

Facts and routines

- | | |
|---|---|
| <p>+ I am/'m a Sales Manager.
You/We/They are/'re Production Engineers</p> | <p>He/She is/'s an IT Specialist.</p> |
| | |
| <p>+ I/You/We/They always start work at 8 o'clock.
I/You/We/They usually come to the office on Mondays.</p> | <p>He/She often has meetings.
It usually finishes at midnight.</p> |
| | |
| <p>- I am/'m not a Finance Officer.
I/you/we/they do not/don't call customers.</p> | <p>He/She is not/isn't a Finance Manager.
He/She does not/doesn't call customers.</p> |

Present Simple to be

We can use the verb *to be* to describe facts and temporary states.

I'm from the UK. (fact)

How are you?

I'm fine. (temporary state)

The verb *to be* is an irregular verb.

Positive	Short form		Long form		
Singular	I'm	an IT Specialist.	I am		a Digital Designer.
	You're		You are		
	He's/ She's		He/ She	is	
	It's	a good job.	It	is	a good job.
Plural	We're You're They're	Engineers.	We You The	are	Sales Assistants.

Negative	Short form		Long form		
Singular	I'm not You're not / You aren't He/She's not / He/She isn't	an Engineer.	I am not You are not		a Finance Officer.
			He She	is not	
	It's not / It isn't	a good job.	It	is not	a good job.
Plural	We're not / We aren't You're not / You aren't They're not / They aren't	Managers.	We You They	are not	Admin Assistants.

Present Simple

We use the Present Simple to talk about facts – things that are generally true, or true at the time.

I'm an Admin Assistant.

*He **works** in London.*

*They **come** from Japan.*

Present Simple + adverbs of frequency

We use the Present Simple with adverbs of frequency to say how often we do things. In a sentence, the adverb is after the subject (e.g. *I*) and before the verb (e.g. **arrive**):

I	always	arrive	at 9 o'clock.
You	usually		
We	often		
They	sometimes		
He/She	rarely	arrives	
She	never		

*I **never** do something.* = I don't do something.

*I **rarely** do something.* = I don't do something very often.

Spelling

Most verbs: arrive – arrives, start – starts, work – works

Verbs ending with **-s**, **-sh**, **-ch**: miss – misses, finish – finishes, watch – watches

Verbs ending with **-y**: play – plays, stay – stays, hurry – hurries

1. write
2. go
3. try
4. fix
5. enjoy
6. wash
7. do
8. leave
9. study
10. have
11. match
12. invite

1 Choose the correct word.

- 1 Elena *calls / goes / reports* customers on the phone every day.
- 2 I need to *do / go / call* to meetings with different customers.
- 3 We'd like to *book / make / write* a meeting room for tomorrow.
- 4 Felix *answers / reports / processes* all the orders for the company.
- 5 Anastasia *calls / calculates / makes* all the costs for each project.
- 6 Aleks *makes / does / works* research to find new projects.

2 Choose the correct word.

- 1 I *never / always* travel for work. I work in this office every day.
- 2 Our Sales Manager *often / never* visits clients in other countries - two or three times a month.
- 3 I *sometimes / usually* travel with the Sales Manager - but nine times out of ten, it's me and a Sales Assistant.
- 4 Clients *often / rarely* visit our offices. Our offices are small, so we visit our clients.
- 5 The manager is great because she *rarely / always* helps us with problems.

3 — Look at the table. Write sentences.

	Mike - Admin Assistant	Lisa - Engineer	Joe - IT Specialist
Go to meetings	often	often	never
Work from home	sometimes	often	rarely
Start work at 8.00	usually	always	usually
Go to the factory	never	often	often

- 1 Mike and Lisa / meetings _____
- 2 Joe / work from home _____
- 3 Mike and Joe / start work at 8.00 _____
- 4 Lisa / work from home _____
- 5 Lisa and Joe / go to the factory _____
- 6 Lisa / start work at 8.00. _____
- 7 Mike / go to the factory _____
- 8 Joe / go to meetings _____

4 Complete the text with the correct form of the verb in brackets.

Marek, Alberto, Ramona and I ¹ _____ (work) in a computer shop. Marek sells computers, but he ² _____ (not be) a Sales Assistant, he ³ _____ (be) a Sales Manager. Alberto and Ramona ⁴ _____ (be) IT Specialists. They ⁵ _____ (start) work at 9 o'clock. They ⁶ _____ (not finish) work before 7 o'clock.

I ⁷ _____ (analyse) sales reports, but I ⁸ _____ (not be) a Sales Manager, I ⁹ _____ (be) a Finance Officer.

5 Put the words in order to make sentences.

- 1 at / work / I / 8 o'clock / start / often
- 2 always / we / call customers / on Fridays
- 3 sometimes / they / a team meeting / have
- 4 after lunch / you / never / emails / write
- 5 data / don't / they / analyse
- 6 call / doesn't / she / customers / usually



6A 1.1.1 Watch the video. Match the job titles with the speakers 1-3.



Chief Executive Officer (CEO) Senior Research Manager Student Services Manager

- 1 Liz 2 Ellen 3 Muj

B Watch the video again. Tick (✓) the things that each person does.

Who ...	Liz	Ellen	Muj
starts work at 7.30?			
finishes work at 5.30?			
travels to other countries for work?			
has lunch at 1 o'clock?			
analyses data?			
writes reports?			

Work in pairs. Talk about what each person does and doesn't do.

