

# ACTIVITY 1:

Complete the sentences with the correct form of the verb in brackets.

- 1) I \_\_\_\_\_ (write) an email to my boss.
- 2) She \_\_\_\_\_ (talk) on the phone.
- 3) They \_\_\_\_\_ (work) from home today.
- 4) We \_\_\_\_\_ (have) a meeting now.
- 5) You \_\_\_\_\_ (check) the report.
- 6) He \_\_\_\_\_ (prepare) the presentation.
- 7) I \_\_\_\_\_ (wait) for the manager.



# ACTIVITY 2:

Read each situation and choose the correct sentence.

- 1) You hear people talking loudly in the meeting room.
- 2) Your colleague is typing very fast on her keyboard.
- 3) The manager is drinking coffee in the kitchen.
- 4) You see two coworkers in front of the printer.
- 5) Your assistant is on a call with a client.
- 6) People are eating in the cafeteria.
- 7) You're looking at a colleague checking a report.

