

15 Look at the picture. Then complete the paragraph. Use the present continuous.



It's a busy Monday morning at the office of Techco Inc. The company president, Ms. Cline,  
 is answering 1. answer her e-mail. She 2. leave tomorrow morning. She 3. go  
 to Brazil for a sales meeting. Her assistant, Frank, 4. scan some documents right  
 now, and he 5. buy Ms. Cline's airplane tickets online. Jim, a sales manager,  
6. use the photocopier and the fax machine / printer. He 7. make copies  
 of a report for the meeting and 8. send a fax to Ms. Cline's hotel. Jeff and Aliza also  
 work for Techco. They 9. clean the break room and 10. make coffee.

**12** Complete the responses. Use words from the box.

hair dryer	blender	freezer	washing machine	fan	microwave
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| 1. A: The juicer isn't working.<br>B: Try the _____.   | 4. A: The air conditioner is on the blink again.<br>B: Do we have a _____?                                      |
| 2. A: The chicken is still not done. This oven is so slow!<br>B: Let's put it in the _____.                                    | 5. A: You look different.<br>B: I look horrible! My _____ is broken! I'm going shopping for a new one at lunch. |
| 3. A: Are you ready to go to the Laundromat?<br>B: Again? Too much trouble. I hear Appliance World is having a sale on _____s. | 6. A: Are we having these steaks tonight?<br>B: No, they're for next week. Please put them in the _____.        |

**C** Choose the correct response. Write the letter on the line.

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| _____ 1. "Are you going to work now?"          | a. A new rice cooker.          |
| _____ 2. "Is he studying for an English test?" | b. No, he's not.               |
| _____ 3. "What is Tina shopping for?"          | c. Yes, I am.                  |
| _____ 4. "Are they listening to jazz?"         | d. In an hour.                 |
| _____ 5. "When is he leaving work?"            | e. Yuko and Miyumi.            |
| _____ 6. "Who's watching TV?"                  | f. No, they aren't. It's folk. |