



Language at work | *will / going to / present continuous*

- 1 38▷** Listen to a customer phoning a supplier about a delivery and complete the information on the message pad below.

Client: _____ Consulting

Order number: _____

Original delivery date: _____

New delivery date: _____

Action: change delivery date to _____

- 2** Read these sentences from the phone conversation and complete the rules about future verb forms.

- a We're going to deliver the cards next Thursday morning.
- b We're attending the company conference in Toronto on 5th March.
- c As soon as I've spoken to him, I'll call you back.

- 1 Use _____ to make a decision at the moment of speaking.

Example: _____

- 2 Use _____ to talk about a plan that's already decided.

Example: _____

- 3 Use _____ for an arrangement with a fixed time or place.
(You can often use *going to* here instead.)

Example: _____

- 3** Match sentences 1–6 to responses a–f. Then put the verbs in brackets in a–f into the correct form.

- 1 Do you have any plans for the weekend? ____
- 2 I'm afraid I can't answer your question. ____
- 3 Have you decided what to do about the new sales post? ____
- 4 Can you stay a bit later tomorrow night? ____
- 5 I can't come to the meeting in the morning. ____
- 6 Have you thought about how to get to your new job? ____

- a OK. I _____ (change) it to the afternoon.
- b No, sorry. I _____ (meet) some friends for a drink.
- c Yes, I have. I _____ (buy) a car.
- d Yes, it's my birthday and I _____ (have) a party. Do you want to come?
- e Don't worry. I _____ (ask) someone else.
- f We _____ (advertise) in the national newspapers.