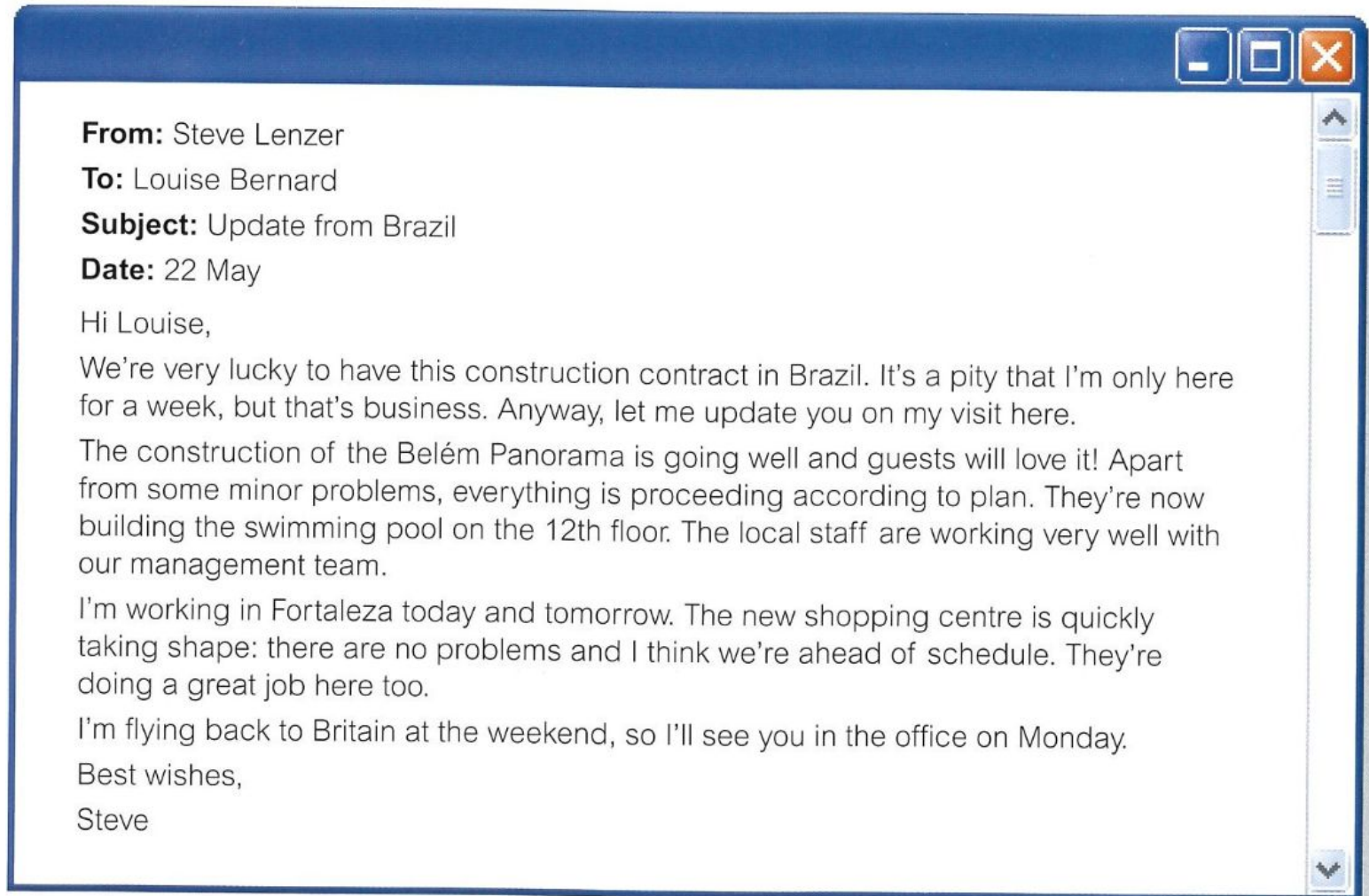


Презентация по теме

**Work in progress**

**Can you remember what Steve is doing in Brazil? Read this email to his business partner and check your answer.**



**From:** Steve Lenzer

**To:** Louise Bernard

**Subject:** Update from Brazil

**Date:** 22 May

Hi Louise,

We're very lucky to have this construction contract in Brazil. It's a pity that I'm only here for a week, but that's business. Anyway, let me update you on my visit here.

