



# 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: .....<sup>1</sup>

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

B: .....<sup>2</sup>

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

D: .....<sup>3</sup>

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

D: .....<sup>4</sup>

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

F: .....<sup>5</sup>

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

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

.....<sup>6</sup>

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

H: .....<sup>7</sup>

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

G: .....<sup>8</sup>





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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*<sup>1</sup> this morning?

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

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

B: Meditation techniques.

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

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

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

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

A: That's a pity. Ok, in that case I think *I'll do/ I'm doing*<sup>10</sup> a little shopping this morning. *I'll meet/ I'll meeting*<sup>11</sup> 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.

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

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

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

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6. I meeting Ms Lang on Wednesday.

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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.'

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

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

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