

How are you feeling today?

Task 1: Listen to six conversations. Match the topics to the conversations.

Conversation 1	a order enquiry
Conversation 2	b sending an email
Conversation 3	c health enquiry
Conversation 4	d help needed
Conversation 5	e in a restaurant
Conversation 6	f job enquiry

Task 2: Grammar rules – Frequency adverbs

Conversation 1

- A** Hi, Jake. How (a) _____ (feel) today?
B A lot better, thanks. I (b) _____ (take) these new vitamin pills. They help a lot.
A That's good. Right, see you later.
B Bye.

Conversation 2

- C** Sonia, can you help me with these figures?
D I'm sorry, Frank. I'm a bit busy right now. I (c) _____ (finish) this report. How about this afternoon?
C Okay. Thanks.
D Right. See you after lunch.

Conversation 3

- E** Order despatch department. Can I help you?
F Yes, I (d) _____ (phone) from the Lyons office about our special order. When can we expect delivery?
E I'm sorry, who (e) _____ (speak) to? It that Jacques?
F Yes, that's right. I (f) _____ (call) about order reference 5948.

Conversation 4

- G** Hello, I (g) _____ (call) to ask if you have any job vacancies.
H No, I'm sorry, we (h) _____ (not recruit) at the moment.
G Oh, I see. What time of the year do you recruit?
H We usually have vacancies in July. Get back in contact then.
G Okay, thanks very much.

Conversation 5

- I** What (i) _____ (do)?
J I (j) _____ (send) an email to the printers.
I Oh, it's better to phone. They never answer emails.
J Don't they? Oh, all right.

Conversation 6

- K** Excuse me, we (k) _____ (wait) for the bill.
L I'm so sorry, sir. Here you are.
K Thank you. We're in a bit of a hurry, you see.
L No problem. I quite understand.

Task 3 Discuss the questions:

1. What are you thinking about at this very moment?
2. How are you feeling right now?
3. What is happening in the room around you?
4. What is the leader of your country doing at the moment?
5. Is anything happening through the window?
6. Are you reading anything interesting at the moment?
7. Are you watching anything good on television these days?
8. What is happening in the news this week?
9. Are you doing anything to improve your life at the moment?
10. (your own question)

GRAMMAR REFERENCE

Present Continuous

Affirmative		Negative		Interrogative		
I'm (am)	working.	I'm not	working.	Am Aren't	I	
You're (are)		You aren't		Are Aren't	you we they	
We're (are)		We aren't		Is Isn't	he she it	working?
They're (are)		They aren't				
He's (is)	He isn't					
She's (is)	She isn't					
It's (is)	It isn't					

You use the Present Continuous to talk about activities happening at the moment of speaking.

- Don't interrupt me, please. **I'm trying** to concentrate.
- He's **wearing** a grey suit, a white shirt and a blue tie.
- What are you doing? **I'm preparing** this month's sales figures.'

You can also use it for activities or situations you see as temporary.

- **We're using** this office until the new one is ready.
- **I'm working** from home today, so don't phone me at the office.

You use the Present Continuous for situations which are changing.

- The economic situation **is getting** better.
- Our company share price **is steadily improving**.

Spelling of -ing form

- * most verbs → add **-ing**
- ** verbs ending in **-e** → remove the **-e** and add **-ing**.
 - come → **coming** take → **taking**
 - write → **writing** make → **making**
- *** verbs with one vowel and one consonant → double the consonant and add **-ing**.
 - sit → **sitting** get → **getting**
 - run → **running** fit → **fitting**

You use the Present Continuous form to talk about:

- activities happening at the moment of speaking.
I'm phoning about the advert in the paper.
- activities or situations you see as temporary.
He's working from home this week.
- situations which are changing.
The company is growing quickly.

You often use the Present Continuous with time expressions – for example, *at the moment, this week/month/year*, etc.

- *We are having a lot of problems with our suppliers **at the moment**.*
- *I'm doing a course **this month**, but it's not very interesting.*

Practice 1

Match the sentence beginnings (a–h) to their endings (1–8).

