



Grammar: going to

5 Find three examples of *going to* in the blog. When do we use it? How do we form questions and negatives? Check your answers in the table below.

going to

We often use *going to* to talk about future intentions and plans.

+	She's	going to	tidy up.
-	I'm not		waste time putting them on shelves.
?	How are we		find anything?



Pronunciation

People often say *going to* very quickly so it sounds like *gonna*.

>> For more information on *going to*, see page 168.

6 Say what is or is not going to happen in these situations. Use the words in brackets and make positive or negative sentences.

- You don't need these papers any more. (throw away)
We're going to throw them away.
- We don't need these books any more. (keep)
We aren't going to keep them.
- Harry's computer hard drive is full. (delete some files)
- Peter's workspace is a mess but he has no time to do anything about it. (tidy)
- We have a lot of glass bottles that we don't need any more. (recycle)
- One of the company cleaners will be 66 next week, but he doesn't want to stop work. (retire)
- Louise decided to employ a professional organizer to tidy up her home. (do it herself)
- Mary wants some coffee but her cup is dirty. (wash)
- Jodie doesn't like her job but she can't find another one at the moment. (leave)
- Mary wrote her password on a Post It note and stuck it on her computer. Her supervisor is angry about it. (take it down)

Speaking: Tidy up!

7 Your company's offices are very untidy. Management thinks it creates a bad impression on visitors and is having a negative effect on productivity. Work in pairs. Plan how to make everyone tidy up.

1 Are you going to hire professional organizers to come and tell everyone how to keep things tidy? Why?/Why not?

2 Are you going to ...

- reward employees who are tidy?
- punish employees who aren't tidy?
- Both a and b?

How are you going to reward/punish them?

3 What rules are you going to establish for keeping individual workspaces tidy?

4 How are you going to enforce the rules? Are you going to ...

- have official inspections at the end of each day?
- create a secret team of 'tidy police' who check at unknown times on different days?
- do something else (what)?

5 One of your untidiest employees is also one of your most productive employees. He works in a back room where nobody important sees the mess. Are you going to ...

- ignore the problem (why)?
- insist he keeps things tidy, too (why)?

8 Compare your decisions with another pair. Explain what you are going to do and why. Did you decide to do the same things?

9 Tell the class what you are going to do. Who has the most creative ideas?

TALKING POINT!

- Would you like to hire a professional organizer? Why?/Why not?
- Does your organization have a clean-desk policy, so employees must put away all paperwork before they leave their desk? Do you think it's important? Why?/Why not?