

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**)