

PRESENT SIMPLE

At the office

NAME: _____

GROUP: _____

I. COMPLETE THE PARAGRAPH WITH THE VERBS IN THE BOX.

Office workers _____ many important activities every day. The manager _____ projects and _____ progress regularly. Employees _____ emails, _____ reports, and _____ meetings with their teams. The receptionist _____ visitors and _____ phone calls politely. Accountants _____ financial documents and _____ budgets carefully. IT staff _____ technical problems and _____ computer systems. Team members _____ ideas and _____ problems together. Everyone _____ company rules and _____ toward common goals. Workers _____ tasks efficiently, and the office _____ smoothly.

