

PRESENT CONTIN.

★ **3A** Look at the pictures. Complete the sentences with the correct form of the verbs in brackets.



Mikhail, Rita, Pablo, Richard



Andres



Paola



Peter



Katrina and Will

- 1 Mikhail, Rita, Pablo and Richard _____ (have) a meeting. It _____ (not go) well.
- 2 Andres _____ (not work) at his desk. He _____ (looking after) the machines in the factory. He _____ (not have) problems.
- 3 Paola _____ (not meet) customers. She _____ (write) a report.
- 4 Peter _____ (repair) the computer. He _____ (have) problems.
- 5 Katrina and Will _____ (not prepare) a report. They _____ (give) a presentation. It _____ (go) well.

do give have
talk use work

B Complete the questions with the correct form of verbs in the box.

- 1 _____ Mikhail, Rita, Pablo and Richard _____ a good meeting?
- 2 _____ Andres _____ at his desk?
- 3 _____ Paola _____ her computer?
- 4 What _____ Peter _____ ?
- 5 Who _____ Katrina and Will _____ to?
- 6 _____ Katrina and Will _____ a presentation?

C Match the answers with the questions in Exercise 3B.

- | | | |
|----------------------|------------------------------|-----------------------|
| a No, he isn't. ____ | c No, they aren't. ____ | e Yes, they are. ____ |
| b Customers. ____ | d Repairing a computer. ____ | f Yes, she is. ____ |

4 Alicia is writing an update email to her boss Veronika in Zurich. Imagine you are Alicia. Use the information in the emails on Page 42 to write your email.

- Start the email and say you hope everything is going well in Zurich.
- Say why you are writing – give an update on work and the team.
- Give an update on the different activities happening now. Write one paragraph about Mexico sales and one paragraph about suppliers.
- Complete the email with an appropriate ending.