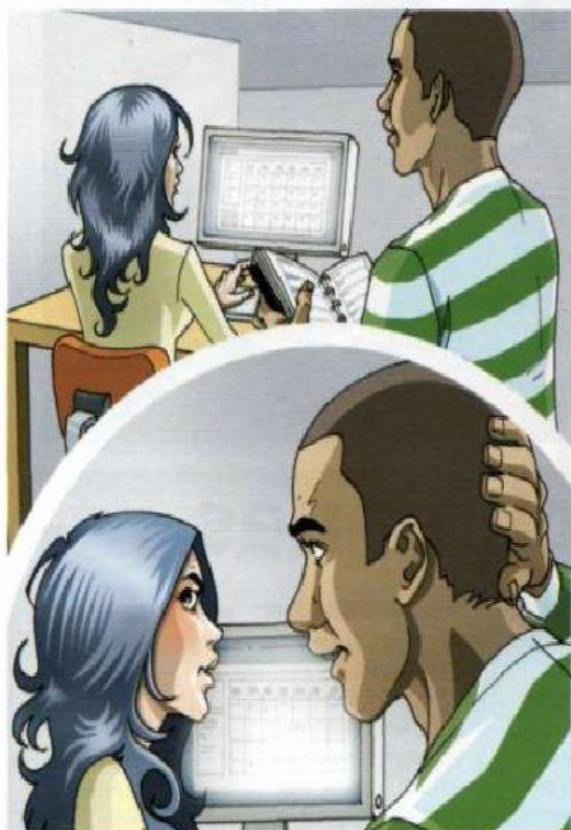


## 9 to 5

### Invitations

- 1 Look at the pictures and discuss what is happening.



- 2 Listen and answer the questions.
- 1 Why does Joe need a meeting with Richard?
  - 2 Can Richard and Joe meet up?
- 3 Listen again and complete Richard's appointments.

Monday	
11.30	show visitors around the studio
2.00	_____ of Talent
3.15	_____ to New York office
3.30	_____
Tuesday a.m.	
8.30	_____
10.30	_____ director from Fab Films

- 4 Listen to the second part of 9 to 5 and answer the questions.

- 1 What does Joe invite Lisa to do after work?
- 2 Why can't she go?
- 3 Why can't Lisa go out with Joe on Thursday?
- 4 What is happening on Friday?
- 5 Can Lisa go?

#### Expressions

Let's ...

How about ... ?

What about ... ?

Can you make ... ?

I'm afraid I can't.

I'm sorry, I'm busy.

## • Language spot

### Present Continuous for future, *be going to*

#### Present Continuous for future

Read the rules and complete the examples.

are going to increase

going to call

'm going to are

tomorrow

'm meeting

- We use the Present Continuous to talk about things we have arranged in the past to do in the future.

I \_\_\_\_\_ Clare for dinner tomorrow evening.

- We often use the Present Continuous with expressions like *next week, in May, tomorrow, etc.*

We're leaving for Madrid \_\_\_\_\_.

#### *be going to*

- We use *be going to* to talk about decisions and intentions.

Who \_\_\_\_\_ you \_\_\_\_\_ this afternoon?

I'm tired! I \_\_\_\_\_ turn off my computer and go home.

- We also use it to predict the future based on information we know now.

DVD sales \_\_\_\_\_.

» Go to **Grammar reference** p.117

1 Look at Juan's diary and complete the dialogue.

<b>12 MONDAY</b>
9.30 Meeting Steve Irvine
<b>13 TUESDAY</b>
11.00 a.m. Brief IT Administrator
<b>14 WEDNESDAY</b>
Prepare sales report
<b>15 THURSDAY</b>
10.00 a.m. Group meeting: present sales figures
2.30 p.m. Call Madrid office
<b>16 FRIDAY</b>
12.30 p.m. Lunch with Sales team

Juan What's next week looking like, Alicia?

Alicia Well on Monday you \_\_\_\_\_<sup>1</sup> a meeting with Steve Irvine. (have)

Juan What time \_\_\_\_\_ he \_\_\_\_\_<sup>2</sup>? (arrive)

Alicia At 9.30. And on Tuesday you \_\_\_\_\_<sup>3</sup> the IT Administrator. (brief)

Juan Oh, I forgot about that! Do you have the documents?

Alicia Yes, don't worry.

Juan What \_\_\_\_\_<sup>4</sup> on Wednesday? (happen)

Alicia You \_\_\_\_\_<sup>5</sup> the sales report. (prepare)

Juan Oh, yes. Of course.

Alicia And on Thursday you \_\_\_\_\_<sup>6</sup> the group meeting at 10.00 a.m. and you \_\_\_\_\_<sup>7</sup> the sales figures. (attend / present)

Juan Fine. \_\_\_\_\_ I \_\_\_\_\_<sup>8</sup> Lisa Fuentes in the afternoon? (see)

Alicia No, you \_\_\_\_\_<sup>9</sup> (not). But you \_\_\_\_\_<sup>10</sup> the Madrid office. (call)

Juan What about Friday? \_\_\_\_\_ I \_\_\_\_\_<sup>11</sup> anything exciting? (do)

Alicia Well, you \_\_\_\_\_<sup>12</sup> lunch with the Sales team. (have)

Juan That's not bad!

2 Work in pairs. Talk about things you have arranged to do in the future. Ask and answer questions.

EXAMPLE

A What are you doing tomorrow?

B I'm going on a PowerPoint training course.

3 Write sentences about Holly's business trip next month.

EXAMPLE

I'm going to use the gym in the hotel.

use the gym in the hotel ✓

meet a lot of key customers ✓

eat in some good restaurants ✓

visit factories ✗

negotiate some new contracts ✗

call the office every day ✓

check emails every morning ✗

## Pronunciation

### going to

1 Listen to the sentences. Notice that the word *to* is shortened. This is very common in English.

1 He's going to take the job in New York.

2 Are they going to change your computer?

3 They aren't going to meet their sales target.

4 We're going to do a lot of work tonight.

2 Work in pairs. Practise saying the sentences. Listen again to check your performance.

## Speaking

You are going to arrange a meeting. Work in groups of three. Remember to use the expressions from 9 to 5. Student A go to p.108. Student B go to p.113. Student C go to p.115.