

• The meeting

Vocabulary work

Grammar Present Continuous: positive and negative, questions and short answers

Vocabulary Work

- 1 a** Work in pairs. Which of these words do you know? Then do the exercise in **VOCABULARY 8.1** p145.

a customer a report notes
a letter a message a contract
a company a meeting a conference

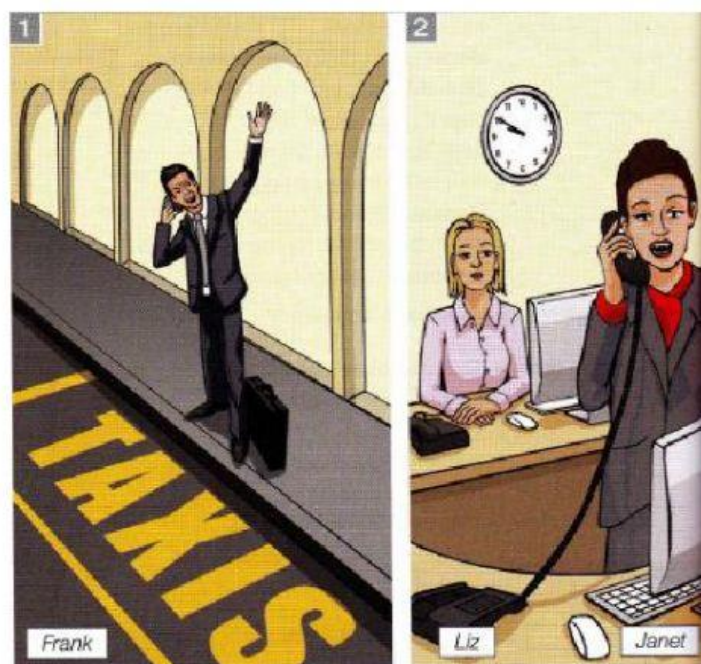
- b** Work on your own. Which word/phrase does not go with the verb?

- 1 write a customer/a report/a letter
- 2 answer the phone/notes/an email
- 3 take contracts/messages/notes
- 4 sign a contract/a letter/a meeting
- 5 work for a company/in an office/a report
- 6 go to a meeting/a contract/a conference
- 7 write to a contract/a customer/a company

- c** Work in pairs. Compare answers. Then take turns to test your partner.

letters

You write letters and sign letters.



Listening and Speaking

- 2 a** Look at pictures 1 and 2. It's 9.50 a.m. Where are the people?

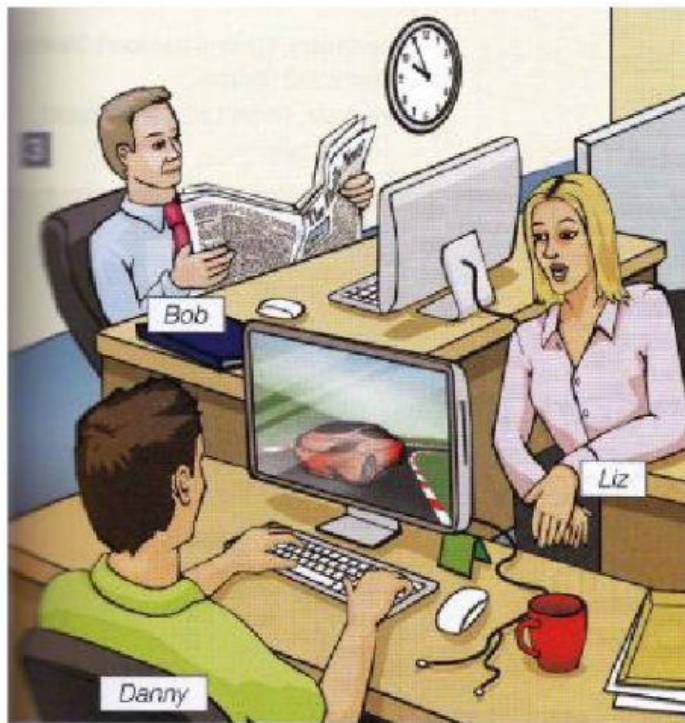
- b** **CD2** 45 Listen to the conversation. What is Frank's problem?

- c** Listen again and choose the correct answers.

- 1 Frank isn't at work because the bus/train was late.
- 2 The meeting with the Tamada brothers is at ten/eleven o'clock.
- 3 Frank wants Janet to start the meeting/wait for him.
- 4 The contract is Frank's/Janet's.
- 5 Adriana is in the office/at home.
- 6 Janet wants Liz to take notes in the meeting/finish some reports.

- 3 a** Who says these sentences – Frank, Janet or Liz?

- 1 I'm waiting for a taxi. *Frank*
- 2 They're sitting in your office.
- 3 They aren't looking very happy.
- 4 She's working at home today.
- 5 I'm not doing anything important at the moment.
- 6 Danny isn't doing anything.



3 a Look at picture 3. Liz is talking to Danny. It's 9.55 a.m. Put the verbs in the Present Continuous.

LIZ Danny, are you busy?

DANNY Well, er, I ¹ 'm writing (write) a letter.

LIZ Can you take notes at the meeting, please?

DANNY Why me? Look, Bob ² _____ (read) the newspaper. Ask him.

LIZ He ³ _____ (not read) the newspaper.

He ⁴ _____ (study) the business pages.

DANNY Well, I ⁵ _____ (wait) for a phone call from New York.

LIZ They ⁶ _____ (not work) in New York now, Danny. It's 5.00 a.m. there!

DANNY OK, OK, I ⁷ _____ (go) now. Which room?

b **CD2 - 47** Listen and check your answers.

3 **CD2 - 48** It's now 10.15 a.m. Frank is phoning Liz. Listen and answer the questions.

- 1 Where is Frank calling from?
- 2 Is the taxi moving?
- 3 Are they having the meeting now?
- 4 What is Danny doing?
- 5 What is Frank doing at the end of the phone call?