Could you...?

Thank people for help

Offer help

Explain the reason(s) for
the email

Apologize

Send an attachment

Expression	Used for
Could you ?	Request actions
Thanks / Thank you	Thank people for help
Would you like me to ?	Offer help
I'm writing regarding Just quick note	Explain the reason of the e-mail
We are very sorry / sorry	Apologize
Attached is	Send an Attachment

End of the unit