The construction of the Belém Panorama is going well and guests will love it! Apart from some minor problems, everything is proceeding according to plan. They're now building the swimming pool on the 12th floor. The local staff are working very well with our management team.

I'm working in Fortaleza today and tomorrow. The new shopping centre is quickly taking shape: there are no problems and I think we're ahead of schedule. They're doing a great job here too.

I'm flying back to Britain at the weekend, so I'll see you in the office on Monday.

Best wishes,

Steve

# The present continuous

The present continuous is used to talk about:

- an action that is happening now, at the moment of speaking

Q: *What **are** you **doing**?*

A: *I'm **checking** the financial report.*

- an ongoing action which is happening around this time

*The local staff **are working** very well with our management team.*

- a temporary activity

*A temp **is helping** out this month.*

- a fixed arrangement in the future

Q: ***Are** you **coming** to tomorrow's meeting?*

A: *No, I'm sorry. I'm **leaving** for Lisbon tomorrow morning.*

**Louise Bernard gets an email from project manager, Carlos Gutierrez. Complete the email with the correct form of the verbs in the box. What are the differences between this project and the Brazil project?**

fly   have   meet   not follow   take

**From:** Carlos Gutierrez

**To:** Louise Bernard

**Subject:** Update from Spain

**Date:** 23rd May

Hi Louise,

Just to update you on the project here in Valencia. We (1) \_\_\_\_\_ some problems, I'm afraid.

The local manager (2) \_\_\_\_\_ the building plans and everything is behind schedule.

I (3) \_\_\_\_\_ the subcontractors this afternoon – I need to know why everything

(4) \_\_\_\_\_ so long. I hope to get some answers!

I (5) \_\_\_\_\_ to London on Tuesday evening. See you on Wednesday.

Best regards

Carlos



**I**F YOU ARE EVER in a period of transition, when you are not working in your usual career field – or if you don't have enough experience to get a permanent job in the area you are interested in –

working for a temporary employment agency can be a great way to earn money, get more experience, and try out different kinds of work.

When you temp, the agency sends you to work at client companies for anything from a few hours to a few months, sometimes even longer. The reasons why companies need temps vary. When small companies are growing quickly, for example, or are developing short-term projects, they don't want to contract permanent staff. And when a staff member is taking maternity leave, employing a temp is also a good option for the company.

The people who temp, on the other hand, often enjoy it because the routine changes

## Temping is learning

from day to day. There are other advantages. 'If you don't know what career field you want to work in, temping can help you find some answers,' says Eliane Facet, who runs a temp agency in Montpellier,

France. 'As a temp, you might discover some fields you definitely don't want to work in. Not all of our temps have lots of experience. Right now, ten business students from our agency are working in different companies. They are experiencing the things they are learning about at college. They are improving existing skills, and also learning numerous others.'

From her own experience of temping, Eliane says, 'After long jobs, I used to send thank-you notes to the supervisors, telling them what I liked about working with them. Whenever I did this, the agency told me how happy the company was with my work, and then gave me better jobs.'

1 How's work going, Joanna?

It's OK, but I really want to go abroad. I'm (save) some money for a flight to Australia.

An illustration of a man and a woman in an office setting. The man, on the left, is standing and wearing a white shirt and a red tie. He is looking at the woman and speaking. The woman, on the right, is sitting at a desk, wearing a purple sleeveless top. She is looking down at a calculator on the desk. There are papers and a folder on the desk. In the background, there is a blue filing cabinet.

1 How's work going, Joanna?

It's OK, but I really want to go abroad. I'm (save) some money for a flight to Australia.



