

## Business English 22: Futures 2 (going to & will)

1. Read the dialogue below and answer the following questions with your class.

Alice: So, I just wanted to talk to you quickly about our trip to Madrid next week. Do you have two minutes?

Kim: Hi Alice, sure.

Alice: What time are we going to leave the office?

Kim: Our train leaves at 2:10pm so we are leaving the office at 1:40pm.

Alice: Perfect. Are you going to take any gym clothes with you?

Kim: Yes, I am. There is a gym in the hotel we are staying at.

Alice: Ok, then I'll take some too. Are we going to have dinner with the clients while we are there?



Kim: Yes, we are. We have reservations at a Michelin star restaurant in the city centre on Wednesday afternoon. It's going to be delicious!

Alice: Wow! I have never been to a Michelin star restaurant. I'm looking forward to that. Are we going to discuss the construction plans at dinner?

Kim: Yes, Jacob told me that we are going to discuss the construction plans and deadlines. I'll forward you the email Jacob sent me.

Alice: Ok great. I'll read it this afternoon and create a list of key points and forward it to you.

Kim: That would be great Fred.

Alice: Ok, thanks for the info! I'll speak to you later!

Kim: Bye!

1. What are Alice and Kim talking about?
2. Where are Alice and Kim going next week?
3. What time does their train leave?
4. What time are they leaving the office?
5. Is Alice going to take gym clothes with her?
6. Where are they having dinner with clients?
7. What are they going to discuss at dinner?
8. What is Kim going to send Alice?
9. What is Alice going to send Kim?

## Going to

### Form:

Positive: be (am/is/are) + going to + verb (base form)

Negative: be (am/is/are) + not + going to + verb (base form)

### Use:

We use the 'going to' future to talk about plans and intentions in the future. We sometimes also use the 'Present Continuous' for planned events in the near future.

For example: *I am going to speak at the conference next week.* ('going to' future)

*I am speaking at the conference next week.* ('Present Continuous)

\*Note: We usually use the 'Present Continuous (Future)' form when using the verb go.

For example: *I am going to go to the office.*

*I am going to the office.*

Although both options are acceptable, the second one is used much more by English speakers!

## 2. Complete the following sentences in the 'going to' form using the verbs below.

visit	present	not/accept	quit
not/offer	interview	say	do
meet	open	ask	send

1. HR ..... new candidates for the position of 'Senior Web Developer'.
2. I ..... my job next week. I want to try something new.
3. Daniel ..... an email to you about the latest updates later today.
4. I ..... Ellen sometime next month.
5. Kim ..... our supplier tomorrow.
6. Alice is stressed because she ..... the final product to our CEO later today.
7. I am sorry but I spoke to my boss before I came here.  
We ..... you more the money. This is the final offer.
8. I have to make a speech in front of the board of directors tomorrow and I have no idea what I .....
9. I have been offered a job but I ..... it because it doesn't offer any remote work.
10. One day I ..... a small guest house in Costa Rica.
11. What ..... you ..... after you retire?
12. We ..... the bank for financing.

### Going to (future)

We also use the 'going to' future to describe what is going to happen in the future. We use 'going to' when the situation in the present context makes what is going to happen in the future clear.

For example:

*I didn't prepare for my presentation. It is going to be a disaster!*

(present context)

(future prediction)

### 3. What is going to happen in these situations?

1. There are a lot of big grey clouds in the sky.

*It's going to rain.*

2. Kim woke up at 6:15 am because she didn't hear her alarm. Her bus leaves at 6:30am.

.....

3. Kim left the house, it's about to rain but she forgot her umbrella at home.

.....

4. Kim got on the train and is falling asleep.

.....

5. Kim arrived at work one hour late and her manager just saw her walk in.

.....

6. Kim usually finishes work at 6pm but today she started one hour later than usual.

.....

### Will (future)

Form

Positive: will + verb (base form)

Negative: will + not + verb (base form)

We use the 'will future' when we make a decision about the future in the moment of speaking.

