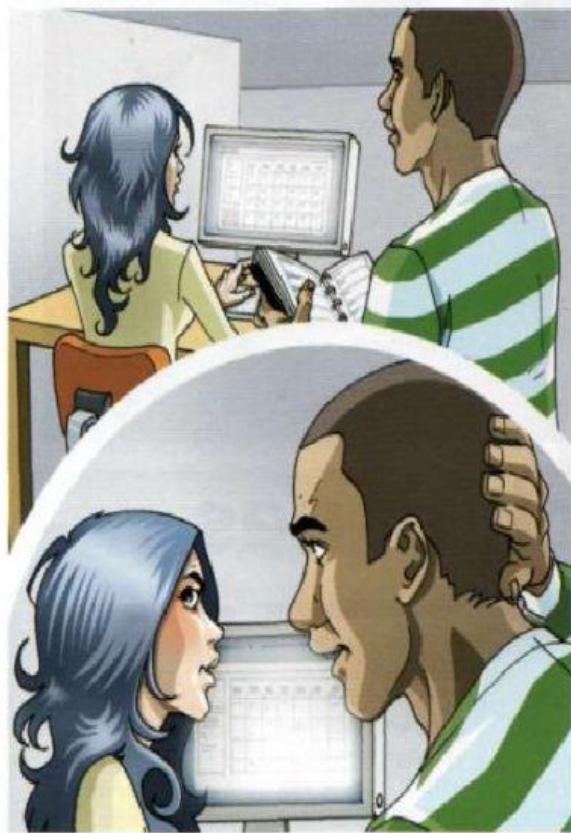


9 to 5

Invitations

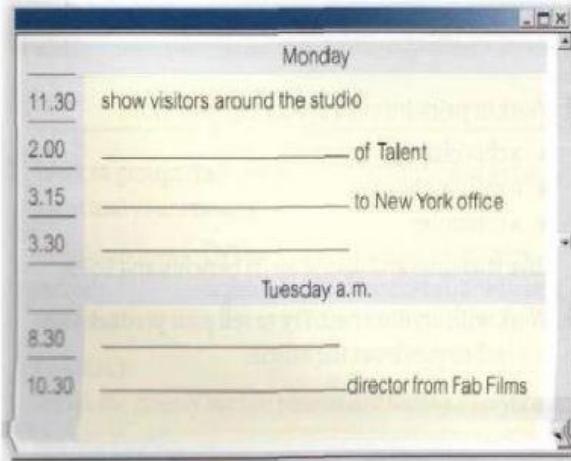
1 Look at the pictures and discuss what is happening.



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.



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.

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

Juan What's next week looking like, Alicia?

Alicia Well on Monday you ¹ a meeting with Steve Irvine. (have)

Juan What time he ? (arrive)

Alicia At 9.30. And on Tuesday you ³ the IT Administrator. (brief)

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

Alicia Yes, don't worry.

Juan What ⁴ on Wednesday? (happen)

Alicia You ⁵ the sales report. (prepare)

Juan Oh, yes. Of course.

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

Juan Fine. I ⁸ Lisa Fuentes in the afternoon? (see)

Alicia No, you ⁹ (not). But you ¹⁰ the Madrid office. (call)

Juan What about Friday? I ¹¹ anything exciting? (do)

Alicia Well, you ¹² 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.