

**PRESENT SIMPLE
AND PRESENT
CONTINUOUS**

Complete this text with either the present simple or the present continuous form of the verbs in brackets. Use contracted forms where appropriate.

I¹ (*be*) a trainee project manager and I² (*love*) my job. I³ (*work*) for a well-known computer manufacturer, in the marketing department. Right now, we⁴ (*develop*) an advertising campaign for our newest laptop computers. We⁵ (*try*) to find the best artist for our print advertisements, so this week I⁶ (*look*) at samples of artists' work every day.

I⁷ (*feel*) proud to work for a big, well-known company. This week, I⁸ (*start*) each day with a planning meeting that includes the CEO. He⁹ (*be*) very well known around the world, and my friends all¹⁰ (*think*) I'm lucky to work with someone famous.

SKILLS

Complete each gap in these presentation extracts with the correct word (a, b or c).

Good morning,¹ Mieke Murata, Director of Marketing, NHHC Telecommunications. Today,² to talk about our new projects. First,³ some background information about the company.⁴, I'll talk about our marketing activities.⁵, I'll discuss some case studies.⁶ some background information about the company and about what we've been doing in the past year.

If there are no more questions about background, I'll continue.⁷ to our marketing activities – we've recently had a really big marketing event in Singapore.

Thanks⁸ my talk. Are there any questions?

- | | | |
|---------------------|---------------------|-------------|
| 1 a) I'm | b) this is | c) it's |
| 2 a) we're | b) it's | c) I'd like |
| 3 a) I've given you | b) I'll give you | c) there's |
| 4 a) Next | b) After | c) Finally |
| 5 a) In the end | b) At last | c) Finally |
| 6 a) Here's | b) Let's | c) There's |
| 7 a) Changing | b) Moving on now | c) Then |
| 8 a) for coming to | b) that you came to | c) for |

3 Selling

Circle the odd word/phrase out in each group.

- wholesaler / retailer / supplier / offer
- return / discount / offer / bargain
- return / exchange / purchase / refund
- stock / sale / storage / warehouse
- dispatch / deliver / distribute / manufacture
- money-back guarantee / out of stock / loyalty-card scheme / interest-free credit

VOCABULARY

MODALS

Read these tennis-court rules, then tick the true sentence in each pair below.

Tennis-court rules

No music	Respect our neighbours and play quietly
Payment not necessary	Park closes at 10 p.m.
Tennis shoes required	Age 12 and over only

- 1 a) You don't have to play music. b) You mustn't play music.
- 2 a) You don't have to pay. b) You must pay.
- 3 a) You must wear tennis shoes. b) You don't have to wear shoes.
- 4 a) You don't have to play quietly. b) You shouldn't make a lot of noise.
- 5 a) You should leave before 10 p.m. b) You have to leave at 10 p.m.
- 6 a) You must be 12 or older to enter. b) If you're 12 years old, you mustn't enter.

WRITING

Read these instructions and write a letter (60–90 words). Begin it with a salutation and end politely.

You had a meeting with Mr Ulrich last week. You want to move ahead with a distribution agreement with his company. You are sending him with this letter a draft contract for his approval. You want him to read through it and tell you if there are any changes or additions.

Cultures 1: Saying no politely

A Unscramble the polite refusals.

- 1 could / wish / a / I / I / , / really / but / have / I / go / to / .
- 2 the / invitation / for / Thanks / , / I'm / feeling / but / not / very / well / . / some / time / Maybe / other / .
- 3 more / me / Nothing / for / , / thanks / . / was / It / delicious / .
- 4 you've / I'm / afraid / come / the / to / wrong / person / . / Keith / You'll / to / have / ask / .
- 5 sorry / I'm / . / to / love / I'd / , / have / but / I / other / that / plans / day / .

B Match each polite refusal in Exercise A with one of these requests.

- a) Would you like some more cake?
- b) Shall we meet up for a game of golf on Saturday?
- c) Please stay a little bit longer.
- d) Would you like to go out for a curry with me and Mr Takahashi?
- e) Can you arrange drinks and snacks for this afternoon's meeting?