

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 her e-mail. She 1. answer tomorrow morning. She 2. leave 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.

16 Look at the picture. Find all of the problems in the office. Write a short paragraph about the problems.



The employees at Techno are having problems...

17 Think about the features of products you have or know about. Write one product for each adjective. Explain your answers.

1. guaranteed: blender _____
I can return it if I don't like it. _____

2. portable: _____

3. affordable: _____

4. obsolete: _____

5. popular: _____

6. convenient: _____
