

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 to Brazil for a sales meeting. Her assistant, Frank, 3. go some documents right now, and he 4. scan Ms. Cline's airplane tickets online. Jim, a sales manager, 5. buy the photocopier and the fax machine / printer. He 6. use copies of a report for the meeting and 7. make a fax to Ms. Cline's hotel. Jeff and Aliza also work for Techco. They 8. send the break room and 9. clean coffee. 10. make

- 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: _____
