

Business English Tenses Made Simple: A Cheat Sheet

You might have learned 12 or more English tenses in school—but do you really need all of them for business? The answer is: No!

In fact, **95% of business communication relies on just five key tenses**. This cheat sheet covers them with simple explanations and practical examples, so you can boost your confidence and improve your English fast.

1. PRESENT SIMPLE → General Facts & Routines

📌 **Use:** Facts, habits, schedules.

- ✓ We start meetings at 9 am. (*habit/schedule*)
- ✓ The company offers remote work options. (*general fact*)

2. PRESENT CONTINUOUS → Happening Now or Planned Future

📌 **Use:** Temporary actions, ongoing projects, scheduled future plans.

- ✓ I'm working on the report right now. (*temporary action*)
- ✓ We're meeting the client on Friday. (*scheduled future plan*)

3. PAST SIMPLE → Finished Events at a Specific Time

📌 **Use:** Completed actions in the past, often with a time marker.

- ✓ I sent the email yesterday. (*finished action with time marker*)
- ✓ They hired a new manager last month. (*specific past event*)

4. PRESENT PERFECT → Past Actions with a Connection to Now

📌 **Use:** Experiences, recent actions, or results that still matter.

- ✓ I've worked with international clients before. (*experience*)
- ✓ She has just finished the proposal. (*recent action with impact now*)

5. FUTURE TENSES → Plans, Predictions & Decisions

📌 **Use:** Different ways to talk about the future.

◆ **WILL** → Instant decisions, promises, predictions

- ✓ I'll send the document right away. (*instant decision*)

◆ **GOING TO** → Planned actions, strong intentions

- ✓ We're going to launch the new product next month. (*planned action*)

◆ **PRESENT CONTINUOUS (Future Meaning)** → Fixed plans

- ✓ I'm meeting the CEO tomorrow at 10 am. (*scheduled event*)