

Back Office Progra-English & Customer Service

Module # 1-2021

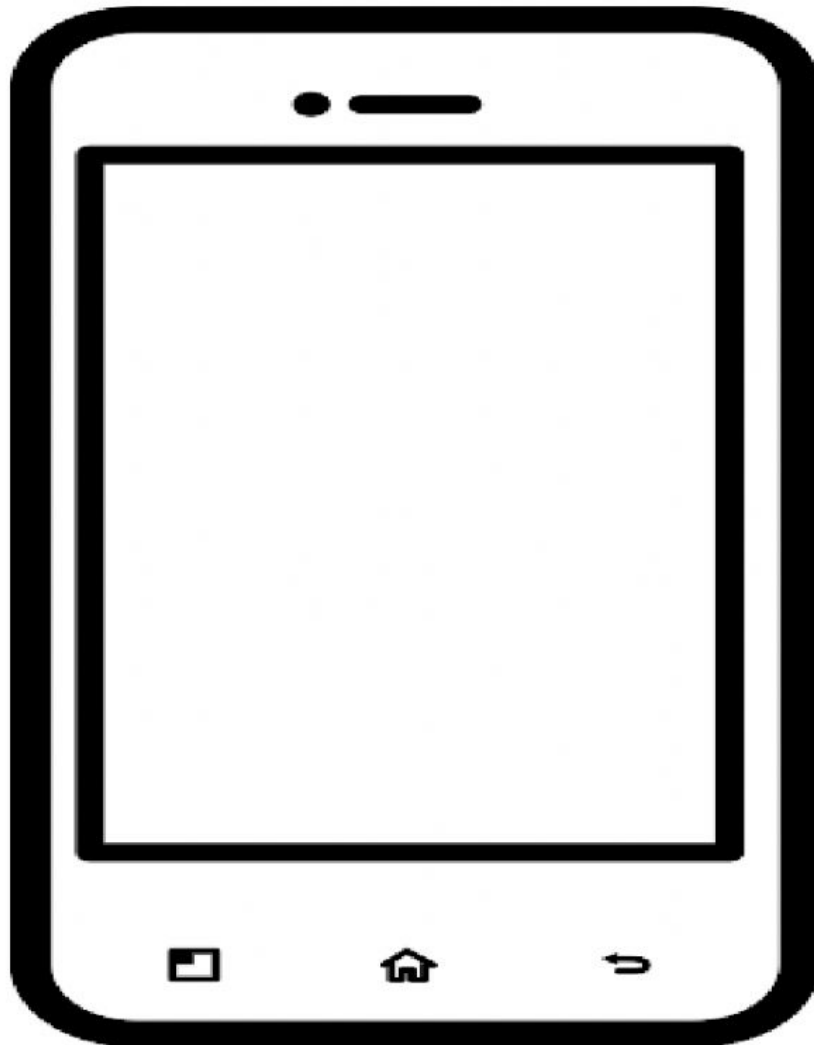
Date: 28 sept 2021

## Task # 1



You practiced present simple and present continuous in their different forms. It is your turn to write your own composition.

You are on vacation on a beautiful beach with two friends. At this moment you are at a party. Write a text message to your best friend describing what everyone is doing at the party.



## Task # 2



Fill in the blanks with PRESENT CONTINUOUS or SIMPLE PRESENT:

1. The children \_\_\_\_\_ (play) outside now.
2. She usually \_\_\_\_\_ (read) the newspaper in the morning.
3. I \_\_\_\_\_ (do) my homework now.
4. I \_\_\_\_\_ (eat) my dinner now.
5. \_\_\_\_\_ (you / want) a pizza?
6. They \_\_\_\_\_ watch) TV now.
7. I \_\_\_\_\_ (not / like) spaghetti.
8. The baby \_\_\_\_\_ (sleep) now.
9. My mother usually \_\_\_\_\_ (cook) dinner in the evening.
10. He \_\_\_\_\_ (write) a letter to his pen-friend every month.
11. She \_\_\_\_\_ (not / like) football.
12. Mary \_\_\_\_\_ (listen) to music now.
13. Tom usually \_\_\_\_\_ (drink) coffee, but he \_\_\_\_\_ (drink) tea now.
14. We. \_\_\_\_\_ (go) to the disco tonight.
15. \_\_\_\_\_ (he / go) to work by bus everyday.



### Task # 3

Read the text carefully and answer the questions:

Right now I am looking at a picture of Barbara. She is not at home in the picture. She is at the park. She is sitting on a bench. She is eating her lunch. Some boys and girls are running on a patch in the park. A squirrel is sitting on the ground in front of Barbara. The squirrel is eating a nut. Barbara is watching the squirrel. She always watches squirrels when she eats her lunch in the park. Some ducks are swimming in the pond in the picture, and some birds are flying in the sky. A policeman is riding a horse. He rides a horse in the park every day. Near Barbara, a family is having a picnic. They go on a picnic every week.

Questions:

a. Where is Barbara in the picture?

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b. What is she doing?

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c. What is the squirrel doing in the picture?

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d. What does Barbara always do when she has lunch in the park?

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e. What are the ducks doing?

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f. How often does the policeman ride his horse?

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g. How often does the family have a picnic at the park?

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## Task # 4



**Do:** When we talk about an activity without saying exactly what it is, we use "do".

"Do something!" "I like doing nothing."

"Do" is usually the correct word when we are talking about work.

"I'm not going to do any work."

"I dislike doing housework."

Let's get a maid to do all the boring jobs."

**Make:** "Make" often expresses the idea of creation or construction.

"I've just made a cake."

"Let's make a plan."

In other cases there are no clear rules. If you are not sure which word is correct, look in a good dictionary or choose "make" - it is more likely to be right.

Complete each of the following expressions with **do** or **make**.

1 \_\_\_\_\_ the bed      11 \_\_\_\_\_ an excuse      21 \_\_\_\_\_ money

2 \_\_\_\_\_ your best      12 \_\_\_\_\_ an exercise      22 \_\_\_\_\_ an offer

3 \_\_\_\_\_ business      13 \_\_\_\_\_ a favour      23 \_\_\_\_\_ progress

- |    |                   |    |                  |    |                    |
|----|-------------------|----|------------------|----|--------------------|
| 4  | _____ changes     | 14 | _____ a fuss     | 24 | _____ some reading |
| 5  | _____ a choice    | 15 | _____ the garden | 25 | _____ repairs      |
| 6  | _____ a complaint | 16 | _____ good/harm  | 26 | _____ sense        |
| 7  | _____ a deal      | 17 | _____ your hair  | 27 | _____ sure/certain |
| 8  | _____ a decision  | 18 | _____ homework   | 28 | _____ a speech     |
| 9  | _____ an effort   | 19 | _____ a journey  | 29 | _____ a suggestion |
| 10 | _____ an exam     | 20 | _____ a meal     | 30 | _____ trouble      |

