**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** 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** any more responsibilities at the moment.
3. Don't give your email to that website. You'll **find it hard to deal with** the advertising they send you! You'll really have to **go quickly from one place to another** this morning to get all you need for the holiday.
4. He can always **find a moment for** me when I need help.
5. I can't **go at the same speed** as my colleagues.
6. They **all finish the exercises before** me.
7. I haven't had much time for work this week, so I've let the tasks **accumulate.** It'll take me hours to do them!
8. We **can't manage** the situation because no one has given us the authority to act.
9. They **have difficulties** 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you/close) the windows?

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

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

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

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

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

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

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

1. **A:** Sally \_\_\_\_\_\_\_\_\_\_\_\_\_ (stay) late at the office this night.

**B:** Really?. I also\_\_\_\_\_\_\_\_\_\_ (go) away for the weekend. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (suppose) I could cancel.

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

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

1. **A:** She just \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not understand) my problem.

**B:** Well, maybe she \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not realize) how important it is for you.

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

**B:** What \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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)