A.- Fill in the blanks with the appropriate form of the verbs: **be** and **have**.

1. Our new office space _____ (be) on the 10th floor of the building.
2. The project manager _____ (have) a meeting with the client this afternoon.
3. Our team members _____ (be) experts in their respective fields.
4. The company's objectives _____ (be) clear.
5. The marketing department _____ (have) a busy schedule for the next quarter.
6. The CEO _____ (be) the main speaker at the conference.
7. The IT department _____ (have) problems with cybersecurity.
8. The financial report _____ (be) in the Managing Director's office..
9. Company culture and values _____ (be) important for long-term success.

Fill in the blanks with the appropriate form of the **Present Simple** tense.

1. The head of HR _____ (have) a busy schedule, but she always _____(make) time for employees.
2. _____ (they/ create) new content every week?
3. Our office _____ (not close) at 6:00 PM on weekdays.
4. The annual report _____ (not include) detailed financial information.
5. Employees from the IT department _____ (deal with) technical issues.
6. _____ (we/ have) team meetings every Monday morning? No, we _____
7. Our customers _____ (appreciate) our efficient customer service.

Exercise: Business English Verb Forms: **be**, **have**, **there is/ are**, **Present Simple**.

1. Our company _____ (be) located in the heart of the city.
2. The CEO _____ (have) a meeting with the investors next week.
3. _____ (There be) a high demand for our new product in the market.
4. Our team usually _____ (work) late to meet project deadlines.
5. John and Tom_____ (have) experience in sales and marketing.
6. _____ (There be) few office supplies, so please order more.
7. The report _____ (be) ready.
8. _____(There be) three new employees in our the team.
9. Our clients _____ (expect) top-quality service from us.
10. Sarah and Mark _____ (be) responsible for managing the social media accounts.
11. There _____ (be) several vacant positions in the IT department.

LIVEWORKSHEETS

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