

9A The meeting

Work **vs.1**

1 a) Fill in the gaps 1–6 with these verbs.

write answer take
sign work go to

¹ write
a letter an email
a) a report

²
for a company at home
b)

³
notes c)

⁴
a contract d)

⁵
a meeting work
e)

⁶
the phone f)

b) Fill in gaps a)–f) with these words/phrases.

a report a message a conference
in an office a letter an email

Present Continuous: positive and negative **vs.1**

2 a) Read Gemma's email. Put the verbs in brackets in the correct form of the Present Continuous.

Hi Lucy
How are things? I hope you ¹ 're feeling (feel) better now after your cold. I ² (sit) at my computer, but I ³ (not work) very hard today! Usually our manager, Angela, watches us all the time – but at the moment she ⁴ (visit) a customer, so we ⁵ (not do) any work! Sue ⁶ (not write) her report – she ⁷ (look) for a cheap holiday on the Internet. Lynne and Rachel ⁸ (not answer) their phones, they ⁹ (read) some magazines. Nick ¹⁰ (play) a computer game and Elin ¹¹ (talk) to her boyfriend on the phone. And I ¹² (write) emails to all my friends! See you soon – I hope you ¹³ (not work) too hard!
Love
Gemma

b) Read the email again. Write the people's names on the picture.



Present Continuous: questions and short answers

3

a) Write the *yes/no* questions.

1 / Angela / visit / a customer?

Is Angela visiting a customer?

2 / Lynne and Rachel / answer / their phones?

.....
.....

3 / Sue / write / a report?

.....
.....

4 / Elin / talk / to her boyfriend?

.....
.....

5 / Nick / play / a computer game?

.....
.....

6 / Lynne and Rachel / read / magazines?

.....
.....

3

2	
3	
4	
5	
6	