

The meeting

Vocabulary work

Grammar Present Continuous: positive and negative, questions and short answers

Vocabulary Work

1 a Work in pairs. Which of these words do you know? Then do the exercise in VOCABULARY 8.1 p145.

a customer a report notes
a letter a message a contract
a company a meeting a conference

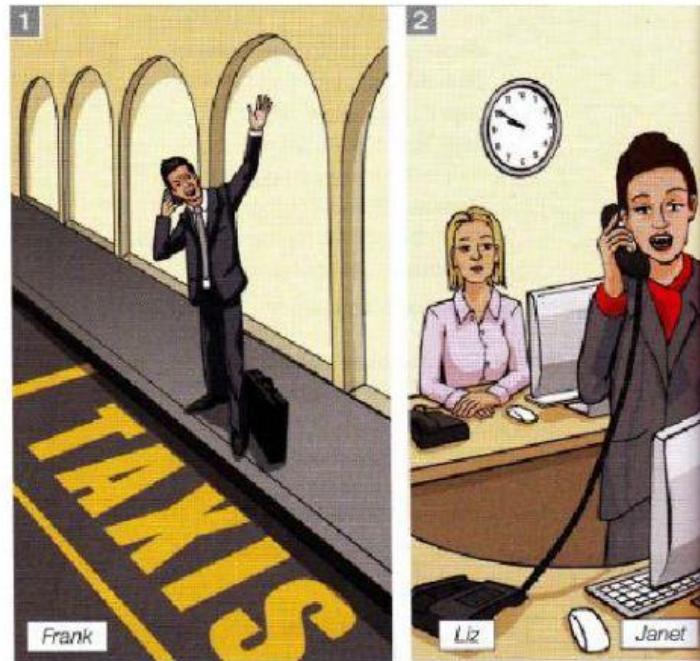
b Work on your own. Which word/phrase does not go with the verb?

- 1 write *a customer/a report/a letter*
- 2 *answer the phone/notes/an email*
- 3 *take contracts/messages/notes*
- 4 *sign a contract/a letter/a meeting*
- 5 *work for a company/in an office/a report*
- 6 *go to a meeting/a contract/a conference*
- 7 *write to a contract/a customer/a company*

c Work in pairs. Compare answers. Then take turns to test your partner.

letters

You write letters and sign letters.



Listening and Speaking

2 a Look at pictures 1 and 2. It's 9.50 a.m. Where are the people?

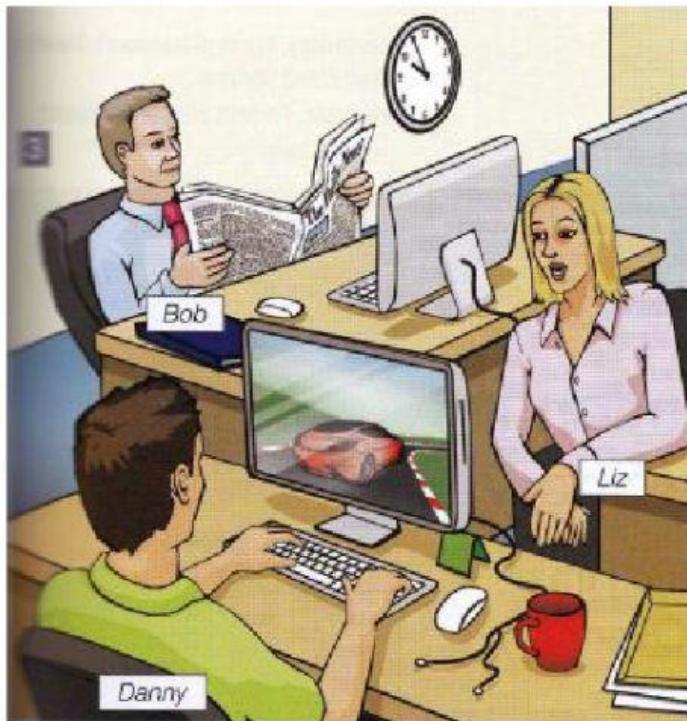
b **CD2 > 45** Listen to the conversation. What is Frank's problem?

c Listen again and choose the correct answers.

- 1 Frank isn't at work because the *bus/train* was late.
- 2 The meeting with the Tamada brothers is at *ten/eleven* o'clock.
- 3 Frank wants Janet to *start the meeting/wait for him*.
- 4 The contract is *Frank's/Janet's*.
- 5 Adriana is *in the office/at home*.
- 6 Janet wants Liz to *take notes in the meeting/finish some reports*.

3 a Who says these sentences – Frank, Janet or Liz?

- 1 I'm waiting for a taxi. *Frank*
- 2 They're sitting in your office.
- 3 They aren't looking very happy.
- 4 She's working at home today.
- 5 I'm not doing anything important at the moment.
- 6 Danny isn't doing anything.



3 **a** Look at picture 3. Liz is talking to Danny. It's 9.55 a.m. Put the verbs in the Present Continuous.

LIZ Danny, are you busy?

DANNY Well, er, I ¹ 'm writing (write) a letter.

LIZ Can you take notes at the meeting, please?

DANNY Why me? Look, Bob ² (read) the newspaper. Ask him.

LIZ He ³ (not read) the newspaper.

He ⁴ (study) the business pages.

DANNY Well, I ⁵ (wait) for a phone call from New York.

LIZ They ⁶ (not work) in New York now, Danny. It's 5.00 a.m. there!

DANNY OK, OK, I ⁷ (go) now. Which room?

b **CD2** **47** Listen and check your answers.

3 **CD2** **48** It's now 10.15 a.m. Frank is phoning Liz. Listen and answer the questions.

- 1 Where is Frank calling from?
- 2 Is the taxi moving?
- 3 Are they having the meeting now?
- 4 What is Danny doing?
- 5 What is Frank doing at the end of the phone call?