

**1** Complete the sentences with the appropriate form of the verbs in brackets.

- 1 We want to build up our US sales, so we (set up) \_\_\_\_\_ a regional office in Chicago. (**intention, decision made**)
- 2 I (travel) \_\_\_\_\_ to Chicago tomorrow on the 8:15 flight. (**fixed arrangement**)
- 3 I (look at) \_\_\_\_\_ some office premises that we might rent. (**intention, decision made**)
- 4 How (you, travel) \_\_\_\_\_ round Chicago? (**intention**)  
(**two possible answers**)
- 5 Harry Schwarz (meet) \_\_\_\_\_ me at the airport with his car. (**fixed arrangement**)
- 6 We don't know which is the best location. I (collect) \_\_\_\_\_ as much information as I can. (**intention, decision made**)
- 7 I (present) \_\_\_\_\_ all the options after my trip. (**intention, decision now**)