

## VOCABULARY Time management

### 1 Complete the conversation with the correct form of words from the box.

appointment take a break priority delay  
list stay up late arrange rush

Ms. S.: Right, Carl. What are we doing today?  
C: Well, Ms. Schmidt, here's the <sup>1</sup> ..... of orders we need to send out. There are quite a lot, so Production's <sup>2</sup> ..... to get them ready.  
Ms. S.: Good. Tell them the Bancroft order's a <sup>3</sup> ..... , so they must finish that one first.  
C: OK. Then, you've got an <sup>4</sup> ..... with Mr. Jennings at 10am.  
Ms. S.: Mm. I'm too busy. Phone him and see if you can <sup>5</sup> ..... it for this afternoon, please.  
C: What about your meeting with the marketing department at 3 o'clock?  
Ms. S.: My presentation isn't ready yet, and I can't do it now. I'll need to <sup>6</sup> ..... tonight and finish it, so let's <sup>7</sup> ..... the meeting until tomorrow. Call them, will you? Now, I need to <sup>8</sup> ..... ! Bring me some coffee, Carl, please.

## GRAMMAR Present simple and present continuous for the future

### 2 Match the questions 1–6 with the answers a–f.

- 1 Are you coming to the cinema tonight?  
2 Is the meeting with the clients at 12?  
3 Are you busy tomorrow?  
4 What are you doing this weekend?  
5 There's a meeting about the new project at 11. Are you coming?  
6 When are you going to Zurich?
- a Of course. I've got some ideas I want to discuss with you.  
b I've got a training course in Brussels. What about you?  
c My plane leaves at 4.  
d It depends what time I finish work.  
e Yes, I'm giving a presentation in the morning, and then I'm seeing some clients.  
f No, they want to reschedule it for later this week.

### 3 Make the following sentences negative.

- 1 I've got an appointment with the sales manager this morning. ....  
2 We're working on the new project this afternoon. ....  
3 There's a meeting next Friday to discuss progress. ....  
4 My contract ends in two months. ....  
5 Jorge is attending a training course tomorrow. ....  
6 I'm leaving work at the end of this month. ....

### 4 Read this interview from a newspaper and complete the gaps with a suitable form of the verbs in brackets.

A number of students choose to take a gap year between leaving school and going to university. They usually travel, or gain some work experience during this time. Some go and do voluntary work. Alice Ter Haar, our reporter, interviewed one school leaver who is taking a gap year next year.



Alice: So, Kami, what <sup>1</sup> ..... (you / do) in your gap year?  
Kami: Well, first of all, I <sup>2</sup> ..... (fly) to East Africa to do some voluntary work. A new welfare project <sup>3</sup> ..... (start) on Monday. I <sup>4</sup> ..... (work) there for about six months, and then I <sup>5</sup> ..... (go) down to Antarctica.  
Alice: Why there?  
Kami: I <sup>6</sup> ..... (have got) a place at Southampton University next year to study environmental science. My main interest is in climate change, and so I <sup>7</sup> ..... (travel) to places where the climate's already been affected. I want to gain some experience of working in different climates.  
Alice: That sounds amazing! When are you leaving?  
Kami: My plane <sup>8</sup> ..... (take off) at 7 this evening.

## VOCABULARY Collocations

### 5 Circle the phrase which does not collocate with the word on the left.

- |             |  |
|-------------|--|
| 1 priority  | make it a ~ / my main ~ / manage a ~ / agree on what the ~ is          |
| 2 interview | have an ~ for a job / attend ~ training / a phone ~ / the ~ went badly |
| 3 contract  | (not) be a ~ / have (got) a temporary ~ / sign the ~ / my ~ ends       |
| 4 training  | need more ~ / agree a new ~ / give ~ / get basic ~                     |
| 5 job       | apply for a ~ / need more ~ / lose my ~ / have a well-paid ~           |
| 6 project   | work on a new ~ / a big ~ / launch a new ~ / go to a ~                 |
| 7 staff     | friendly and efficient ~ / employ new ~ / a positive ~ / train the ~   |
| 8 meeting   | arrange a ~ / a part-time ~ / have a staff ~ / go to a ~               |