

## VOCABULARY

### ORGANISATION

- 1 A** Work in pairs. Read the introduction to the questionnaire. Are you a planner or a procrastinator?
- B** In pairs ask and answer questions 1–4 in the questionnaire. Do you have similar answers?
- C** Find phrases in bold to match the definitions below.
- not pay attention to the things you are supposed to be doing
  - delay (a job)
  - spend time doing things that aren't important
  - put jobs in order of which is most important
  - do lots of different jobs at the same time
  - complete tasks
  - do jobs just before the time they need to be done
  - do things in advance
  - be careful with your time
  - begin a job
- D** Work in groups. Answer the questions.
- When was the last time you left something until the last minute?
  - Can you think of a job that you have put off for a while? When do you plan to do it?
  - What do you get distracted by when you're working? How do you try to avoid distractions?
  - Do you think it's a good idea to write to-do lists?

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## LISTENING

- 2** **3.1** Listen to three people discussing the questionnaire. Which of the following topics do they not talk about?

making plans   holidays   writing lists   work arrangements for tonight

- 3 A** Work in pairs. Can you complete these sentences from the listening?
- You generally like to do things ahead of \_\_\_\_\_.
  - It's the only way to get \_\_\_\_\_ done.
  - You might need to change your \_\_\_\_\_, so why bother making plans in the first place?
  - I much prefer to \_\_\_\_\_ and see what happens.
  - This evening a \_\_\_\_\_ of mine's coming over.
  - I'm going to try out a new \_\_\_\_\_ recipe.
  - I'll see how I \_\_\_\_\_. I might go out, or I might just stay at home and \_\_\_\_\_.
  - I do get jobs done, but I never get started \_\_\_\_\_ away.
- B** Listen again to check your answers.
- C** Discuss. Who would you prefer to work with, Laurie, Kenna or Javier? Why?



Are you a  
**planner**  
 or a  
**procrastinator?**

Do you plan your day or do you prefer to see what happens? A planner will spend the night before work making lists, prioritising, and making sure everything is under control. They arrive early and get started on their first task. A procrastinator, on the other hand, is more likely to arrive at work just in time, with a coffee and breakfast in their hand and a stressed look on their face.

When you have a job to do, or you need to **meet a deadline**, do you:

- generally **do things ahead of time** or **leave things until the last minute**?
- prefer to **get started** on a difficult job or **put off** doing difficult jobs until later?
- tend to **get distracted** easily and **waste time** or do you **use your time wisely** and **get things done**?
- write to-do lists and **prioritise tasks** or do you prefer to **multitask**?

## GRAMMAR

### THE FUTURE (PLANS)

**4** Read the conversation and find examples of the structures described below.

**Kenna:** This evening a friend of mine's coming over. We're eating at my house – I'm going to try out a new pasta recipe. And then we're going to the cinema to see that new Argentinian film.

**Laurie:** Javier?

**Javier:** Uhhh ... I don't really know. I'll see how I feel. I might go out, or I might just stay at home and relax. I told you, I really don't like to plan.

#### RULES

**1** Use present continuous to talk about plans or arrangements which have already been made, e.g. *A friend of mine is coming over.*

**2** Use *going to* + infinitive without *to* to talk about a plan or intention. You have decided that you want to do this, but you may not have made the arrangements, e.g. \_\_\_\_\_

**3** Use *might* + infinitive without *to* when you are undecided or not sure what the plan is, e.g. \_\_\_\_\_

**4** Use *will* + infinitive without *to*, to talk about the future when you have no specific plan, or you make the decision at the time of speaking, e.g. \_\_\_\_\_

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**5 A** **3.2** Listen and complete the sentences.

- 1 What \_\_\_\_\_ at the weekend?
- 2 We \_\_\_\_\_ my brother and his family.
- 3 Where \_\_\_\_\_ for them?
- 4 They \_\_\_\_\_ a party on Friday.
- 5 \_\_\_\_\_ with us tomorrow?
- 6 I'll ask Marion when she \_\_\_\_\_.

**B FAST SPEECH: *going to*** Listen again. Notice how the speakers sometimes pronounce *going to* /gənə/ in fast speech. Tick the sentences where *going to* is pronounced /gənə/.

