

Grammar

Talking about things happening now

1 Rewrite the sentences to talk about things happening now. Use contractions.

- 1 I work every day. I'm working at the moment.
- 2 We don't have a meeting at 2 p.m. _____ right now.
- 3 She visits a client twice a week. _____ now.
- 4 I write an email every day. _____ at the moment.
- 5 They don't write the meeting minutes. _____ right now.
- 6 He doesn't make a phone call every day. _____ now.

2 Complete the text with the correct form of the words in brackets.

Our team 1 _____ (prepare) for a meeting with an important client at the moment. We 2 _____ (write) the agenda now and we 3 _____ (make) phone calls to discuss what we need to talk about. I 4 _____ (write) a presentation to give at the meeting and John 5 _____ (write) a report. Mark and Tim 6 _____ (not help) us right now because they 7 _____ (visit) a new supplier. Sarah 8 _____ (not work) today because of a problem at home.

5.3 Talking about future arrangements

3 Write sentences and questions about future arrangements using the prompts.

- 1 He work / late tomorrow

- 2 We visit / a client / next week

- 3 I not have / any meetings / tomorrow

- 4 you visit / the supplier / tomorrow?

Grammar 6.1 Comparing two things

1 Complete the sentences with the correct form of the word in brackets.

1 My new job is _____ to the city centre than my old job. (close) 2 My new office is _____ than my old office. (spacious) 3 The countryside is _____ than the city. (quiet) 4 The train station is _____ from my house than the bus stop. (far) 5 New York is _____ than New Orleans. (modern) 6 Buying a house is _____ than buying a car. (difficult)

2 Write sentences using the prompts.

1 The city / busy / countryside

2 Our new office / large / the old office

3 Trains / expensive / buses/ in my country

4 My new journey / to work/ short / my old journey

5 Your new phone / small/ your old phone

6 London's metro / old-fashioned / New York's metro

Vocabulary 5.1 Word pairs

1 Complete the sentences with the words in the box.

client email have make reports suppliers

1 We _____ a meeting at 2 p.m. today.

2 Can you send an _____ to the client?

3 I need to _____ a phone call before I leave.

4 We can write the _____ by Friday.

5 I see _____ every week on Wednesday.

6 I can visit the _____ tomorrow at his office.

2 Match 1–6 with a–f.

1 I need to prepare for	a the supplier next week.
2 We receive	b the phone call from New York?
3 John writes	c a colleague in Sacramento last month.
4 I went to visit	d a phone call when they send the delivery.
5 We can visit	e the meeting tomorrow.
6 Can you wait for	f the minutes of our meetings.

1 Match the words 1–6 with their opposites a–f.

1 dark	a modern
2 noisy	b large
3 old-fashioned	c expensive
4 small	d quiet
5 long	e light
6 cheap	f short

2 Complete the conversation with the words from the box.

cheap close easy modern short spacious

A: Was it difficult to find a new office?

B: No, it was 1 _____. There was a big choice.

A: Is it far from the city centre?

B: No, it's 2 _____ to the centre and a 3 _____ walk from a train station, just five minutes.

A: What's the building like?

B: It's a glass building. They built the building in 2019, so it's very 4 _____. Inside, it has 5 _____ offices. They are very large!

A: It sounds nice. Was it expensive?

B: No, it was 6 _____. I was surprised!

6.2 Orders

3 Complete the invoice with the phrases a–f.

a Number of units

b Delivery time

c Payment terms

d Product name

e Total price

f Unit price