

ACTIVITY 1:

Complete the sentences using the correct negative form of the verb in brackets.

- 1) She _____ (meet) clients today.
- 2) We _____ (work) in the office this week.
- 3) I _____ (call) the supplier now.
- 4) They _____ (prepare) the report at the moment.
- 5) He _____ (talk) to a customer right now.
- 6) You _____ (check) your emails, are you?
- 7) The manager _____ (review) the budget this morning.



ACTIVITY 2:

Complete the questions with the correct form of be and the -ing verb.

- 1) ___ they ___ to the client? (talk)
- 2) What ___ she ___ right now? (do)
- 3) ___ you ___ the new emails? (check)
- 4) Where ___ he ___ today? (work)
- 5) ___ we ___ a meeting this afternoon?
(have)
- 6) Who ___ ___ at the conference? (present)
- 7) ___ it ___ where you are? (rain)

