**BE + ING**

1. The company \_\_\_\_\_  spouses of employees in the invitation to the banquet.
   1. are included
   2. have included
   3. is including
   4. has including
2. The head of operations  \_\_\_\_\_  to the management convention.
   1. going
   2. are going
   3. go
   4. is going
3. The technicians in the research division \_\_\_\_\_ the process confidential.
   1. is keeping
   2. are keeping
   3. to keep
   4. has kept
4. The Burlington Foreign Fund is not \_\_\_\_\_ new accounts at present.
   1. accepted
   2. accepts
   3. accepting
   4. acceptance
5. Those \_\_\_\_\_  the CCB Studios as members of a viewing  audience should proceed to Studio B.
   1. who visiting
   2. which visit
   3. whose visit
   4. who are visiting
6. Market researchers \_\_\_\_\_  international markets as primary targets for the upcoming fiscal year.
   1. were looked
   2. are looked
   3. are looking
   4. is look
7. After working fifteen hours at the office, the new lawyer is finally \_\_\_\_\_ away his papers and \_\_\_\_\_  home.
   1. putting                  A. headed
   2. put                    B.  head
   3. come                C. ahead
   4. came                D. heading
8. With the holidays coming, department stores \_\_\_\_\_ up for their busy season.
   1. is gearing
   2. are gearing
   3. gears
   4. have gearing
9. The transport strike \_\_\_\_\_ a  for small businesses.
   1. is becoming
   2. is became
   3. becomes
   4. have become
10. Cruise One \_\_\_\_\_ reduced fare for any first-time customers.
    1. offer
    2. is offered
    3. is offering
    4. has offered
11. In preparation for the world premiere, the orchestra is \_\_\_\_\_ twice a day.
    1. practice
    2. practiced
    3. practices
    4. practicing
12. The community is \_\_\_\_\_to restore the island to its original state.
    1. attempted
    2. attempting
    3. attempt
    4. attending
13. In light of rising health care costs, many companies \_\_\_\_\_\_  their benefits program.
    1. stream
    2. streamlined
    3. are streamlining
    4. are streamed
14. This week Barbara is away on business so Tom \_\_\_\_\_\_ dinner for himself.
    1. cook
    2. cooks
    3. are cooking
    4. is cooking
15. Today Mr. and Mrs. Parsons \_\_\_\_\_\_\_\_\_\_ to work separately because Mr. Parsons has to go to a meeting at another branch.
    1. drive
    2. drives
    3. are driving
    4. is driving
16. At the moment my parents are on vacation, so they \_\_\_\_\_\_\_\_\_\_ breakfast much later.
    1. eat
    2. eats
    3. are eating
    4. is eating
17. My husband and his colleague\_\_\_\_\_\_\_\_\_\_ golf right now.
    1. play
    2. plays
    3. are playing
    4. is playing
18. ..................... the party? Yes, very much, thank you.
    1. Are you enjoying
    2. Do you enjoy
    3. Are you enjoy
    4. Do you enjoying
19. ............... a really good book at the moment.
    1. I read
    2. I'm reading
    3. I reading
    4. I was reading
20. John’s in the bathroom. He ............... a shower.
    1. has
    2. is taking
    3. is making
    4. is doing

