**Home task.**

**Task 1. Replace the words in bold in the sentences with the phrases in the box.**

**struggle with make time for be overwhelmed by have no control over pile up take on take time out keep up with (2) race around**

1. I've been so busy recently. I need to **(have a break) take time out** and go on a yoga retreat.
2. I work full time and I also help at my colleagues. I really can't **(say yes to)** keep up with any more responsibilities at the moment.
3. Don't give your email to that website. You'll **(find it hard to deal with)** **struggle hard with** the advertising they send you! You'll really have to **(go quickly from one place to another)** **race around** this morning to get all you need for the holiday.
4. He can always **(find a moment for) make time for** me when I need help.
5. I can't **(go at the same speed) keep up with** as my colleagues.
6. They **(all finish the exercises before) take on** **exercises before** me.
7. I haven't had much time for work this week, so I've let the tasks **(accumulate) pie up.** It'll take me hours to do them!
8. We **(can't manage) have no control over** the situation because no one has given us the authority to act.
9. They **(have difficulties)** **are** **overwhelmed by** understanding his accent.

**Task 2. Underline the correct alternatives to complete the sentences.**

1. This project ***is taking / takes*** me longer to do than usual.
2. You can't borrow my car because I ***am needing / need*** it this afternoon.
3. Who ***is coming / comes*** to the meeting on Friday?
4. So, what ***do you do / are you doing***? Are you a developer?
5. The RM ***is thinking / thinks*** that these issues are important.
6. How often ***are they visiting / do they visit*** you?

**Task 3. Complete the conversations with the Present Simple or Present Continuous form of the verbs in brackets.**

1. **A:** Why **are you closing** (you/close) the windows?

**B:** Because it's going to rain and **I’m not waiting** (not want) the floor to get wet!

1. **A:** **I’m realizing** (realize) now that you're not happy with the situation and I'm sorry.

**B:** Too right! You **complain forever** (forever complain) but now it's my turn.

1. **A:** The government says that prices **falls** (fall) but everything **seems** (seem) to be more expensive.

**B:** That's true. Petrol **costs** (cost) five cents more than last year.

1. **A:** What **do you do** (you/do) in the mornings now that you have no job?

**B:** Well, it **depends** (depend) on the weather. Sometimes **I go** (go) for a walk in the park and other days **prefer** (prefer) to stay in.

1. **A:** Sally **is staying** (stay) late at the office this night.

**B:** Really? I also **go (I’m also going)** (go) away for the weekend. **I’m supposing** (suppose) I could cancel.

1. **A:** Our team **grows** (grow) so quickly. I **constantly hire** (constantly/hire) new employees.

**B:** I **have** (have) the same problem. We **need** (need) some junior specialists too.

1. **A:** She just **doesn’t understand** (not understand) my problem.

**B:** Well, maybe she **doesn’t realize** (not realize) how important it is for you.

1. **A:** I **need** (need) to meet with my manager.

**B:** What **do you wait** (you/wait) for? Make an appointment now!

**Task 4. Do the online tasks linked below.**

[Online Exercise A](http://www.better-english.com/grammar/presentforms.htm)

[Online Exercise B](http://www.better-english.com/grammar/presforms.htm)

[Online Exercise C](http://www.better-english.com/grammar/presentforms2.htm)