

Match the following sentences with their meanings.

1. She's coming in later on this morning to speak with you.
2. They will give you a real insight into their lives.
3. We've looked at all the options, and we're going to arrange two dates.
4. The February flight leaves on 15th.
5. A. It would be a good idea to travel with your interpreter
B. That makes sense. We'll speak to our colleagues and let you know.

- a. Someone making a decision as they speak.
- b. Someone talking about intention, or something they have already decided to do.
- c. Someone talking about an appointment.
- d. Someone making a prediction
- e. Someone talking about a timetable or schedule.

2 Work with a partner. Decide which option in *italics* is **not** possible in each sentence.

- 1 I can't see you on Friday – I'll *do* / 'm *going to do* / 'm *doing* a training course in London.
- 2 According to the weather forecast, it'll *be* / 's *going to be* / 's *being* hot tomorrow.
- 3 The flight from Paris *arrives* / *is going to arrive* in Tokyo at 10.45 each day.
- 4 A By the way, I'm out of the office tomorrow.
B OK, I'll *let* / 'm *letting* Christina know.
- 5 I'm not in the office on Monday – I'm *going* / *going to go* / 'll *go* to an exhibition.
- 6 I *meet* / 'm *meeting* / 'm *going to meet* with Mrs Brasseler at 3.30 this afternoon.
- 7 A Could you give me some information about Mr Ward's visit?
B Of course, I *email* / 'll *email* the details now.
- 8 I think Greta *is noticing* / *will notice* a lot of changes in the office when she returns from maternity leave.

Ask and answer the following questions using **will** or **going to**, **present continuous** or **present simple**.

- 1 Have you got a busy weekend?
- 2 Are you doing anything tonight?
- 3 What's the weather forecast for the weekend?
- 4 What time is the last train?
- 5 What do you think about the threat of global warming?
- 6 Are you free tomorrow afternoon?
- 7 Have you booked your next holiday?
- 8 What plans have you got for projects at work or home?

Think of key events and dates for your company. Use will or going to.