**BE ING + HAVE EN (pres perfect)**

1. Yasmin is one of our best employees and \_\_\_\_\_  working here for two years.
   1. has
   2. has been
   3. is
   4. will
2. I'm very hungry. I\_\_\_\_\_\_\_\_\_ all day.
   1. didn't eat
   2. haven't ate
   3. haven’t eaten
   4. have been eating
3. Their new kitchen looks fantastic. They \_\_\_\_\_ completely \_\_\_\_\_ it.
   1. have \_\_\_\_\_ been redecorating
   2. have \_\_\_\_\_ redecorated
   3. already \_\_\_\_\_ redecorated
   4. didn't \_\_\_\_\_ redecorated
4. Our kitchen’s a mess. We\_\_\_\_\_\_\_\_\_\_\_\_ any cleaning for weeks.
   1. didn't do
   2. haven't been doing
   3. have done
   4. haven't done
5. I think they are dating. They\_\_\_\_\_\_\_\_\_\_\_\_ a lot of each other recently.
   1. had seen
   2. haven't been seeing
   3. have been seeing
   4. have seen
6. We've discovered this great café and we\_\_\_\_\_\_\_\_\_\_\_\_\_ there a lot.
   1. have been going
   2. have gone
   3. are going
   4. have went
7. How's your Mum? I \_\_\_\_\_\_\_\_\_\_\_\_\_ her for ages.
   1. had seen
   2. haven't seen
   3. haven't been seeing
   4. didn't see
8. You're covered in paint! What \_\_\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_\_\_?
   1. have \_\_\_\_\_ done
   2. were \_\_\_\_\_ doing
   3. did \_\_\_\_\_ do
   4. have \_\_\_\_\_ been doing
9. She’s gone to the doctor's. She \_\_\_\_\_\_\_\_\_\_\_\_\_\_ too well lately.
   1. hasn't felt
   2. hasn't been feeling
   3. has felt
   4. doesn't feel
10. Where have you been? I\_\_\_\_\_\_\_\_\_\_\_\_ for ages.
    1. have waited
    2. waited
    3. was waiting
    4. have been waiting
11. I have to write an essay. I\_\_\_\_\_\_\_\_\_\_ about half of it so far.
    1. have written
    2. have been writing
    3. wrote
    4. have to write
12. It has \_\_\_\_\_\_\_ snowing a lot this week.
    1. been
    2. was
    3. is
    4. were
13. I'm tired because I \_\_\_\_\_\_been working out a lot lately.
    1. have
    2. has
    3. am
    4. was
14. Mary \_\_\_\_\_\_\_\_\_\_living in Lille since May.
    1. is being
    2. is been
    3. has
    4. has been
15. How long \_\_\_\_\_\_they been playing?
    1. has
    2. have
    3. are
    4. were
16. I \_\_\_\_\_\_\_\_\_ drinking more water recently, and I feel better.
    1. was
    2. been
    3. have been
    4. had been
17. The patients \_\_\_\_\_\_\_ waiting three hours already!
    1. was
    2. are
    3. has been
    4. have been
18. It has been \_\_\_\_\_ since Monday
    1. rain
    2. rainy
    3. raining
    4. rained
19. The children \_\_\_\_\_\_\_\_ for several hours now and need to be called indoors.
    1. were playing
    2. had playing
    3. were played
    4. have been playing
20. The popularity of social networking sites **\_\_\_\_\_\_\_\_\_** lately.
    1. is being increasing
    2. was being increasing
    3. has been increasing
    4. increasing

B**E ING + BE EN (passive voice)**

1. Government agencies are \_\_\_\_\_  pressured to conduct themselves more like the private sector.
   1. can been
   2. be
   3. were
   4. being

**BE ING + ED**

1. The secretary told me that a new prospectus \_\_\_\_\_ mailed to all interested investors.
   1. was been
   2. have been
   3. are being
   4. was being
2. The electricity went out while we \_\_\_\_\_  coffee.
   1. had made
   2. were making
   3. have being made
   4. drunk

**BE ING  + MOD**

1. The new accountant \_\_\_\_\_  doing the same  work that Mr. Drake has been doing.
   1. must
   2. had
   3. will be
   4. are
2. The visitors will \_\_\_\_\_ at the office in twenty minutes.
   1. be arrived
   2. arrived
   3. arrives
   4. be arriving
3. Hotel guests who \_\_\_\_\_  checking out after 1:00 P.M. should contact the front desk.
   1. will
   2. were
   3. are going
   4. will be
4. Employees who \_\_\_\_\_ attending the conference can get a discount on travel arrangements.
   1. have going
   2. will be
   3. will
   4. are going

OTHER