For example: *I think I forgot my keys in my office, I'll go back and check.*

4. Use the vocabulary below to complete the sentences in the 'Will Future'.

check	turn on	call	have
go	be/not	be/not	join

1. How are you going to work tomorrow?  
- I'll *go* by bus.
2. Hello, is Dr. Jackson free for an appointment this afternoon?  
- One moment, I ..... his schedule.
3. Good evening sir, what would you like to order?  
- I ..... the steak and chips please.
4. We are going out for drinks, would you like to join us?  
- I just have a few things to finish up on. I ..... you in an hour.
5. It's freezing in here!  
- I ..... the heater.
6. Oh no! Our train is late! We're going to miss our flight!  
- I ..... a taxi.
7. Are you available for a quick call tomorrow? I would like to discuss some numbers with you.  
- I'm afraid I ..... available tomorrow. I going on holiday to Spain.
8. Jason, we need that report by tomorrow morning.  
- Well, nobody told me that it was for tomorrow morning! I'm sorry but the report ..... ready by tomorrow.
9. Are you coming to the team building event tomorrow?  
- I'm not feeling very well. I think ..... home.

Will (future)

We often use the 'will future' in these situations:

'I think': I think I'll call in sick tomorrow.

to offer help: I'll help you with the delivery this afternoon.

to promise: I promise we will send you a replacement product by tomorrow.

to hope: I hope I see you all at the conference.

5. Read Kim's email to Alice below and choose the correct future form.

Hi Alice,

I hope you're having a good start to the week.

Unfortunately, I caught a cold over the weekend. So, I am going to / will work from home over the next few days. I hope I am going to / will be well enough for our business trip to Madrid on Thursday.

Are you going to / Will you meet Jacob about the construction plans tomorrow morning? If I feel ok, I think am going to / will join the meeting using the conference phone. I hope I am going to / will be able to hear everything!

Best,

Kim



6. Read Alice's reply to Kim below and choose the correct future form.



Hi Kim,

I'm sorry to hear that you are sick! I hope you are going to / will be well enough for our trip too.

I am going to / will meet Jacob tomorrow morning and we are going to / will talk about the construction plans.

I am going to / will tell him that you are sick and that you want to attend the meeting by phone. If you are too sick to attend, I am going to / will send you an email with the key points we covered.

Get well soon!

Best,

Alice

## Future tenses recap:

<p style="text-align: center;"><b>Present Simple</b></p> <p><u>Used for appointments / timetables/schedules</u></p> <p>For example:</p> <ul style="list-style-type: none"> <li>- <i>The meeting is at 4pm.</i></li> <li>- <i>The train leaves at 6am.</i></li> <li>- <i>Jack's flight lands at 7pm.</i></li> </ul>		
<p style="text-align: center;"><b>Present Continuous</b></p> <p><u>Used for future plans</u></p> <ul style="list-style-type: none"> <li>- <i>Melissa is flying to France on Wednesday.</i></li> <li>- <i>We are going to lunch at 12pm.</i></li> <li>- <i>They are meeting me at the airport tomorrow.</i></li> </ul> <p><i>*Note: The Present Continuous Future is usually used with the verb 'go'.</i></p>	<p style="text-align: center;"><b>Going to</b></p> <p><u>Used for future plans and intentions.</u></p> <ul style="list-style-type: none"> <li>- <i>I am going to meet Jack next week.</i></li> <li>- <i>We are going to give a presentation about the water shortage in South Africa.</i></li> <li>- <i>They are going to build a new office in Hamburg.</i></li> </ul> <p><i>*Note: In this context the Going to Future and the Present Continuous Future are often used synonymously.</i></p>	<p style="text-align: center;"><b>Will</b></p> <p><u>Used when decisions for the future are made in the moment of speaking.</u></p> <ul style="list-style-type: none"> <li>- <i>I'll have the chicken pasta please.</i></li> <li>- <i>Is the party tonight? I'll see you there then!</i></li> <li>- <i>Can you send me the updated list of contacts? 'Sure, I'll send it first thing tomorrow morning.'</i></li> </ul>
	<p><u>Used to describe the future when the situation in the present context makes what is going to happen in the future clear.</u></p> <ul style="list-style-type: none"> <li>- <i>Look at the clouds! It's going to rain.</i></li> <li>- <i>You need to leave now or you are going to miss your flight.</i></li> <li>- <i>I am going to be in meetings all afternoon.</i></li> </ul>	<p><u>Often used in these situations:</u></p> <ul style="list-style-type: none"> <li>- <i>'I think': I think I'll call in sick tomorrow.</i></li> <li>- <i>to offer help: I'll help you with the delivery this afternoon.</i></li> <li>- <i>to promise: I promise we will send you a replacement product by tomorrow.</i></li> </ul>