Exercise 1: Commitments (Present Continuous for Future)

Context: We use the Present Continuous ($subject + am/is/are + verb-ing$) for confirmed future plans and arrangements.

Directions: Complete the sentences using the Present Continuous form of the verbs in parentheses to show a confirmed commitment.

1. I can't meet you for lunch tomorrow. I _____ (have) a meeting with the department head at 12:30.
2. We _____ (fly) to Chicago this Friday for the annual conference.
3. What time _____ you _____ (meet) the client at the airport tonight?
4. She _____ (not work) next week; she took some paid time off.
5. They _____ (host) a dinner party this Saturday, and we are on the guest list.

Exercise 2: Telephone English (Taking & Leaving Messages)

Context: Professional and polite structures for handling phone calls when someone is unavailable.

Directions: Match the prompt/situation on the left with the most appropriate polite phrase on the right.

Situation	Response/Phrase
1. You want to ask who is calling.	**A.** "Could you ask him to call me back when he's free?"
2. The person is out; you want to help.	**B.** "May I ask who is calling, please?"
3. You want to give your phone number.	**C.** "I'm afraid she's in a meeting right now. Can I take a message?"
4. You want the person to return your call.	**D.** "I'm sorry, I didn't quite catch that. Could you spell your last name?"

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Situation	Response/Phrase
5. You didn't hear the caller's name clearly.	**E.** "You can reach me at 555-0192."

Exercise 3: Favors and Requests

Context: Using polite structures like "Could you...", "Would you mind + -ing...", and "Can you..." to ask for help.

Directions: Rewrite the direct commands into polite requests using the prompt words provided.

1. **Command:** Hold this box for a second.
   - *Polite Request (Could you...):* _____
2. **Command:** Don't turn on the radio.
   - *Polite Request (Would you mind not...):* _____
3. **Command:** Give me a ride to the subway station.
   - *Polite Request (Would it be possible for you to...):* _____
4. **Command:** Check my essay for mistakes.
   - *Polite Request (Can you...):* _____
5. **Command:** Open the window.
   - *Polite Request (Do you mind...):* _____

Exercise 4: Promises and Offers with *Will*

Context: We use "will" (or the contraction "'ll") for spontaneous offers to help and solemn promises.

Directions: Read the situations below. Write a response using **will** or **won't** to make an **Offer** or a **Promise**.

1. **Situation:** Your friend's hands are full of heavy grocery bags.
   - *Your Offer:* _____
2. **Situation:** Your mom is worried that you will forget to lock the front door when you leave.
   - *Your Promise:* _____
3. **Situation:** A coworker is struggling to figure out how the new Excel spreadsheet works.

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- *Your Offer:* _____

4. **Situation:** You borrowed a friend's favorite book and they want reassurance that you'll take care of it.
   - *Your Promise:* _____
5. **Situation:** It's raining outside, and your classmate doesn't have an umbrella.
   - *Your Offer:* _____

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