

2 Practice

Exercise 1 A

Underline the correct words.

- 1 A: What do you do/are you doing?
B: I'm an executive secretary.
- 2 A: What do you do/are you doing?
B: I'm looking for the details on the computer.
- 3 A: Where do you work/are you working?
B: Paris this month, then Bonn the next.
- 4 A: Where do you work/are you working?
B: At our head office in Paris.
- 5 My name's Walter, and I come/I'm coming from Frankfurt.
- 6 I come/I'm coming to Frankfurt next Thursday – I can call in to your office.
- 7 I deal with/I'm dealing with Andrew's clients while he's on holiday.
- 8 I deal with/I'm dealing with the paperwork and general administration.
- 9 A: Who do you go/are you going to the Trade Fair with?
B: This year with Stefano.
- 10 A: Who do you go/are you going to the Trade Fair with?
B: Usually with Stefano.

Exercise 2 A D

Complete the sentences by putting the verbs in brackets into the present simple or present continuous.

- 1 I am looking at (look at) the details on the screen right now.
- 2 I (look at) the sales results in detail every month.
- 3 The production line (not, work) at weekends.
- 4 The production line (not, work) at the moment.
- 5 Yes, I agree. I (think) it's a good idea.
- 6 I (think) about it. I'll let you know tomorrow.
- 7 Helen (stay) at the Astoria while she's in Madrid this month.
- 8 Helen (stay) at the Astoria when she's in Madrid.
- 9 We (take) a sample for testing once a day.
- 10 We (take) a big risk if we go ahead with the project.
- 11 They (be) usually very flexible if we need to change the order.
- 12 They (be) flexible about giving us credit for a few more months.

Exercise 3 D

Some of the following sentences are right and some are wrong. Put a tick (✓) next to the right ones, and correct the wrong ones.

- 1 Which wine are you going to have? ✓
- 2 Which wine ~~are you preferring~~? do you prefer
- 3 That's ridiculous – I'm not believing it!
- 4 That's ridiculous – I'm not doing business with them again!
- 5 I'm sorry, I'm not following what you're saying.
- 6 I'm sorry, I'm not understanding what you're saying.
- 7 This building is containing all the printing machines.
- 8 This building is getting very old – soon we'll have to move.