

Exercise 4 A D unit 1

Complete this dialogue by putting each of the verbs in brackets into the correct form of the present simple or present continuous.

- MATT: (1) Are you looking (you/look) for someone?
- JENNIFER: Yes, I (2) (need) to speak to Kim Bryant but she isn't in her office.
(3) (you/know) where she is?
- MATT: Oh, I'm sorry, she isn't here today. She (4) (work) at home trying to finish an urgent report. I (5) (think) she'll be back at her desk tomorrow. Perhaps I can help you?
- JENNIFER: Oh, thanks. I (6) (work) for Pritchard Evans. We
(7) (organise) corporate hospitality ...
- MATT: Oh, yes.
- JENNIFER: Well, Kim Bryant contacted us last week. Apparently you
(8) (expect) a visit by a Korean trade delegation next month.
- MATT: Yes, that's right.
- JENNIFER: Kim asked me to call in and give her some information on our service. Um, I
(9) (have) a list of suggestions with me. It
(10) (give) you information on where you could take your visitors, and details of extra services that we can offer, like our pick-up service from the hotel in a chauffeur-driven limousine.
- MATT: Well, that sounds great. I'm sure Kim would be really interested to see this.
- JENNIFER: How long (11) ? (your visitors/stay)?
- MATT: Oh, I'm sorry, I (12) (not/know) exactly. You really need to speak to Kim, she (13) (deal) with this conference. I'll tell her to give you a ring tomorrow. What's the best time to call?
- JENNIFER: I (14) (not/work) in the office in the mornings ... anytime after two. Or she can call me on my mobile, on 0777...

Exercise 2 A D

Complete the sentences by putting the verbs in brackets into the present simple or present continuous.

- 1 I am looking at (look at) the details on the screen right now.
- 2 I (look at) the sales results in detail every month.
- 3 The production line (not, work) at weekends.
- 4 The production line (not, work) at the moment.
- 7 Helen (stay) at the Astoria while she's in Madrid this month.
- 8 Helen (stay) at the Astoria when she's in Madrid.
- 9 We (take) a sample for testing once a day.
- 10 We (take) a big risk if we go ahead with the project.

