

to be

Affirmative	Negative	Interrogative	Short Answers
I am / I'm	I am not / I'm not	Am I ... ?	Yes, I am. / No, I'm not.
You are / You're	You are not / You aren't	Are you ... ?	Yes, he is. / No, he isn't.
He is / He's	He is not / He isn't	Is he ... ?	Yes, we are. / No, we aren't.
She is / She's	She is not / She isn't	Is she ... ?	Uses: for descriptions to give information
It is / It's	It is not / It isn't	Is it ... ?	
We are / We're	We are not / We aren't	Are we ... ?	
You are / You're	You are not / You aren't	Are you ... ?	
They are / They're	They are not / They aren't	Are they ... ?	

Watch Out!
they = people and things

1 Circle the answer that doesn't belong.

- he:** a. Mr Roberts c. Mum
 b. a boy
- we:** a. you and I c. Claire and I
 b. my friends
- it:** a. a lemon c. IT department
 b. e-mails
- they:** a. a clerk c. rooms
 b. Anna and John
- she:** a. Ms Bell c. mother
 b. umbrella
- you:** a. your office c. Claire and you
 b. the Chief Accountant and you

2 Complete the sentences with am, is or are.

- You on the ninth floor.
- I the Head of IT.
- We in London.
- London in England.
- The offices at City Tower.
- Toni a marketing rep.
- Emily a receptionist.

3 Write the sentences in the negative. Use the words in brackets.

- He is from France. (Spain)

- She is an administrative assistant. (receptionist)

- I am Julie. (Linda)

- You are on the fourth floor. (third floor)

- It is a jacket. (coat)

4 Complete the questions.

- Rose a laboratory technician?
- you from Spain?
- they new employees?
- your name Chad?
- he from England?

5 Write the words in the correct order to form questions.

- you / are / on / the second floor
 ?
- a receptionist / your mother / is
 ?
- your friend / is / from / the accounting department
 ?
- at work / you and your friends / are
 ?

6 Answer the questions in Exercise 5. Use short answers. Make the answers true for you.

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-
-
-



have got

Affirmative	Negative	Interrogative	Short Answers
I have got / I've got	I haven't got	Have I got ... ?	Yes, I have. / No, I haven't.
You have got / You've got	You haven't got	Have you got ... ?	Yes, he has. / No, he hasn't.
He has got / He's got	He hasn't got	Has he got ... ?	Uses
She has got / She's got	She hasn't got	Has she got ... ?	to talk about possession
It has got / It's got	It hasn't got	Has it got ... ?	to talk about characteristics
We have got / We've got	We haven't got	Have we got ... ?	
You have got / You've got	You haven't got	Have you got ... ?	
They have got / They've got	They haven't got	Have they got ... ?	

7 Circle the correct answer.

- The visitor **has got / have got** an umbrella.
- We **has got / have got** an appointment.
- Tom and Sue **has got / have got** the books.
- The office **has got / have got** a coffee machine.
- I **has got / have got** a good job.
- You **has got / have got** a meeting with the Managing Director.

8 Write the sentences in Exercise 7 in the negative.

-
-
-
-
-
-

9 Complete the sentences with the correct form of have got.

- I a phone.
- Jeremy (not) a blue jacket.
- We a nice office.
- You (not) meetings today.
- Lesley and Ben a meeting on the 3rd floor.
- The company (not) many visitors today.

10 Complete the questions with Have ... got or Has ... got.

- you a new phone?
- your family a house?
- you and your friends any animals?
- your friends jobs?
- your mum a long name?
- your friend an office?

11 Answer the questions in Exercise 10. Make the answers true for you.

-
-
-
-
-
-

12 Circle the correct answer.

- Sonia **is / has got** British.
- Mr Jackson and Mr Scott **are / have got** big offices.
- Lisa **isn't / hasn't got** a job.
- I **am / have got** a student.
- Is / Has got** this your phone number?
- Melissa **isn't / hasn't got** a drink.
- My friends and I **aren't / haven't got** any green tea in the office.

GRAMMAR PRACTICE



Present Simple

Affirmative	Negative	Interrogative	Short Answers
I learn	I don't learn	Do I learn ... ?	Yes, I do. / No, I don't.
You learn	You don't learn	Do you learn ... ?	Yes, she does. / No, she doesn't.
He learns	He doesn't learn	Does he learn ... ?	Use to talk about general facts and habits
She learns	She doesn't learn	Does she learn ... ?	
It learns	It doesn't learn	Does it learn ... ?	
We learn	We don't learn	Do we learn ... ?	
You learn	You don't learn	Do you learn ... ?	
They learn	They don't learn	Do they learn ... ?	