**C** Listen again and practise saying the sentences fast.

*What are you going to do at the weekend?*

**6** Underline the correct alternatives to complete the conversation.

**Pete:** Hey Dax. What <sup>1</sup>are you two doing/will you two do on Saturday night?

**Dax:** I don't know. We <sup>2</sup>might/will go to the Death City Dread concert. What about you?

**Pete:** <sup>3</sup>I'll have/I'm going to have a bit of a party. My parents <sup>4</sup>are going/will go away for the weekend, so I've asked a few people to come over to my place. Kris <sup>5</sup>will bring/is bringing his DJ equipment round, so <sup>6</sup>we're having/we'll have music. And everyone <sup>7</sup>is going to bring/might bring some food and drink. Euan <sup>8</sup>will come/is coming with a few friends. Do you think you can make it?

**Dax:** It sounds great. <sup>9</sup>I'm going to text/I'll text Leyla to ask her what she thinks. Then <sup>10</sup>I'm calling/I'll call you back to let you know. Is that OK?

**Pete:** That's fine. <sup>11</sup>I'll speak/I'm going to speak to you later. Bye.

**7 A** Write sentences for situations 1–6 below. Think about whether you have made arrangements already, then decide which tenses to use.

**1** something you plan to do at the weekend  
*Some friends are coming to stay. (I've already arranged this.)*

*I might go out for a pizza on Friday night. (I don't know yet.)*

- 2 something you are going to do after the class
- 3 something you might buy in the near future
- 4 something that someone in your family is planning to do
- 5 a plan or ambition you have, related to your work/studies
- 6 something that you plan to do for your next holiday

**B** Work in pairs. Compare your ideas. Ask and answer questions to find out more information.

**A:** *My sister's moving to Poland.*

**B:** *Really? That sounds exciting. Which city?*



## SPEAKING

**8 A** Think about two or three plans or arrangements with other people that you have made recently. Use the questions below to make some notes.

- 1 What is the plan?
- 2 Who is involved?
- 3 How did you communicate to make the arrangements?

**B** Work in groups. Tell the other students about your plans and how you made the arrangements. Do you have similar or different ways of organising yourselves?

## WRITING

### MESSAGES; LEARN TO USE NOTE FORM

**9** Work in pairs. Look at messages 1–4 and answer the questions.

- 1 What do you think the relationship is between the writer and the person they're writing to?
- 2 Are the messages formal or informal?

Leyla  
Gone to the dentist.  
Be back at 4p.m.  
Jen

Pete  
Please call Tricia on  
07679 437 562 asap  
Lucy

Hope you enjoyed  
the concert.  
Dinner's in the oven.  
FX

Can you pick us up  
from football tonight?  
See you later  
Ben + Max

## speakout TIP

Leave it out! When we write notes and messages we don't always write complete sentences. We often miss out small grammatical words to make the message shorter.

**10 A** Look at messages 1–4 in Exercise 9. The words in the box have been left out. Which message do they belong to?

I We'll Your I've Can you I'll

**B** Rewrite messages 1–4 below using fewer words.

**1** Are you feeling hungry?  
Do you want to meet me  
for lunch at Pavarotti's  
1p.m.? Rx

**2** We're going to see  
Elton John in concert.  
Would you like me  
to book you a ticket?  
Tonya

**3** Pete called to say that  
he won't be able to  
come to dinner. Do you  
think you could call him  
back on 01954 627 823?  
Thanks. Jayne

**4** I'm really sorry but  
I can't come to the  
cinema tonight because  
I've got too much work  
to do. I hope you enjoy  
the film.  
Bess

**11** Write short messages for the situations below.

- 1 You're going away for the weekend and would like your flatmate to water the plants.
- 2 You want to invite a classmate to the cinema.
- 3 You need to apologise to a work colleague for missing a meeting.



## Lesson 3.1 EXPRESSIONS

with *get*

**1 A** Look at the examples for the different uses of *get*.

*get* + noun = obtain

*Sophie got a new job yesterday.*

*get* + noun = receive

*He got a letter from the company.*

*get* + noun = buy

*Can you remember to get some milk on the way home?*

*get* somewhere

*What time did you get here?*

*get* + adjective

*I'm getting bored of this.*

*get* in phrasal verbs

*I really need to get on with my work.*

**B** Underline the expressions with *get* in sentences 1–6. Match each sentence with the correct use of *get* in Exercise 1A

- 1 He gets money by selling furniture on the internet.
- 2 I don't know when I'll get around to finishing that book.
- 3 We need to get permission to use the room.
- 4 I'm getting tired. Shall we finish there?
- 5 Did you manage to get some new trousers?
- 6 What time does the train get to Budapest?

