



UNIT 9.1



FURTHER PRACTICE

1. Complete the dialogues below with the appropriate responses a-h.

- a. Shall I ask him if he's free the day after?
- b. One moment, please. I'll see if he's there.
- c. Then we'll have the meeting without him.
- d. Hold on a moment – I'll look in my address book.
- e. Shall I try her on her mobile?
- f. I'll just check the register.
- g. No, I'll try again a little later.
- h. I'll wait for her to come down.

1. A: She's not there – it's just her answer phone.

B: 1

A: Yes, OK, but I don't have the number.

B: 2

2. C: He told me he can't come tomorrow.

D: 3

C: You can try, but I think he's busy all week.

D: 4

3. E: Do you have a Ms Tiffany staying here?

F: 5

Yes, we do. Shall I call up to her room?

E: No, that's OK, she's expecting me.

..... 6

4. G: Could I speak to Antoine, please?

H: 7

Hello, I'm afraid he's still at lunch. Can I take message?

G: 8





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3. Read the dialogue between two colleagues who are attending the conference. B has decided what to do this morning, but A hasn't. Complete the conversation with the correct form of the verb.

A: Which sessions *are you attending/ will you attend* ¹ this morning?

B: *I'll go/ I'm going* ² to the talk by Graham Overwood. You too?

A: I don't know. What *will he talk/ is he talking* ³ about?

B: Meditation techniques.

A: Oh yes, I saw him do that last year. I think *I'll go/ I'm going* ⁴ to the other session. What is it?

B: Just a minute, *I'll check/ I'm checking* ⁵ the conference programme. Here it is. It's Petra Durkin. She *will give/ is giving* ⁶ a presentation on in-company communication.

A: She's a very good speaker. *I'll try/ I'm trying* ⁷ that. What time *will she start/ is she starting* ⁸?

B: At 10.30. Oh, I've just remembered – there was a message on the noticeboard. *She won't come/ she isn't coming* ⁹ because she's not well.

A: That's a pity. Ok, in that case I think *I'll do/ I'm doing* ¹⁰ a little shopping this morning. *I'll meet/ I'll meeting* ¹¹ you in the bar at lunch time.

B: Ok, see you later.

4. Complete each dialogue with the correct form of **will** or **be going to**.

1. A: I'm afraid we haven't received a copy of the booking form yet.

B: Sorry about that. If I have your number. I fax it over to you straight away.

2. A: Have you planned the weekend excursion for our visitors from China?

B: Yes, Tom show them round the old town and the harbour.

3. A: I've just heard some bad news.

B: What is it?

A: They cancel our trip.

4. A: What about Tuesday at around nine thirty?

B: Fine. I see you then.

5. A: I haven't got my phone.

B: That's OK. I lend you mine.



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5. Correct each sentence by putting to, will ('ll) or a form of to be in the correct position. Write the correct sentence in each gap.

1. What you doing on Friday afternoon?

What are you doing on Friday afternoon?

2. We're not going launch a new website.

3. In a few years' time, Internet security not be a problem.

4. OK, then. I call Mr Berger later this afternoon.

5. Two of my colleagues going to study computing next year.

6. I meeting Ms Lang on Wednesday.

7. I can see you're very busy, so don't worry about the invitations. I send them out for you.

8. 'My computer's not working properly' – 'Don't worry. I call our IT specialist.'

9. I can't make it tomorrow morning, I'm afraid. I giving a talk at the trade fair.

10. We can't be sure that people have more free time in 20 years' time.

