

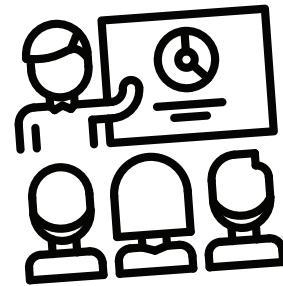
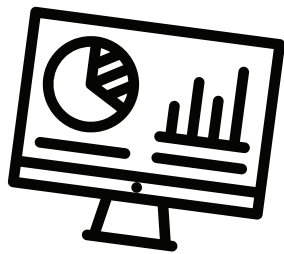
# MIXED TENSES

Skim the article below to decide who it is aimed at.  
Then put the verbs in brackets into the correct tense.

## How to survive in business today

The current stripping away of management layers and large-scale staff redundancies

1)..... (shrink) companies radically. In some ways, this harsh new reality  
2)..... (bring) bosses and workers closer together. At the same time, many new  
small businesses 3)..... (set up) in the last few years and a staggering 60 percent  
of the population now work in small groups of five or less. Alongside these trends, the need to apply  
psychology in the workplace 4)..... (grow) constantly. 'Job for life'  
5)..... (cease) to exist, and in contrast, survival skills at work  
6)..... (become) absolutely essential. Here are some top tips on how to survive in  
the office.



Email people at night - it will look as though you 7)..... (put in) extra hours.

Try to remember people's names - recent studies 8)..... (show) that this simple  
gesture makes people think more highly of you.

Spend money on smart clothes - a survey by Hays Personnel Services 9)..... (find)  
that 42% of men and 52% of women think well-dressed people have a career advantage.

Become known as a safe pair of hands rather than a high-flying genius - in ten years' time, you  
10)..... (claim) unemployment benefits for at least another five years.

Be concise in meetings - if you 7)..... (ramble on) at length, the chances are that  
you won't have got your message across.