Watch Out!

- like – likes
 - watch – watches
 - go – goes
 - try – tries
- Note: ✓ He doesn't like
X NOT: He doesn't likes

Time Expressions

every morning / day, once / twice a month / year, on Mondays

Adverbs of Frequency

always, often, usually, sometimes, rarely, never

1 Complete the sentences with the verbs in brackets. Use the Present Simple affirmative.

- I (drink) coffee every morning.
- Mr Hartfeld (work) for a sports equipment company.
- The administrative assistants usually (greet) visitors.
- Sue never (finish) her work on time.
- We (meet) with the Managing Director once a month.
- The Marketing Director always (study) the market reports.

2 Circle the correct answer.

- I **rarely** / **sometimes** eat at the cafeteria because I don't like the food there.
- Ms Darcy starts work at 9.00 **usually** / **every morning**.
- Daniel works here **once a week** / **twice a week** – on Mondays and on Wednesdays.
- Many visitors come to the office. Amelia **usually** / **never** greets them and tries to make a good impression.
- I **always** / **often** just have a sandwich or salad for lunch in my office, but I **sometimes** / **never** go out for lunch. I like the restaurant opposite our office.

3 Write the words in the correct order to form sentences. Use the Present Simple affirmative.

- always / at 9.00 / start / I / my workday
.....
- office windows / Ms Thomas / the / wash / sometimes
.....
- go / on business trips / often / the Managing Director
.....
- visitors / every day / the company / receive
.....
- close / in the evening / they / the windows
.....

4 Write the sentences in the negative.

- This lift goes to the top floor.
.....
- We make children's clothes.
.....
- Mr Campbell works for AAA Electronics.
.....
- They use the car park in the building.
.....
- I buy lunch at the cafeteria.
.....
- She drives her car to work.
.....



5 Complete the sentences with the verbs below.

Use the correct form of the Present Simple.

- not work ♦ park ♦ use ♦ not drink ♦ have
- 1. I tea. I prefer coffee.
- 2. We usually meetings in the conference room on the second floor.
- 3. Rachel for us any more. She left her job three months ago.
- 4. Mr Carson always his car in the car park. He's got his own parking space there.
- 5. Myra always the lift because she works on the 11th floor.

6 Complete the questions with do or does.

- 1. you want a cold drink?
- 2. Keith work in the laboratory?
- 3. people usually use the stairs?
- 4. When Mrs Bradley arrive at the office?
- 5. What we need for the meeting?
- 6. Where Robert Hart sit?

7 Match the questions in Exercise 6 to the answers below.

- a. No, he doesn't.
- b. On the 2nd floor, Room 205.
- c. Some drinks and biscuits.
- d. No, thank you.
- e. Yes, they do.
- f. At 10.00.

8 Write questions for each answer. Pay attention to the words in bold.

- 1. ?
Yes. They clean the toilets every day.
- 2. ?
I finish work at **4.00**.
- 3. ?
He works **in the laboratory**.
- 4. ?
No. We don't work on Saturday.
- 5. ?
Ms Gill buys **coffee** at this shop.

9 Complete the sentences with the verbs in brackets. Use the correct form of the Present Simple.

- 1. We (sell) our products in many countries.
- 2. you (prefer) tea or coffee?
- 3. They (not like) the food at the cafeteria.
- 4. Katie (enjoy) drinking iced tea in the summer.
- 5. he (know) Ms King's room number?
- 6. Mr Tate (not drink) coffee.
- 7. What products your company (make)?

Imperative

- Go straight.
- Don't leave your bag here.
- Use to give a direct order

Let's

- Let's meet at 2 pm.
- Use to make a suggestion

10 Complete the sentences with the verbs below. Use the correct form of the imperative.

- not go ♦ offer ♦ take ♦ not use ♦ follow ♦ not enter
- 1. the lift to the 9th floor.
- 2. the coffee machine. It isn't working.
- 3. visitors a drink.
- 4. me, please.
- 5. the room right now.
- 6. past the stockroom. Room 313 is just before the stockroom.

11 Make suggestions for the following situations. Use Let's.

- 1. You and your friends are hungry.
Let's have lunch in the cafeteria.
- 2. The meeting is on the second floor and there are many people in the lift.
.....
- 3. You and some other employees want to know the name of the Financial Director.
.....
- 4. Your computers aren't working well.
.....
- 5. You started work at 8.30 and it's 6.30 now.
.....