1 How's work going, Joanna?

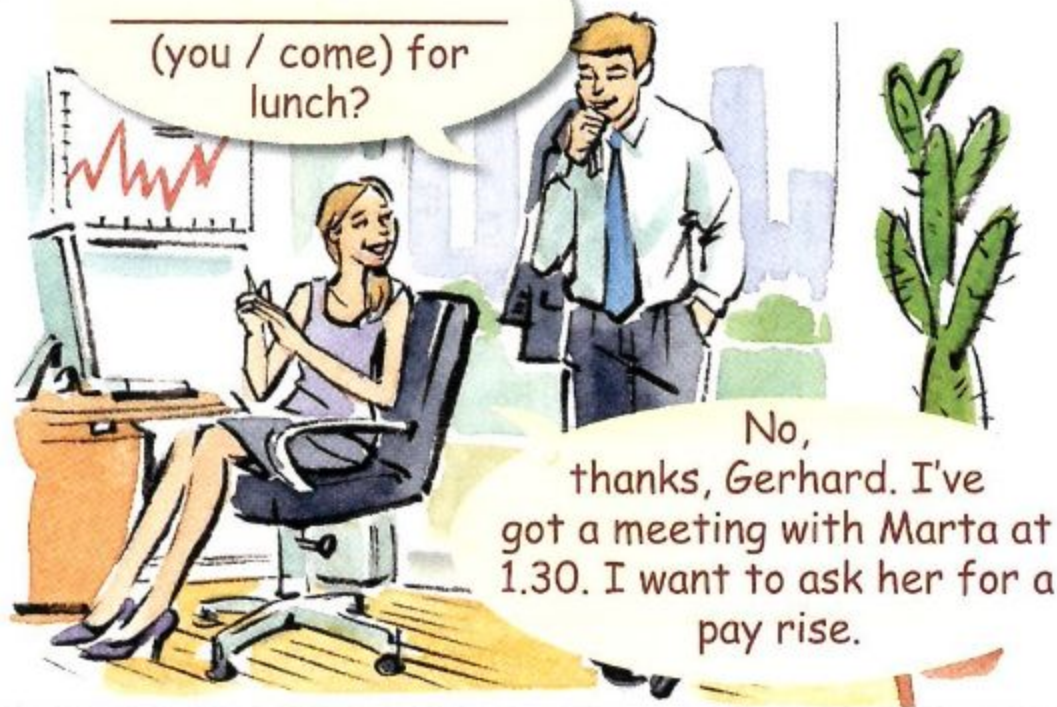
It's OK, but I really want to go abroad. I'm (save) some money for a flight to Australia.



2

Hi, Joanna.

(you / come) for  
lunch?



No,  
thanks, Gerhard. I've  
got a meeting with Marta at  
1.30. I want to ask her for a  
pay rise.




3

Joanna,  
I'm sorry. I can't give  
you a pay rise. I'm afraid we  
don't need you any more.

What!

(you / fire) me?

Yes, I'm  
afraid so. Your job was  
only temporary, after all.





4

Joanna,  
what's wrong?

Marta  
has decided to  
fire me!

No!  
I am sorry.

Oh,  
don't worry, Philippe.  
I \_\_\_\_\_ (go) to  
Australia next month. I've got a  
job as a tour guide.



## Martina

Monday, 18

am visit new plant

pm \_\_\_\_\_

Tuesday, 19

am \_\_\_\_\_

pm \_\_\_\_\_

Wednesday, 20

am \_\_\_\_\_

pm \_\_\_\_\_

Thursday, 21

am \_\_\_\_\_

pm \_\_\_\_\_

Friday, 22

am \_\_\_\_\_

pm \_\_\_\_\_

## Dave

Monday, 18

am \_\_\_\_\_

pm take time off

Tuesday, 19

am \_\_\_\_\_

pm \_\_\_\_\_

Wednesday, 20

am \_\_\_\_\_

pm \_\_\_\_\_

Thursday, 21

am \_\_\_\_\_

pm \_\_\_\_\_

Friday, 22

am \_\_\_\_\_

pm \_\_\_\_\_

## Prepositions of time: *at, in, on*

We use *at, in* and *on* with the following time expressions:

- *at* + specific times, festivals in general; also *at lunchtime, at night, at the weekend*
- *in* + parts of the day, months, seasons, years, centuries
- *on* + days of the week and parts of named days, named festival days, dates

Note: *at the weekend* (UK English) and *on the weekend* (US English).