

## Fill in the gaps

Complete the dialogue with either going to or present continuous

A: What's your mother going to do about her car?

B: She is going to buy a second hand one (buy)

1. A: What are you going to do tonight, grandma?

B: I \_\_\_\_\_ (play) with Martha and her husband at 7.30 pm.

2. A: Hey, Lucy. What are Alan's plans after high school?

B: He \_\_\_\_\_ a degree in engineering at university (get)

3. A: Can I see you tonight, babe?

B: I'm sorry, babe. I can't. I \_\_\_\_\_ (work) at the store until 10pm. Maybe Saturday?

4. A: Hey, honey. When does your flight land?

B: At 8pm, dear. \_\_\_\_\_ you \_\_\_\_\_ (pick) me up from the airport as we agreed?

5. A: Family, we have some important news.

B: We \_\_\_\_\_ (get) married on October 25th this year.

6. A: Family, we have some important news.

B: We \_\_\_\_\_ (have) a baby! It's due to the end of the year.

7. A: Do you want to go rollerskating later?

B: I don't think so. Look at those dark clouds. It \_\_\_\_\_ (rain).

## Responding to an email



1. Goran Novak is a lawyer from Croatia who's attending to an important work conference in London in December. He's going to stay with a colleague in a local hostel. He's now communicating via email with the hostel receptionist, Michael.

**From:** reeves.m.marrioth@himail.uk

**To:** goran.novak.lawyer@okmail.cro

**Subject:** Reservation London December- Mr. Novak

1. \_\_\_\_\_ Mr. Novak.

2. \_\_\_\_\_. We're incredibly pleased with you preferring our services at *The Marriot* hostel once again. We remember your visit from March last year very kindly.

Now, we have got some questions **concerning** your arrival. What time are you getting to Stansted Airport? If you could send us your flight number and arrival time, we could send Lucas, our private cab driver, to pick you up. Would that be okay for you?. By the way, could you send us your phone number? For some reason, we don't have that in the hostel records.

Another question: Are you and your colleague going to stay in separate rooms or are you going to share a room with **single beds**?. Also, when are you leaving London?. Lastly, are you going to **book** any extra while you are staying in the city? We have an excellent deal with a local winery for a wine tasting and dinner. Let us know if that's of your liking

3. \_\_\_\_\_

4. \_\_\_\_\_

Michael Reeves, receptionist at *The Marriot* hostel.

5. \_\_\_\_\_. Here's a picture of Lucas Hernandez, so you can spot him at the airport.



## 2. Read Michael's email and answer the following questions

1. When did Goran stay in the hostel before?
2. How is Goran traveling to London?
3. Who's going to meet Goran and his colleague at the airport?
4. Why does Michael ask him for his phone number?
5. What does Michael offer to Goran to do while he's visiting London?

# Parts of an email

## 2. Complete the email with the expressions from the box.

Kind Regards    Dear ...    Hope you are doing well  
P.S    Looking forward to hearing from you

## 3. Match these sections of an email with their description

**Body**

The email address from who sends the email

**From**

The email address from who receives the email

**Post Data: P.S**

A summary of the topic of the email. Maximum 1 sentence.

**Closure**

In here you write what you want to say. Try to be short and clear. Don't use many informal words or abbreviations

**To**

In here you close your email. You can remind someone to contact you again or just say goodbye.

**Subject**

In here you add further information of interest for the receiver.

## 4. Imagine you are Goran and you need to reply to Michael. Plan your response. What details do you need to give Michael? What do you need to decide? Here's your flight ticket.



**Apple Tree  
Airlines**



Gate: 1123B    Arri: Dec 12    Time: 12.40 pm    Flight number: FR8721

Gate: 323B    Dep : Dec 16.    Time: 4.50 pm    Flight number: FR8766