Future tense (will and going to) for Business English Conversational Practice

1. When are you going to schedule a meeting for the new project?
- I am planning to schedule it for the first week of this month.
- It will be scheduled tonight after discussing it with the team.
- I will schedule it later this week once I receive everyone's availability.

Follow-up: Who will be the attendees of the meeting?

2. How will you ensure that you meet the deadline for the quarterly report this week?
- By distributing the tasks among the team and regularly tracking progress.
- By prioritizing my tasks and dedicating specific hours to work on the report.
- By staying extra hours at work to ensure the report is ready on time.

Follow-up: What strategies will you employ to manage your time efficiently?

3. What is the best way to share a document with your team members who are in different locations?
- I will use email to send the document.
- I am going to share it via a cloud storage service like Google Drive.
- I'll use the company's internal communication platform to share the document.

Follow-up: How will you know that everyone has received and accessed the document?

4. Who will make a presentation on the project updates in the meeting this month?
- I am going to make the presentation.
- My colleague, Jane, will make the presentation.
- We will have a rotating schedule, so different team members will present each time.

Follow-up: When will the presentation slides be ready for review?

5. How are you going to take notes during the online meeting tonight?
- I will use a digital note-taking tool on my laptop.
- I am going to take handwritten notes and then digitize them.
- I will record the meeting and take notes from it later.

Follow-up: Will you share these notes with the rest of the team?

6. Who is going to give feedback on your proposal this week?
- My manager will provide feedback.
- The team will collectively give feedback.
- An external consultant will review and give feedback.

Follow-up: How will you incorporate this feedback into your work?

7. What is your plan to update your calendar for this month's activities?
- I will update it manually based on the scheduled meetings and deadlines.
- I will sync my email and calendar so that any new meetings or tasks are automatically updated.
- I am going to set reminders for key activities to ensure I don't miss anything.

Follow-up: How frequently will you check your calendar to stay updated?

8. When will you attend a conference related to your industry this year?
- I am going to a conference next month.
- I will attend a virtual conference later this year.
- I am planning to attend a conference in the third quarter of this year.

Follow-up: What are your expectations from the conference?

9. Who will you call to discuss the problem you encountered in your project?
- I am going to call our project lead.
- I will call the technical team for assistance.
- I will get in touch with our client to discuss potential solutions.

Follow-up: When do you plan to have this call?

10. Where are you going to print the document for the meeting this week?
- I will print it in the office.
- I am going to use a print shop close to my house.
- I will print it at home as I have a printer.

Follow-up: How will you ensure that all participants get a copy of the printed document?

Yes/No Questions
1. Are you going to submit the document to the client today?
- Yes, I am submitting it after the final review.
- No, I need to incorporate some changes, so I'll submit it tomorrow.
- Maybe, it depends on the feedback I receive from my team.

Follow-up: How will you confirm that the client has received the document?

2. Will you send a message to the team regarding the changes in the project tonight?
- Yes, I will send an email as soon as I finish drafting it.
- No, I will send it in the morning so it's the first thing they see.
- Maybe, I need to get approval for the changes first.

Follow-up: How will you ensure that everyone understands the changes?

3. Are you going to attend the online meeting this week?
- Yes, I have it scheduled in my calendar.
- No, I have a conflicting schedule, but I'll watch the recorded session later.
- Maybe, I'll need to see how the week unfolds before committing.

Follow-up: How will you prepare for the meeting?

4. Will you make a video for the company's annual event this year?
- Yes, I am already planning the content for it.
- No, but I will assist someone else who is making it.
- Maybe, I am still considering the requirements and resources needed.

Follow-up: What is your plan to make the video engaging and informative?

5. Are you going to use a spreadsheet to track project progress this month?
- Yes, it helps me stay organized and aware of the project's status.
- No, I am going to use a project management tool for tracking.
- Maybe, I will decide based on the complexity and size of the project.

Follow-up: How will you ensure all team members can access and update this tracking tool?