

Mixed grammar

1. I am typing the letter now. Mrs Jenkins **wants** me to.
2. Every meeting **needs** a chairperson.
3. We have heard your proposals and we fully **agree**.
4. The pen she is looking for is not hers, it **belongs** to the supervisor.
5. We **hope/are hoping** to find a new market for these luxury products.
6. It is very annoying. They **always smoke /They are always smoking** when there is a serious decision to be made.
7. He forgot his umbrella. Where is he now? He **is signing** the visitors' book.
8. She **is listening** to the workers' complaints and **agrees** that conditions have to be improved.
9. It's a pity. Now we **regret** giving them the details.
10. I'm very optimistic. I **think** I can correct the mistake.
11. Who did you have in mind as a replacement when you heard that he wanted to leave? I **was planning** to split the responsibilities and take on two stock-control clerks.
12. What **were you waiting** for when the alarm bell rang?
13. The assistant **was preparing** the shortlist while the personnel manager **was interviewing** the first applicants.
14. She **was accessing** a personal file on her computer when there was a sudden power cut.
15. He **was waiting** for the MD when the receptionist asked him about his flight.
16. While he **was discussing** the terms of the agreement on the phone, he **was noting down** details for the next meeting.
17. What **were you doing** when he suggested a merger? I **was playing** golf.
18. Why **were they drinking** champagne when we saw them? They **were celebrating** Bill's birthday.
19. What **were you doing** when you heard about the accident? We **were celebrating** my secretary's birthday.
20. They **were working** on the new distribution system when their sales suddenly dropped.
21. What **were they discussing** when they heard about the strike?
22. Staff appraisal often **takes** the form of a meeting between an employee and his or her (their) line manager.
23. I **am thinking** of the problems of selling in a foreign market: it's not as easy as it appears.
24. Everybody can hear them. They **are talking** about some sort of additional pay.
25. A questionnaire **is being** prepared to find out whether they would agree to a ban on smoking.
26. Where is she? - She **is working** in the store room today.
27. What **is she doing** - She **is counting** the audio-tapes.
28. We cannot place an order yet because our chief buyer **is still studying** the quotations.
29. The computer **was being programmed** so we could not check the figures.
30. A contract of employment **contains** details about the job and the pay.
31. He is busy at the moment. He **is writing** a memo on how to improve the sales team's motivation.
32. The company **wants** to increase production.
33. So far their catalogues **have always contained** precise information.
34. He **has been checking** the invoices received by the suppliers all morning.
35. Why is he so irritated? - He **has been querying** overdue orders ever since he started work this morning.
36. They **have belonged** to the McLellan Group since the early sixties.
37. For a long time it **has been** his job to check advice notes.
38. They **have been looking** for the mistake for several hours and **have still not found** it.