

Grammar 5.1 Talking about things happening now

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

- I work every day. I'm working at the moment.
- We don't have a meeting at 2 p.m. we're not having right now.
- She visits a client twice a week. she's visiting now.
- I write an email every day. I'm writing at the moment.
- They don't write the meeting minutes. they're not writing right now.
- He doesn't make a phone call every day. he's not calling 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.

- He work / late tomorrow

- We visit / a client / next week

- I not have / any meetings / tomorrow

- you visit / the supplier / tomorrow?

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

- On Monday morning he isn't having a project meeting.
- On Monday at twelve _____
- On Tuesday from 10.00 to 11.30 _____
- On Tuesday afternoon _____
- On Wednesday morning _____
- 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