- | | |
|--|--------------------------|
| a I'm phoning the hotel because | <input type="checkbox"/> |
| b He's working at home because | <input type="checkbox"/> |
| c We're modifying the design because | <input type="checkbox"/> |
| d He's running because | <input type="checkbox"/> |
| e We're increasing production because | <input type="checkbox"/> |
| f They're working at the weekends because | <input type="checkbox"/> |
| g The company is losing money because | <input type="checkbox"/> |
| h She's living in a hotel because | <input type="checkbox"/> |

- 1** our costs are too high.
- 2** he's late for the meeting.
- 3** she hasn't got a house in this country.
- 4** the trains are on strike.
- 5** I want to change my reservation.
- 6** the product has a fault.
- 7** of the demand at this time of year.
- 8** their project is behind schedule.

Practice 2

Write the *-ing* form of the verbs.

- a enjoy enjoying
- b play _____
- c stop _____
- d sell _____
- e drive _____
- f drink _____
- g learn _____
- h organize _____
- i buy _____
- j smoke _____
- k use _____
- l tidy _____

Practice 3

Underline the correct forms to complete the sentences.

- a I'm happy today. Everything goes / is going well.
- b Just a minute, I can't hear you. I'm listening / I listen to the radio. Let me turn it off.
- c Saskia works / is working with me – we both joined the company ten years ago.
- d What are you doing / do you do in the office at this time of night?
- e I'm looking / I look for Jack. Do you know where he is?
- f Are you liking / Do you like the new design?
- g A lot of people speak / are speaking English there, so you can ask someone for directions to the hotel.
- h It's Mr Bradley on the phone; he's asking / he asks about the meeting.

Practice 4

Complete the sentences with *am/is/are* or *do/does/don't/doesn't*.

- a **A** Can I speak to Jill De Grouchy?
B I'm sorry, she _____ work here any longer.
- b **A** Where _____ you going?
B I _____ just going outside for a walk.
- c **A** I _____ looking for Pierre Leblanc. _____ you know where he is?
B No, I'm sorry, I _____ new here. I _____ know him.
- d **A** Remember that Jeanne _____ eat meat. _____ they serve vegetarian food at the restaurant?
B I _____ know. Can you ring and find out?
- e **A** What _____ happening at your office these days?
B Nothing special. We _____ working with a new supplier in England.
A _____ I know them?
B No, I _____ think so.

Practice 5

Complete the sentences with the verbs in brackets in the correct form.

- a How much _____ you _____ (earn)?
- b That's John over there. He _____ (stand) by the IBM stand.
- c **A** Can I speak to Mr Cruz?
B I'm sorry, Mr Cruz _____ (work) from home. _____ you _____ (want) his home phone number?
- d I _____ (live) in a flat because I _____ (like) living in the city centre.
- e _____ you _____ (use) the computer? Can I turn it off?
- f **A** Hey! The telephone _____ (ring) next door. Can you answer it?
B No, I can't. I _____ (do) something really important.
- g **A** Who _____ you _____ (talk) to?
B It's Mark. He _____ (phone) from the airport.
- h **A** What newspaper _____ you _____ (read)?
B *El Pais*, but I only buy it on Sunday.

Practice 6

Correct the mistakes. Each sentence has one mistake.

- a Where you work?
Where do you work?
- b How hard do Pedro work?

- c We no have a 3D printer at work.

- d What you doing after work?

- e Sorry, you can't speak to Encarna. She's talk to a client.

- f Joe's an IT consultant. He's work from home.

- g Right now, Joe doesn't working. He's on holiday for a month.

- h I'm enjoy my job a lot at the moment. It's very interesting.

Assignment: Work-Life Balance and Daily Routine

1. Describe your typical daily routine. What are you doing to improve it?
2. Explain what a healthy work-life balance means to you and why you consider this balance essential.
3. Offer at least one practical suggestion for individuals seeking to enhance their work-life balance.

Use present simple and present continuous!