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_ (1. answer) her e-mail. She _____ (2. leave) tomorrow morning. She _____ (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.

LIVEWORKSHEETS

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: _____

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