

NAME: _____

DECISIONS AND PLANS



Match the verbs with their meanings.

- | | |
|--------------------------|---|
| Arrange _____ | A. Contact or communicate with someone |
| Let (someone) know _____ | B. Not remember something |
| Check _____ | C. Tell someone new information |
| Look into _____ | D. Consider or reflect on something |
| Deal with _____ | E. Organize something in advance |
| Meet up _____ | F. Tell someone again so they don't forget |
| Forget _____ | G. Manage or handle a situation |
| Remind _____ | H. Investigate or find out more information |
| Get in touch with _____ | I. Verify something |
| Think about _____ | J. See or spend time with someone |

Choose the correct option (will / present continuous).

1. I think I (will / am meeting) Sarah this afternoon. We planned it yesterday.
2. Oh no! I forgot my notebook. I (will / am going) get it now!
3. We (are meeting / will meet) our teacher tomorrow to discuss the project.
4. Don't worry, I (will / am calling) you as soon as I get home.
5. They (will / are flying) to Paris next week for a conference.
6. Wait! I (will / am helping) you with your bags.
7. My friends (are coming / will come) over tonight for dinner.



Complete the sentences using the correct form of the vocabulary.

1. I need to _____ a meeting with my tutor to discuss my grades.
2. Can you _____ me to send the report before 5 p.m.?
3. We should _____ the problem before making a decision.
4. Please _____ me know if you can come to the party.
5. I'll _____ in touch with the manager tomorrow morning.
6. Don't _____ to bring your ID to the exam!
7. We're going to _____ for coffee this evening.
8. I'll _____ the schedule to make sure everything is correct.
9. Let's _____ how we can improve our presentation.
10. She had to _____ with a difficult client yesterday.

Deal	Think about	Let	Forget	Look into
Arrange	remind	Get	Meet up	Check

