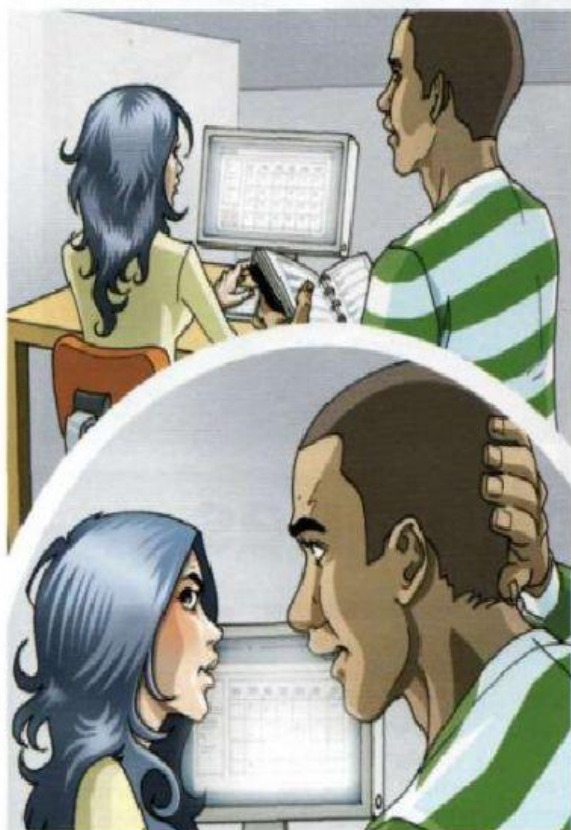


9 to 5

Invitations

- 1 Look at the pictures and discuss what is happening.



- 2 Listen and answer the questions.
- Why does Joe need a meeting with Richard?
 - Can Richard and Joe meet up?
- 3 Listen again and complete Richard's appointments.

Monday	
11.30	show visitors around the studio
2.00	_____ of Talent
3.15	_____ to New York office
3.30	_____
Tuesday a.m.	
8.30	_____
10.30	_____ director from Fab Films

- 4 Listen to the second part of 9 to 5 and answer the questions.

- What does Joe invite Lisa to do after work?
- Why can't she go?
- Why can't Lisa go out with Joe on Thursday?
- What is happening on Friday?
- Can Lisa go?

Expressions

Let's ...

How about ... ?

What about ... ?

Can you make ... ?

I'm afraid I can't.

I'm sorry, I'm busy.

• Language spot

Present Continuous for future, *be going to*

Present Continuous for future

Read the rules and complete the examples.

are going to increase going to call
'm going to are tomorrow 'm meeting

- We use the Present Continuous to talk about things we have arranged in the past to do in the future.

I _____ Clare for dinner tomorrow evening.

- We often use the Present Continuous with expressions like *next week, in May, tomorrow, etc.*

We're leaving for Madrid _____.

be going to

- We use *be going to* to talk about decisions and intentions.

Who _____ you _____ this afternoon?

I'm tired! I _____ turn off my computer and go home.

- We also use it to predict the future based on information we know now.

DVD sales _____.

» Go to **Grammar reference** p.117

- 1 Look at Juan's diary and complete the dialogue.

12 MONDAY
9.30 Meeting Steve Irvine
13 TUESDAY
11.00 a.m. Brief IT Administrator
14 WEDNESDAY
Prepare sales report
15 THURSDAY
10.00 a.m. Group meeting: present sales figures
2.30 p.m. Call Madrid office
16 FRIDAY
12.30 p.m. Lunch with Sales team

Juan What's next week looking like, Alicia?

Alicia Well on Monday you _____¹ a meeting with Steve Irvine. (have)

Juan What time _____ he _____²? (arrive)

Alicia At 9.30. And on Tuesday you _____³ the IT Administrator. (brief)

Juan Oh, I forgot about that! Do you have the documents?

Alicia Yes, don't worry.

Juan What _____⁴ on Wednesday? (happen)

Alicia You _____⁵ the sales report. (prepare)

Juan Oh, yes. Of course.

Alicia And on Thursday you _____⁶ the group meeting at 10.00 a.m. and you _____⁷ the sales figures. (attend / present)

Juan Fine. _____ I _____⁸ Lisa Fuentes in the afternoon? (see)

Alicia No, you _____⁹ (not). But you _____¹⁰ the Madrid office. (call)

Juan What about Friday? _____ I _____¹¹ anything exciting? (do)

Alicia Well, you _____¹² lunch with the Sales team. (have)

Juan That's not bad!

- 2 Work in pairs. Talk about things you have arranged to do in the future. Ask and answer questions.

EXAMPLE

A What are you doing tomorrow?

B I'm going on a PowerPoint training course.

- 3 Write sentences about Holly's business trip next month.

EXAMPLE

I'm going to use the gym in the hotel.

use the gym in the hotel ✓

meet a lot of key customers ✓

eat in some good restaurants ✓

visit factories ✗

negotiate some new contracts ✗

call the office every day ✓

check emails every morning ✗

Pronunciation

going to

- 1 Listen to the sentences. Notice that the word *to* is shortened. This is very common in English.

1 He's going to take the job in New York.

2 Are they going to change your computer?

3 They aren't going to meet their sales target.

4 We're going to do a lot of work tonight.

- 2 Work in pairs. Practise saying the sentences. Listen again to check your performance.

Speaking

You are going to arrange a meeting. Work in groups of three. Remember to use the expressions from 9 to 5. Student A go to p.108. Student B go to p.113. Student C go to p.115.