

1 Complete the sentences with the appropriate form of the verbs in brackets.

- 1 We want to build up our US sales, so we (set up) \_\_\_\_\_ a regional office in Chicago. (intention, decision made)
- 2 I (travel) \_\_\_\_\_ to Chicago tomorrow on the 8:15 flight. (fixed arrangement)
- 3 I (look at) \_\_\_\_\_ some office premises that we might rent. (intention, decision made)
- 4 How (you, travel) \_\_\_\_\_ round Chicago? (intention)  
(two possible answers)
- 5 Harry Schwarz (meet) \_\_\_\_\_ me at the airport with his car. (fixed arrangement)
- 6 We don't know which is the best location. I (collect) \_\_\_\_\_ as much information as I can. (intention, decision made)
- 7 I (present) \_\_\_\_\_ all the options after my trip. (intention, decision now)