

**2** Complete conversations 1–10. Use *will*, *going to* or the present continuous form of the verbs in brackets.

- 1 A I can't hear you very well.  
B I'm sorry. I *'ll speak* \_\_\_\_\_  
(speak) up a little.
- 2 A Will she be here tomorrow?  
B No, she \_\_\_\_\_  
(visit) two suppliers near London.
- 3 A Do we have a date for that meeting?  
B We \_\_\_\_\_  
(not have) it this week. It's now next Tuesday at 10 o'clock.
- 4 A Did you arrange a time to talk to your boss?  
B Yes, I \_\_\_\_\_  
(meet) her today at two in her office.
- 5 A When do we have to pay?  
B I'm not sure. I \_\_\_\_\_  
(ask) one of my colleagues and let you know.
- 6 A A lot of our deliveries were late yesterday.  
B I know. I \_\_\_\_\_  
(call) our customers today and apologize.
- 7 A Can you tell me when my order will arrive?  
B Just a moment. I \_\_\_\_\_  
(check) with the driver.
- 8 A Did they offer him the job?  
B Yes, but he \_\_\_\_\_  
(not accept) it because the salary is too low.
- 9 A Keith isn't here yet. Shall we start anyway?  
B No, hang on. I \_\_\_\_\_  
(give) him a call.
- 10 A So when are you moving office?  
B Next week. They \_\_\_\_\_  
(start) to relocate us on Monday.