



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