

1) Simple or progressive verb form

- a) He is a travel consultant. He (work) _____ in a travel agency.
- b) We (fly) _____ to Tokyo next weekend.
- c) I went to the reception and (ask) _____ where the manager was.
- d) *Welcome Air* (fly) _____ to Cagliari on Friday.
- e) She (work) _____ in this hotel for three years. She is still working there.
- f) When he came to the reception, the receptionist (talk) _____ on the phone.
- g) She is a student, but at the moment she (work) _____ as a waitress.

2) Find the correct verbs from the table and put them in the correct tense

start	have	spend	advice	decide
quit	plan	work	enjoy	work

Liz _____ three jobs in her life so far. She _____ as an tour guide for an adventure company in Egypt, Greece and Australia and then she _____ as a receptionist in an Italian hotel. But after half a year she _____ her job because she _____ to start a family. Now, however, she is back in work and for the last six months she _____ as a travel consultant in a big travel agency. Usually she _____ a lot of time with customers who _____ to take a break from everyday life. She _____ her customers on suitable resorts and locations for their vacation. In her free time she _____ to go on short trips with her husband and her two children.

3) True or false? Correct the false statements in full sentences.

- a) Liz has worked in Egypt and Austria. T/F
- b) She left her job in Italy because she didn't like her colleagues. T/F
- c) Liz is married and has two children. T/F
- d) At the moment she is working as a tour guide. T/F
- e) The travel agency Liz works in usually deals with business customers. T/F
- f) She started to work in the travel agency six months ago. T/F
- g) Liz works very hard and would like to take a break from everyday life. T/F

4) Match the correct words from the right; use the appropriate verb

Job description: We are looking for a person who

(able to use information technology)	articulate
(speak fluently)	considerate
(good with figures)	dynamic
(think of other people's feelings)	accurate
(precise, pay attention to detail)	energetic
(show a lot of energy)	optimistic
(feel confident about the future)	numerate
(is discreet and tactful in delicate situations)	enthusiastic
	diplomatic
	computer-literate