

PRESENT SIMPLE

1. Put the words in order to make questions:

1. start when you do work ?

?

2. drive you work to do ?

?

3. live where do you ?

?

4. work you at weekend the do ?

?

5. company do which you for work ?

?

6. what you do do the morning in ?

?

2. Match the sentences 1-5 with the replies a-e.

1. Good morning.

2. See you tomorrow.

3. It's good to see you again

4. I hope you have a good journey

5. It was nice meeting you

a. Thank you. I'll be in touch.

b. Thanks. Good to be here again.

c. Morning. How are you today?

d. Yes, see you.

e. Nice to meet you too.

3. Complete the table with these phrases.

<i>Good morning.</i>	<i>I hope you have a good journey</i>	<i>Good afternoon</i>
<i>Have a good evening</i>	<i>My name is Juan</i>	<i>See you later</i>
<i>Can I introduce you Mr. Messi?</i>	<i>Pleased to meet you</i>	<i>This is Kanoute</i>
<i>Pleased to meet you too</i>	<i>It's good to see you again</i>	<i>I'll be in touch</i>
<i>Can I introduce myself?</i>	<i>How are you?</i>	<i>Nice to meet you</i>

Saying hello	Saying goodbye
Introducing yourself and other people	Replying to an introduction

4. Change these positive sentences into negative sentences.

I work for an airline

You live in Spain

We design houses and offices.

They write emails to their customers

5. Put the words in the correct order to make questions.

1. live where do you ?

 ?

2. you do what do ?

 ?

3. what you do design ?

 ?

4. start what work time do you ?

 ?

5. work finish what time do you ?

 ?

6. languages speak do which you ?

 ?

7. English you use do at work?

 ?


8. you do what do at the weekend ?

 ?

6. Match.

- | | | | |
|-----------------|----|----|---------------------------|
| I'm in charge | 1. | a. | with problems. |
| I'm responsible | 2. | b. | of research. |
| I deal | 3. | c. | for sales |
| I report | 4. | d. | a big team |
| I manage | 5. | e. | to the managing director. |

7. Listen and complete the profile.

	Name:	Hector Gonzalez
	Job:	_____ ¹
	Company:	<u>Clearview Cosmetics</u>
	Country:	_____ ²
	Job description:	
		_____ ³ for developing new beauty products.
	_____ ⁴ with problems in the laboratories.	
	_____ ⁵ a team of researchers and technicians.	
	_____ ⁶ directly to the head of sales and marketing.	