Grammar 5.1 Talking about things happening now

1 **Rewrite the sentences to talk about things happening now. Use contractions.**

1 I work every day. I'm working at the moment.
2 We don't have a meeting at 2 p.m. _____ right now.
3 She visits a client twice a week. _____ now.
4 I write an email every day. _____ at the moment.
5 They don't write the meeting minutes. _____ right now.
6 He doesn't make a phone call every day. _____ now.

2 **Complete the text with the correct form of the words in brackets.**

Our team [1]_____ (prepare) for a meeting with an important client at the moment. We [2]_____ (write) the agenda now and we [3]_____ (make) phone calls to discuss what we need to talk about. I [4]_____ (write) a presentation to give at the meeting and John [5]_____ (write) a report. Mark and Tim [6]_____ (not help) us right now because they [7]_____ (visit) a new supplier. Sarah [8]_____ (not work) today because of a problem at home.

5.3 Talking about future arrangements

3 **Write sentences and questions about future arrangements using the prompts.**

1 He work / late tomorrow

_____

2 We visit / a client / next week

_____

3 I not have / any meetings / tomorrow

_____

4 you visit / the supplier / tomorrow?

_____

4 **Look at Joe's calendar and complete his arrangements for next week.**

1 On Monday morning he isn't having a project meeting.
2 On Monday at twelve _____
3 On Tuesday from 10.00 to 11.30 _____
4 On Tuesday afternoon _____
5 On Wednesday morning _____
6 On Wednesday afternoon _____

Monday	
10.00 – 11.00	~~Have project meeting~~
12.00 – 12.30	Have lunch with Mark and Lucy
Tuesday	
10.00 – 11.30	Have meeting about delivery dates with ExPressSupplies
1.00 – 1.30	Give presentation about the new product range
Wednesday	
10:00 – 11:00	Prepare for a meeting with the Production Engineer
1.00 – 2.00	~~Have progress meeting~~

LIVEWORKSHEETS