

# Grammar

## 1 Present continuous

We can use the present continuous when we talk about an event or action that we have planned for the future.

*We **are launching** our new product at the trade show.  
He's **coming** home from the convention this Thursday.*

## 2 Present simple

We can use the present simple

- \* when talking about timetables and programs

*I **finish** my work at 5:00.  
What time **does** the meeting **start**?*

- \* when referring to a future time in a clause beginning with *after, as soon as, before, when, until*

*Should I email them **as soon as** I make the reservation?  
**When** I arrive in Tokyo I will pick up the rental car that I booked.*

## 3 Will

+	<i>will ('ll) + verb</i>	She' <b>ll come</b> to the meeting.
-	<i>will not (won't) + verb</i>	We <b>won't come</b> to the meeting.
?	<i>will... + verb?</i>	<b>Will</b> he <b>come</b> to the meeting?

We use **will** when we:

- \* make a decision about the future at the time of speaking

*Let's see. It is 7:30 now. **I'll take** over the post while you have dinner.  
Will that **take** long? No, it **won't take** more than 15 minutes.*

- \* indicate being prepared or willing to do something

*We'**ll let** you know what the options are.  
**Will you send** over some more pamphlets if we need them?*

## 4 Going to

+	<i>am / is / are going to + verb</i>	He' <b>s going to come</b> to the conference.
-	<i>am / is / are not going to + verb</i>	We' <b>re not going to come</b> to the conference.
?	<i>am / is / are ... going to + verb?</i>	<b>Are you going to come</b> to the conference?

We use **going to** when we:

- \* intend to do something in the future based on a decision made before now

*I'll have to plan what **I'm going to pack**.  
**Is Julia going to be** in charge of product presentations at the show?*

- \* can see that something will happen in the very near future

*Those flyers **are going to fall** off the counter.*

## 5 Comparing *will* and *going to*

### Intentions

*A: I'm going to look at some of the other frames during my time off. (A decision made before speaking.)*

*B: That sounds like a good plan. We'll join you if you don't mind. (A decision made at the moment of speaking.)*

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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