

Language Focus

Task 1: Complete the answer using the phrases in the box.

among the steps I took	the project focused
there was a time	I was assigned
I spent a lot of time	I made sure
then I spent time	the one additional step
I researched statistics	as a result

Tell me about a time you were assigned what you considered to be a complex project. What steps did you take? What would you have done differently if given the chance?

OK, ❶ _____ I had to give a marketing presentation while attending community college. We were looking at major consumer retailers in the U.S. market. ❷ _____ on Anheuser-Busch. ❸ _____ to report on key management personnel, divisions and subsidiaries, major products, brands and services, key financials for the most recent year. ❹ _____ on sales revenue, expenses, total income, net income, sales growth or loss for the last year, market share, key competitors, mission statement, product positioning, and number of employees. ❺ _____ was visiting the company's Miami branch to interview employees and gather visual aids for the project. ❻ _____ organizing and writing the presentation. ❼ _____ reviewing my speech over a period of several days. ❽ _____ to record the speech to eliminate as many ums and ahs as I could. ❾ _____, I was calm while giving the presentation and received an "A" for the project. ❿ _____ I perhaps wish I'd taken would have been to talk to some consumers and storeowners about the product.

Task 2:

- i) What verb form follows "I spent a lot of time" and "Then I spent time"?
- ii) Identify and explain the verb tenses in "...I perhaps wish I'd taken would have been to talk to some consumers and storeowners about the product."