## 3.1 the future (plans)

### be going to

+	I'm <b>going to</b> start university next year.
-	He <b>isn't going to</b> get a job this year.
?	Where <b>are you going to</b> stay?

When using *be going to* use the word order: subject + *am/are/is* + *going to* + infinitive without *to*. Use *be going to* to talk about future plans or intentions.

When the verb is *go* or *come*, we often use the present continuous:

*We're going to (go to) Spain. We're going to Spain.*

*I'm going to come and see you later. I'm coming to see you later.*

### present continuous

+	I'm <b>starting</b> my course in September.
-	We're not <b>going</b> away for very long.
?	What time <b>are you leaving</b> in the morning?

The present continuous is formed: subject + *am/are/is (not)* + verb + *-ing*. Use the present continuous to talk about future plans, when arrangements have already been made. We usually specify a future time such as *next week*, *on Friday*, etc., unless it is already clear that we are talking about the future:

*We're flying to Greece on Friday.* (We've already bought the tickets.)

*She's staying in a hotel near the airport.* (The hotel is already booked.)

In some cases it doesn't matter if it's the present continuous or *be going to*:

*I'm playing football on Saturday.*

*I'm going to play football on Saturday.*

### will

+	We'll <b>meet</b> you at the station.
-	I <b>won't see</b> you tomorrow.
?	<b>Will you want</b> a taxi?

When there is no plan or arrangement (when we make a decision at the time of speaking), we often use *will*: *I'm tired. I think I'll go to bed.* (subject + *will* + infinitive)

For use of *be going to* and *will* for prediction, see section 3.2 below.

### might

+	I <b>might go</b> out later.
-	We <b>might not be able</b> to finish all this work tomorrow.

Use *might* + infinitive without *to* to talk about plans, when we are unsure what the plan is: *I might stay at home and watch a DVD.* (But I'm not sure. I might go out.)

### spoken grammar

We do not usually use *might* + infinitive without *to* in the question form. It seems old-fashioned and formal:

*Do you think you might see Evelyn?*

NOT *Might you see Evelyn?*

### 3.1

**A** Complete the conversation. Use the prompts in brackets where necessary.

A: Where <sup>1</sup> \_\_\_\_\_ you going?

B: I'm <sup>2</sup> \_\_\_\_\_ to Paul's house. We' <sup>3</sup> \_\_\_\_\_ going to watch the football.

A: OK. Who <sup>4</sup> \_\_\_\_\_? (play)

B: Real Madrid versus Barcelona.

A: I see. And what time are you <sup>5</sup> \_\_\_\_\_ home? (come)

B: I don't know.

A: How <sup>6</sup> \_\_\_\_\_ getting home?

B: I'm not sure. I <sup>7</sup> \_\_\_\_\_ his dad to drive me home, or I <sup>8</sup> \_\_\_\_\_ catch the bus. (ask/might)

**B** Find and correct the mistakes. There is one mistake in each sentence.

1 Will you going out this weekend?

2 I'm sorry I can't come. I playing tennis after work.

3 I don't feel very well. I think I stay at home.

4 What you going to do?

5 We go for a picnic, so I hope it doesn't rain.

6 Is that the phone? Don't worry – I'm going to get it.

7 They might going to a concert.

8 I'm sorry we can't come, but we going to visit my mother this weekend.

# VOCABULARY

## ORGANISATION

### 1 A Match 1–5 with a)–e) to make sentences.

- 1 Will you be able to meet
  - 2 Well I'm ready! Shall we get
  - 3 Do you think she's going to put things
  - 4 My son always gets
  - 5 I'm going to use my time
- a) started and open the meeting?  
b) distracted when he's doing his homework.  
c) off? She already has a lot of work to do.  
d) wisely and check my luggage while I'm waiting for the taxi.  
e) the deadline on this job or will you be late?

**B Match the sentences in Exercise 1A with the responses below. Complete the responses with the words in the box.**

ahead   prioritising   multitasking  
leave   waste

- 1 Don't worry. I'll finish. I don't usually \_\_\_\_\_ time.
- 2 Tell him to finish it all \_\_\_\_\_ of time and then it won't be such a problem.
- 3 I don't think so. She probably wants to get it done fast and she is pretty good at \_\_\_\_\_.
- 4 Good idea as we have limited time. I'd like to start by \_\_\_\_\_ our most important tasks.
- 5 Yes, better not to \_\_\_\_\_ things to the last minute or you'll miss your flight.

