

1. Complete the sentences with the **Present continuous** form of the verb to **be** and the verb in brackets.

- 1 I (visit) clients next Monday and you (give) a presentation to them at 9 a.m.
- 2 We by bus, we the train. (not go, take)
- 3 they in a company apartment? (stay)
Who the flights to Moscow? (book)

2. Vocabulary: Travel arrangements

Choose the correct option.

When Lorna travels for work, she usually a hotel. When she goes to Paris, she never goes plane, she a train ticket from London to Paris. She sometimes coach. Lorna isn't going to Madrid train. She's flying. When she goes to Madrid, Lorna sometimes a car. She goes to the airport train. She's an apartment in Madrid in July.

3. Complete the sentences with the correct form (present continuous) of the verbs in brackets.

- 1 Mikhail, Rita, Pablo and Richard (have) a meeting.
It (not go) well.
- 2 Andres (not work) at his desk. He (looking after) the machines in the factory. He (not have) problems.
- 3 Paola (not meet) customers. She (write) a report.
- 4 Peter (repair) the computer. He (have) problems.

5 Katrina and Will (not prepare) a report.
They (give) a presentation. It (go) well.

6. The team is (not deal) with the problem today

4. Vocabulary

Choose the correct word to complete the sentences.

- 1 When I travel for work, I usually a flight online.
- 2 The team a hotel near the office.
- 3 My boss rarely coach when she travels for work.
- 4 I sometimes a car at the airport.
- 5 Our clients usually an apartment before they travel.
- 6 You always plane when you travel.

Vocabulary

Complete the sentences with the words in brackets. You don't have to change them

- 1 Her train was , so she in Paris four hours (arrived / cancelled / late)
- 2 My coach from Zurich. I at Basel, but that coach was by thirty minutes. (changed / delayed / departed)
- 3 Their train to the airport arrived at four. They checked in, went through , and went to seventeen for their flight. (gate / platform / security)

4 The fast train was....., so we took the slow train. It..... at every station, so we..... about an hour late. (arrived / cancelled / stopped)

Vocabulary to remember	
book a book a hotel/ a train ticket/an apartment	rent aa house/a car etc.
Stay at Stay at.....a hotel/an apartment/ etc	give a presentation look after have a meeting deal with talk to check in go through
go bybus/ car/plane/ foot/etc.	