

Exercise 6

Complete this dialogue by putting each of the verbs in brackets into the correct form of the present simple or present continuous.

- MATT: (1) Are you looking... (you/look) for someone?
- JENNIFER: Yes, I (2) ..... (need) to speak to Kim Bryant but she isn't in her office.  
 (3) ..... (you/know) where she is?
- MATT: Oh, I'm sorry, she isn't here today. She (4) ..... (work) at home trying to finish an urgent report. I (5) ..... (think) she'll be back at her desk tomorrow. Perhaps I can help you?
- JENNIFER: Oh, thanks. I (6) ..... (work) for Pritchard Evans. We  
 (7) ..... (organise) corporate hospitality ...
- MATT: Oh, yes.
- JENNIFER: Well, Kim Bryant contacted us last week. Apparently you  
 (8) ..... (expect) a visit by a Korean trade delegation next month.
- MATT: Yes, that's right.
- JENNIFER: Kim asked me to call in and give her some information on our service. Um, I  
 (9) ..... (have) a list of suggestions with me. It  
 (10) ..... (give) you information on where you could take your visitors, and details of extra services that we can offer, like our pick-up service from the hotel in a chauffeur-driven limousine.
- MATT: Well, that sounds great. I'm sure Kim would be really interested to see this.
- JENNIFER: How long (11) ..... ? (your visitors/stay)?
- MATT: Oh, I'm sorry, I (12) ..... (not/know) exactly. You really need to speak to Kim, she (13) ..... (deal) with this conference. I'll tell her to give you a ring tomorrow. What's the best time to call?
- JENNIFER: I (14) ..... (not/work) in the office in the mornings ... anytime after two. Or she can call me on my mobile, on 0777...

Exercise 7

Complete this article about the magazine *Time Out* by using words from the list below. Decide whether to put the verbs into the present simple or present continuous.

- own look for move investigate rely want provide try to

## Time Out: time to expand

*Time Out*, the London entertainment magazine, has plans for expansion. It already (1) ..... owns ..... the monthly magazine *Paris Passion*, and now it ..... beyond France to ..... markets such as Argentina and Japan. Very Elliott, *Time Out's* founder, says he ..... local people to ..... and run the magazines, as *Time Out's* London office doesn't have the cash or

management time. Elliott also has plans for the website, *Timeout.com*, which was launched in 1995 and (4) ..... information about more than 30 cities. It (5) ..... on advertising revenue and a small amount of money from ticket sales to survive. But as *Time Out* changes and expands, Tony Elliott (6) ..... persuade advertisers in the printed version to take more

space on the Internet site. Also, he (7) ..... the possibility of charging visitors to the site for access to some information. Despite these expansion plans, Elliott says that a flotation on the stock market is out of the question. He (8) ..... to keep control of the business he has built up.