

13.1

Put the verb in brackets into the correct tense using *will*, *going to* or the present continuous. In some cases more than one answer is possible.

- 1 I'm sorry I can't join you on Friday but (I / fly) to New York on Thursday night.
- 2 A: Oh, no! I've left the minutes of the meeting in my bag at reception.
B: Don't worry, (I / run) down and get the bag.
- 3 (I / not / attend) the sales presentation next week. I've got a client meeting that I need to go to.
- 4 A: Can I speak to Dan Saunders, please?
B: Sorry, he's not here at the moment. If you give me your name and number (I / ask) him to call you back as soon as possible.
- 5 You've had a week to think about this now and we really need an answer. (you / take) the job?
- 6 (I / go) to the doctor's in the morning so I won't be in until 10 am.
- 7 A: This menu looks good. Have you decided what to order?
B: I can't decide. Maybe (I / have) the duck but I can't make up my mind!
- 8 A: Have you made any plans for your holiday yet?
B: (I / spend) it at home with my wife and the two boys.
- 9 (you / still / catch) the 10 o'clock train to Kings Cross? If you are, I'll come with you.
- 10 There's one change to the programme. Bruce Hall is ill and (not / give) today's talk on human resource management.
- 11 A: Are you ready yet? It's gone six o'clock.
B: Is it? I had no idea! (I / just / finish) these last few emails, then I'm ready.

13.2

Where possible, contract the long forms in the phone conversation.

- Louise: Hi Maria. I thought I would call to let you know that I am just booking your flights and hotel for next week. I am going to need your meeting schedule.
- Maria: OK. I will just update it and then we will be able to look at possible flights. I have never been to Moscow before so I do not know any hotels there. Will you find out if there is one near the airport?
- Louise: Yes, I will. But I will not book anything until I get your updated schedule.

Test mark /20
