



PLANIT
TEACHERS

Business English for IT Programmers: Mastering Present Simple and Present Perfect Tenses

Student Name: _____

Class: _____

Due Date: _____

Introduction

Welcome to this homework assignment, designed to help IT programmers improve their Business English skills, focusing on the correct usage of the Present Simple and Present Perfect tenses. By the end of this assignment, you will be able to understand and use these tenses accurately, facilitating effective communication in business settings.

The Present Simple and Present Perfect tenses are essential in business communication, as they help convey information about habits, routines, and completed actions. Mastering these tenses will enable you to express yourself clearly and confidently in various business contexts, such as meetings, presentations, and written reports.

Present Simple:

- Used for habits, routines, and general truths
- Form: subject + base form of the verb (e.g., I work, she studies)
- Examples:
 - I work as a software developer.
 - She studies computer science.
 - They meet every Friday.

Present Perfect:

- Used for actions that started in the past and continue up to the present moment
- Form: subject + has/have + past participle (e.g., I have worked, they have studied)
- Examples:
 - I have worked on this project for three months.
 - She has studied English for five years.
 - They have been working on the new software for two years.

Complete the following sentences with the correct form of the verb in parentheses, using either the Present Simple or Present Perfect tense:

1. By the time I _____ (finish) this project, I will have worked on it for six months.

2. Our company _____ (expand) its operations to Asia next year.

3. She _____ (not/be) to the new office yet, but she will visit it tomorrow.

4. They _____ (develop) a new software tool that _____ (improve) our workflow significantly.

5. The IT team _____ (work) on the server issue since morning, but it _____ (not/resolve) yet.



Business Scenario

Read the following scenario and answer the questions:

Our company is launching a new product next quarter. The marketing team has been working on the campaign for three months, and they have already created several advertisements. However, the sales team has not received the product specifications yet.

1. What tense is used in the sentence "The marketing team has been working on the campaign for three months," and why?

2. Write a sentence describing what the sales team has been doing while waiting for the product specifications.

3. What would you say to a colleague who asks about the product launch, using the Present Simple tense?

Writing a Business Email

Write an email to a client, informing them about a project update, using both the Present Simple and Present Perfect tenses correctly. Ensure your email includes:

- A greeting and introduction
- A brief project update
- An explanation of the next steps
- A closing and signature

Example:

Subject: Update on Project XYZ

Dear [Client],

I hope this email finds you well. We have been working on Project XYZ for the past two months, and I am pleased to inform you that we have completed the first phase. Our team presents a progress report every Friday, and we will discuss the project's current status tomorrow. If you have any questions or concerns, please do not hesitate to contact me.

Best regards,

[Your Name]

Choose any combination:

1. Create a presentation: Prepare a short presentation about a project you are currently working on, using the Present Simple and Present Perfect tenses to describe the project's progress and achievements.

2. Role-play a meeting: With a partner, practice a meeting scenario where you discuss a project update, using both tenses to communicate effectively.

Self-Assessment

Review your work and assess your understanding of the tenses. Identify areas for improvement and make a plan to practice and review the material.

Success Criteria

To successfully complete this assignment, ensure you:

- Accurately use the Present Simple and Present Perfect tenses in the grammar exercises and writing tasks
- Demonstrate an understanding of the tenses in the business scenario and email writing tasks
- Complete all tasks within the allocated time frame (45-60 minutes)
- Review and self-assess your work to identify areas for improvement

Parent/Guardian Notes

For supporters of students, please note:

- Encourage your learner to review the grammar rules before starting the assignment
- Assist with time management, ensuring the student allocates sufficient time for each task
- Encourage self-assessment and reflection on the learning process
- Provide feedback on the email writing task, focusing on the correct usage of the Present Simple and Present Perfect tenses

In addition to the basic usage of the Present Simple and Present Perfect tenses, there are several advanced concepts that are essential for effective communication in business settings. One of these concepts is the use of the Present Perfect Continuous tense, which is used to describe actions that started in the past and continue up to the present moment.

Example

I have been working on this project for three months, and I am still making progress. The team has been meeting every Friday to discuss the project's status, and we have been making good progress so far.

Case Study 1: Project Management

A project manager has been working on a new software development project for six months. The team has been meeting every week to discuss the project's progress, and they have been making good progress so far. However, the project manager has realized that the team has been experiencing some difficulties with the project's timeline, and they need to adjust the schedule accordingly.

Using the Present Perfect Continuous tense, the project manager can say: "We have been working on this project for six months, and we have been making good progress. However, we have been experiencing some difficulties with the timeline, and we need to adjust the schedule accordingly."

Case Study 2: Business Development

A business development manager has been working on a new marketing campaign for three months. The team has been meeting every week to discuss the campaign's progress, and they have been making good progress so far. However, the manager has realized that the team has been experiencing some difficulties with the campaign's budget, and they need to adjust the budget accordingly.

Using the Present Perfect Continuous tense, the manager can say: "We have been working on this campaign for three months, and we have been making good progress. However, we have been experiencing some difficulties with the budget, and we need to adjust the budget accordingly."

Group Discussion

Divide into small groups and discuss the following questions:

- What are some common challenges that teams face when working on projects, and how can they be addressed using the Present Perfect Continuous tense?
- How can the Present Perfect Continuous tense be used to describe actions that started in the past and continue up to the present moment in business settings?
- What are some examples of how the Present Perfect Continuous tense can be used in business writing, such as in reports or emails?

Writing Task

Write a short report (approx. 250-300 words) on a project that you have been working on, using the Present Perfect Continuous tense to describe the project's progress and any challenges that you have faced.

Be sure to include the following:

- An introduction to the project and its objectives
- A description of the project's progress, using the Present Perfect Continuous tense
- A discussion of any challenges that you have faced, and how you have addressed them
- A conclusion summarizing the project's status and any future plans

Self-Assessment

Review your work and assess your understanding of the Present Perfect Continuous tense. Identify areas for improvement and make a plan to practice and review the material.

Peer Review

Exchange your report with a partner and review each other's work. Provide feedback on the following:

- Use of the Present Perfect Continuous tense to describe the project's progress and challenges
- Clarity and coherence of the writing
- Use of transitional phrases and sentences to connect ideas
- Overall organization and structure of the report

Conclusion

In conclusion, the Present Perfect Continuous tense is an essential grammar structure for effective communication in business settings. By mastering this tense, you can describe actions that started in the past and continue up to the present moment, and provide updates on projects and progress.

Remember to practice using the Present Perfect Continuous tense in your writing and speaking, and to review the material regularly to reinforce your understanding.



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Conclusion

Congratulations on completing this homework assignment! You have demonstrated your understanding of the Present Simple and Present Perfect tenses in various business contexts. Remember to practice and review the material regularly to reinforce your learning.