## LISTENING

### 2 A 3.1 Listen to three people talking about planning things. Who thinks he/she:

- a) is a procrastinator? \_\_\_\_\_  
b) is a good planner? \_\_\_\_\_  
c) plans too much? \_\_\_\_\_

### B Listen again and circle the correct option.

- 1 Where is Ruth planning to stay?  
a) in city hotels  
b) in youth hostels  
c) in hostels and cheap hotels
- 2 What does she plan to do in Lodz?  
a) go out and find artwork  
b) do a city tour  
c) shop in the city centre
- 3 What has Kieron done to prepare for his trip?  
a) packed his sports bag  
b) booked his bus ticket  
c) written a list of things to pack
- 4 What does he think he will forget?  
a) his bag  
b) his boots  
c) the tickets
- 5 What type of party is Amber organising?  
a) a beach party for a diving group  
b) a birthday party at a swimming pool  
c) a birthday party with diving
- 6 What does Amber enjoy about her job?  
a) arranging large events  
b) scuba diving  
c) meeting new people

### C Match the underlined words and phrases in extracts 1–5 with meanings a)–e).

- 1 I'm afraid I have to organise things in massive detail ...
  - 2 ... you see them as you wander around the city.
  - 3 I'm going to a sports tournament next week ...
  - 4 ... we've made it to the final matches.
  - 5 I think planning comes naturally to me.
- a) walk around slowly in a relaxed way with no specific purpose  
b) be successful in or achieve something  
c) do something easily without learning it  
d) a competition with different matches leading to a winning team  
e) a large amount

Ruth



Kieron



Amber



# GRAMMAR

## THE FUTURE (PLANS)

**3** Underline the correct alternatives to complete the conversation.

- A:** <sup>1</sup>Do you go/Are you going anywhere this weekend?  
**B:** Yes, we <sup>2</sup>re going/'ll go up to Edinburgh to see some of the sights.  
**A:** That's nice. Where <sup>3</sup>are you going/might you to stay?  
**B:** I don't know yet. I <sup>4</sup>have/'m going to have a look online later.  
**A:** I've got some friends in Edinburgh. They <sup>5</sup>might/are going to have some space. I <sup>6</sup>'ll give/'m going to give you their number.  
**B:** Thanks. That's great. What about you? <sup>7</sup>Do you do/Are you doing anything exciting?  
**A:** No, I think I <sup>8</sup>'ll spend/'m spending the weekend watching DVDs.

**4** Complete the email. Use the present continuous, will/might or be going to. There may be more than one possibility.

Hi Ros

<sup>1</sup> \_\_\_\_\_ (you/do) anything at the weekend?  
 Do you want to come out with us? Danny and I  
<sup>2</sup> \_\_\_\_\_ (go out) on Saturday night. It would be great if you could come. We <sup>3</sup> \_\_\_\_\_ (try) one of the restaurants in Trastevere – it's really nice round there.  
 One thing we've planned is we <sup>4</sup> \_\_\_\_\_ (meet) up with a few people from the course for a drink first, in Piazza Santa Maria. Do you know it? We <sup>5</sup> \_\_\_\_\_ (be) outside Café Marzo from about 6.30, if you want to join us. I'm not sure how late we <sup>6</sup> \_\_\_\_\_ (be). If anyone still has enough energy at the end of the evening, a DJ friend of mine <sup>7</sup> \_\_\_\_\_ (play) at the Gioia Music Restaurant, so we <sup>8</sup> \_\_\_\_\_ (go) there and dance a bit afterwards. We'll see how things go. I <sup>9</sup> \_\_\_\_\_ (call) you tomorrow to see what your plans are.

Speak soon,  
 Silvia

**5 A** 3.2 Listen to the sentences. Which words are stressed? Circle the option you hear.

- a) They're going to play squash.  
 b) They're going to play squash.
- a) I'm going to buy a new phone.  
 b) I'm going to buy a new phone.
- a) She's going to spend a week in Greece.  
 b) She's going to spend a week in Greece.
- a) He isn't going to eat anything.  
 b) He isn't going to eat anything.
- a) Are you going to walk to the station?  
 b) Are you going to walk to the station?
- a) He's going to change his job.  
 b) He's going to change his job.

