SIMPLE PRESENT

1. Choose the correct word to complete the sentenes.

We are accountants and we work/works for a telecommunications company in the finance department. Mr. Chang check/checks the invoices and payments and I do/does de inventory. Other colleagues audit/audits the rest of the departments.

There is always one person in the office from Monday to Sunday. I don't/doesn't work on Saturdays, and Mr. Chang don't/doesn't come to the office on Mondays. On my day off, I stay/stays home and relax, while Mr. Chang visit/visits his friends, but don't leave/doesn't leaves/doesn't leave the city.

2. Complete the text with the correct forms of the verbs in brackets.

My working day (start) _____ with a long journey to the office. The first event of a typical day is a morning meeting. Our managers (give)_____ us some feedback about the company's progress. After that, I (sent) _____ some emails. My secretary (help) _____me a lot, but she (not do) _____ everything. I (not have) _____ any free time until midday. At 12:30, We (have) _____ a sandwich and a piece of fruit for lunch. In the afternoon, I (not go) _____ back to the office, but I visit some clients. My secretary (not go) _____ with me, but she (write) _____ the daily reports. We finish work at 6 pm.

LIVEWORKSHEETS