

1. Complete the sentences with the **Present continuous** form of the verb to **be** and the verb in brackets.

- 1 I (visit) clients next Monday and you(give) a presentation to them at 9 a.m.
- 2 We by bus, we the train. (not go, take)
- 3they..... in a company apartment? (stay)
- Who the flights to Moscow? (book)

2. Vocabulary: Travel arrangements

Choose the correct option.

When Lorna travels for work, she usually..... a hotel. When she goes to Paris, she never goesplane, she a train ticket from London to Paris. She sometimes coach. Lorna isn't going to Madridtrain . She's flying. When she goes to Madrid, Lorna sometimes a car. She goes to the airport train. She's..... an apartment in Madrid in July.

3. Complete the sentences with the correct form (present continuous) of the verbs in brackets.

- 1 Mikhail, Rita, Pablo and Richard..... (have) a meeting. It..... (not go) well.
- 2 Andres..... (not work) at his desk. He..... (looking after) the machines in the factory. He (not have) problems.
- 3 Paola (not meet) customers. She..... (write) a report.
- 4 Peter..... (repair) the computer. He..... (have) problems.

- 5 Katrina and Will (not prepare) a report.
They..... (give) a presentation. It.....
(go) well.

6. The team is(not deal) with the problem today

4. Vocabulary

Choose the correct word to complete the sentences.

- 1 When I travel for work, I usually..... a flight online.
- 2 The team..... a hotel near the office.
- 3 My boss rarely..... coach when she travels for work.
- 4 I sometimes..... a car at the airport.
- 5 Our clients usually..... an apartment before they travel.
- 6 You always..... plane when you travel.

Vocabulary

Complete the sentences with the words in brackets. You don't have to change them

- 1 Her train was..... , so she..... in Paris four hours..... (arrived / cancelled / late)
- 2 My coach..... from Zurich. I..... at Basel, but that coach was..... by thirty minutes. (changed / delayed / departed)
- 3 Their train to the airport arrived at..... four. They checked in, went through..... , and went to..... seventeen for their flight. (gate / platform / security)

- 4 The fast train was..... , so we took the slow train. It..... at every station, so we..... about an hour late. (arrived / cancelled / stopped)

Vocabulary to remember	
book a book a hotel/ a train ticket/an apartment	rent aa house/a car etc.
Stay at Stay at.....a hotel/an apartment/ etc	give a presentation look after have a meeting deal with talk to check in go through
go bybus/ car/plane/ foot/etc.	