

**15** Look at the picture. Then complete the paragraph. Use the present continuous.



It's a busy Monday morning at the office of Techco Inc. The company president, Ms. Cline, is answering her e-mail. She leaves tomorrow morning. She goes to Brazil for a sales meeting. Her assistant, Frank, scans some documents right now, and he buys Ms. Cline's airplane tickets online. Jim, a sales manager, uses the photocopier and the fax machine / printer. He makes copies of a report for the meeting and sends a fax to Ms. Cline's hotel. Jeff and Aliza also work for Techco. They clean the break room and make coffee.

- 16 Look at the picture. Find all of the problems in the office. Write a short paragraph about the problems.



The employees at Techno are having problems ...

- 17 Think about the features of products you have or know about. Write one product for each adjective. Explain your answers.

1. guaranteed: blender  
I can return it if I don't like it.

2. portable: \_\_\_\_\_  
\_\_\_\_\_

3. affordable: \_\_\_\_\_  
\_\_\_\_\_

4. obsolete: \_\_\_\_\_  
\_\_\_\_\_

5. popular: \_\_\_\_\_  
\_\_\_\_\_

6. convenient: \_\_\_\_\_  
\_\_\_\_\_