

1 Complete sentences 1–10 with the verbs from the list.

start starts work works is are specialize
specializes have has

- 1 Our company has shops in Europe and Asia.
- 2 She in Manchester today.
- 3 We in electronic toys for children.
- 4 The meeting always at 2.30 p.m.
- 5 She for an engineering company.
- 6 I usually work at about 7 a.m.
- 7 We one office in Paris.
- 8 He's a lawyer. He in company law.
- 9 Most of our competitors based in Europe.
- 10 I in advertising.

2 Choose the correct words or phrases in *italics* to complete questions a–j. Then match the questions to answers 1–10 in **1**.

- a What *do* / *does* you specialize in? 3
- b Who *do* / *does* your wife work for?
- c *Have you* / *Do you have* an office in France?
- d Where *be* / *is* she?
- e What *do* / *does* you do?
- f Where *be* / *are* your competitors?
- g Where *has* / *does* your company operate?
- h When *do* you *arrive* / *arrives* at the office?
- i What time *do* / *does* the meeting start?
- j What *is* / *does* he do?