**B** Listen again and repeat. Focus on the pronunciation of *going to* in fast speech.

# WRITING

## MESSAGES; LEARN TO USE NOTE FORM

**6 A** Match messages 1–6 with situations a)–f).

**1** Gone to lunch. Back soon.

**2** Mr Jackson called. No message. Will call again later.

**3** Dentist appointment cancelled. Need to rebook.

**4** At the cinema. Dinner in the oven. See you later.

**5** Messages  
Going swimming after school – want to come?

**6** Sorry, didn't tidy bedroom – was late for school.

- a brother leaving a message for his sister
- a mother leaving a message for her son
- a secretary leaving a message for his/her boss
- a colleague leaving a message for other colleagues
- a son leaving a message for his mother
- a person leaving a message for self as a reminder

**B** Which words have been deliberately left out of the messages? Rewrite the messages in full.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**C** Write notes for these situations.

- To your boss: Tell him that Mr Ali telephoned and that you have arranged for them to meet at Mr Ali's office tomorrow morning at 9a.m.
- To your brother: Invite him out to the cinema this evening.
- To your colleague: Say that you have gone home and will be back in the office tomorrow.



# Will, going to, present continuous for future

## Test 1. Tim is going shopping. Mary asks him to get some things for her. \_\_\_\_\_

T: I'm going shopping. Do you need anything?

M: We've run out of coffee.

T: OK. I ..... some. (buy)

M: And there's only one carton of milk left in the fridge.

T: I ..... two cartons. I can make a milk shake. (get)

M: You ..... vanilla sugar to make a milk shake, too. (need)

T: Good idea. Anything else?

M: I don't think so. What time .....you ..... back? (come)

## Test 2. Match a sentence in A with a sentence in B.

A

Why are you taking that knife?

Look at that man on the ladder.

John hasn't revised for the exam at all.

So you want to buy Sue a present.

I've had enough of you.

Roger is playing so badly today.

B

He is going to lose.

He is going to fail.

Now I am going to tell you parents.

He is going to fall!

What are you going to do?

What are you going to give her?

## Test 3. Look at Greg's diary. What is he doing on Saturday and Sunday?

**SATURDAY    SUNDAY**

**morning**

**meet his friends**

**morning**

**do nothing**

**afternoon**

**play volleyball**

**afternoon**

**visit his grandpa**

**evening**

**have dinner with Pat**

**evening**

**go to the theatre**

On Saturday morning Greg .....

On Saturday afternoon he .....

On Saturday evening he .....

On Sunday morning he .....

On Sunday afternoon he .....

On Sunday evening he .....

# Will, going to, present continuous for future

## Exercise 5. Make sentences with the words in brackets. \_\_\_\_\_

Example:

A *I'm so thirsty!*

B *I'll get you a drink. (get | drink | you)*

A It is so hot in this classroom.

B You're right. .... (window | open | I)

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A I need your photo.

B My photo? .....? (you | it | what | do | with)

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A Have they bought the train tickets yet?

B Yes, they have. .... (catch | 6.35 | they | train)

---

A Can I borrow your laptop?

B No problem. ....? (it | need | how long | you)

---

A Have you decided about your entrance exam?

B Yes, I have. .... (not | at | I | study | university)

---

A We spent our holiday in Prague last summer.

B Really? ..... (Prague | May | go | we | in | to)

---

A Look at the man on the motorbike!

B Oh, no! .....? (crash | he | car | our | into)

---

A There's someone at the door. Can you answer it for me?

B At midnight? ..... (not | it | I | answer)

---

A Natasha is having a welcome party on Friday night. Are you going?

B Of course, I am. .... (not | anything | I | do | Friday | on)

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# Will, going to, present continuous for future

**Exercise 1. Complete the sentences with the most appropriate form. Use the verbs in brackets.** \_\_\_\_\_

You must take an umbrella. It ..... (rain)

I ..... to the cinema tonight. I already have a ticket. (go)

Are you planning any summer holiday? - I don't know yet. Perhaps I ..... at home. (stay)

You look pretty tired. You should have a break. - OK. I ..... a rest. (have)

Betty is going to driving lessons, because she ..... a car. (buy)

I've just missed my train! - No problem. I ..... you there. (drive)

I can't eat anything today. I ..... an appointment at the hospital tomorrow. (have)

The Sharks are much better! I'm sure they ..... the Dolphins today! (beat)

What does your son want to do in future? - I hope he ..... a dentist. (become)

Not at five o'clock. Look at the diary. We ..... Mr. Clark at three o'clock. (meet)

Please, buy some eggs. I ..... a cake. (make)

My dad has already booked the holiday. We ..... to France on 2 July. (fly)

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**Key with answers:**

[www.e-grammar.org/will-going-to-present-continuous/](http://www.e-grammar.org/will-going-to-present-continuous/)