

# ACTIVITY 1:

Complete the sentences using the correct negative form of the verb in brackets.

1) She \_\_\_\_\_ (meet) clients today.

2) We \_\_\_\_\_ (work) in the office this week.

3) I \_\_\_\_\_ (call) the supplier now.

4) They \_\_\_\_\_ (prepare) the report at the moment.

5) He \_\_\_\_\_ (talk) to a customer right now.

6) You \_\_\_\_\_ (check) your emails, are you?

7) The manager \_\_\_\_\_ (review) the budget this morning.



# ACTIVITY 2:

Complete the questions with the correct form of be and the -ing verb.

- 1) \_\_\_ they \_\_\_ to the client? (talk)
  
- 2) What \_\_\_ she \_\_\_ right now? (do)
  
- 3) \_\_\_ you \_\_\_ the new emails? (check)
  
- 4) Where \_\_\_ he \_\_\_ today? (work)
  
- 5) \_\_\_ we \_\_\_ a meeting this afternoon?  
(have)
  
- 6) Who \_\_\_ \_\_\_ at the conference? (present)
  
- 7) \_\_\_ it \_\_\_ where you are? (rain)

