

NAME:	
DATE:	
TOPIC:	Tenses - answers
LEVEL:	B2

What is the correct verb form?

- 1) We RECEIVED your invoice yesterday.
- 2) We always RECOMMEND that you check the invoice carefully.
- 3) At the moment we ARE NEGOTIATING with two other suppliers.
- 4) Five customers HAVE COMPLAINED so far.
- 5) Next year we WILL REQUIRE more of your products than this year.
- 6) We would like TO BRING FORWARD delivery from March to February.
- 7) The supplier CONFIRMED the order last week.
- 8) If you increase the price by 20%, we WILL CANCEL the order.
- 9) How many parts HAS the forwarding agency DELIVERED so far?
- 10) I HAVE PREPARED/AM PREPARING everything for today's meeting.
- 11) Can you EXPLAIN why our invoice has not been paid?
- 12) Last week our sales representative CONVINCED the customer to place an order.
- 13) Can you SUGGEST / PROPOSE a better alternative?

14) Last week the consultant ADVISED us to sell some of our assets.

15) HAVE you SOLVED the problem with the data management system yet?