

- 1 Don't rush me. *I am working (!)* ..... as fast as I can. (I/work)
- 2 What ..... ? It looks awful. (you/drink)
- 3 ..... to see the boss. (She/still wait)
- 4 ..... to catch his train. (He/hurry)
- 5 ....., aren't you? Calm down! (You/constantly/panic)
- 6 ..... more and more politically aware these days. (Young people/become)
- 7 What ..... nowadays? (John/do) – ..... for the British cycle team. (He/ride)
- 8 ..... our holiday here very much. (We/enjoy)
- 9 ..... people by asking personal questions. (He/always/upset)
- 10 What time ..... tomorrow? (he/arrive)
- 11 ..... to lock the front door. (She/forever/forget)
- 12 ..... treatment on my bad back for a few weeks. (I/have)
- 13 You can't believe a word he says. .... (He/always/lie)
- 14 ..... the 1,500 metres in the next Olympics. (She/run)

1 Let me explain what you have to do. First you (take) ..... *take* ..... the photos and (sort) ..... *sort* ..... them into categories. Then you (file) ..... *file* ..... them according to subject.

2 We (hope) ..... you (enjoy) ..... this marvellous weather as much as we are. We (sunbathe) ..... and (go) ..... swimming every day. Next week we (go) ..... snorkelling.

3 The play is set in London in 1890. The action (take) ..... place in Sir Don Wyatt's mansion. When the curtain (go) ..... up, the hero and heroine (sit) ..... in the lounge. They (argue) .....

4 The house is in a mess because we've got the workmen in. The plumber (put) ..... in a new bath, the electricians (rewire) ..... the system, and the carpenter (build) ..... us some new bookshelves!

5 Dear Jane,  
Sorry to hear about your problem at work I (think) ..... you (do) ..... the right thing, but I (doubt) ..... whether your boss really (know) ..... his job from what you (tell) ..... me!

6 Pym (pass) ..... to Smith, who (run) ..... straight at the central defence and (shoot) ....., and Gomez (push) ..... it over the bar for a corner.

### A HOLIDAY JOB WITH A DIFFERENCE!

I (*study*)<sup>1</sup> *am studying*. English at Exeter University. I'm on holiday at the moment and I (*work*)<sup>2</sup> ..... in a public library. I'm lucky to have this job. I (*not have to*)<sup>3</sup> ..... get up early. The library (*open*)<sup>4</sup> ..... at 10 and (*close*)<sup>5</sup> ..... at 7. It's interesting work because people (*always come in*)<sup>6</sup> ..... and (*ask*)<sup>7</sup> ..... me to help them, so I (*learn*)<sup>8</sup> ..... a lot about different subjects. I (*enjoy*)<sup>9</sup> ..... the job and (*find*)<sup>10</sup> ..... it very amusing, too. People (*use*)<sup>11</sup> ..... the strangest things as bookmarks. I have found a rasher of bacon (uncooked!). Matchsticks (*be*)<sup>12</sup> ..... common and so (*be*)<sup>13</sup> ..... bus tickets. My colleagues (*always find*)<sup>14</sup> ..... things too – even a £10 note, but I haven't been so lucky! I often (*think*)<sup>15</sup> ..... of the photo of a beautiful woman which I found. On the back were the words: 'I (*love*)<sup>16</sup> ..... you. I (*miss*)<sup>17</sup> ..... you and I'll never forget you.'

1 I am working (1) 2 are you drinking? (1) 3 is still waiting (1) 4 is hurrying (1) 5 are constantly panicking (4) 6 are becoming (2) 7 is John doing ... is riding (2) 8 are enjoying (1) 9 is always upsetting (4) 10 is he arriving (3) 11 is forever forgetting (4) 12 am having (2) 13 is always lying (4) 14 is running (3)

- 1 you take ... and sort ... you file  
(Spoken or written explanation or demonstration)
- 2 We hope you are enjoying ... We sunbathe and go ... Next week we're going  
(Letter or postcard from someone who is on holiday)
- 3 The action takes place ... goes up ... are sitting ... They are arguing  
(Review of a play in a newspaper or on the radio)
- 4 The plumber is putting ... are rewiring ... is building  
(Letter to, or telephone conversation with a friend)
- 5 I think ... you are doing ... I doubt ... knows ... you tell me  
(Letter to a friend or relation in reply to a phone call or a letter)
- 6 Pym passes ... runs ... shoots ... pushes  
(Spoken commentary on a football match on TV or radio)

1 am studying 2 am working 3 don't have to  
4 opens 5 closes 6 are always coming in  
7 asking 8 am learning 9 enjoy/am enjoying  
10 find/am finding 11 use 12 are 13 are 14 are  
always finding 15 think 16 love  
17 miss/am missing