

SIMPLE PRESENT

1. Choose the correct word to complete the sentences.

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** the 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.