Producing tenses

Complete the sentences using the verb in the box and the tense given.

make

1 PRESENT SIMPLE
I work for a company that **makes** printers.

2 PRESENT SIMPLE PASSIVE
The printers _____ in China.

3 PRESENT PERFECT
We _____ a big profit this year.

take

4 PAST SIMPLE
I _____ my daughter to the zoo yesterday.

5 *GOING TO* FUTURE
I _____ her to the cinema tonight.

6 PAST SIMPLE PASSIVE
This photo of her _____ on holiday last year.

be

7 PRESENT PERFECT
I _____ to every country in Europe on business.

8 PAST SIMPLE
This time last year I _____ in Prague.

9 *WILL* FUTURE
Next week I _____ in Madrid.

work

10 PRESENT CONTINUOUS
I _____ at home this week.

11 PAST CONTINUOUS
I _____ in Rome the week before last.

LIVEWORKSHEETS

Short answers

Read the conversation. Complete the sentences with short answers.

A Hi, Sal. I haven't seen you for ages. Have you been away?

S (1) Yes, I have. I've been in Australia for six months.

A Wow! Did you have a good time?

S (2) Yes, _____. It was amazing.

A Were you travelling around?

S (3) No, _____. When I first got there, I stayed in Sydney for three months.

A Don't your uncle and aunt live there?

S (4) Yes, _____. I stayed with them for a few weeks, then I got a place of my own with friends.

A Did you rent a flat?

S (5) No, we _____. We rented a house near the beach. Then we went up the east coast.

A And what did you think of Australians? They're really nice, aren't they?

S (6) Yes, _____. Very easy-going.

A Don't they spend a lot of time outdoors in the sunshine?

S (7) Yes, _____. But the sun doesn't shine all the time. On the way back I went to Thailand. Have you been there?

A (8) No, _____. But I'd love to. What are you doing now? Are you looking for a job?

S (9) Yes, _____. But it isn't easy. Do you have any ideas where I could look?

A (10) No, _____. Sorry. But I'm sure you'll manage. Anyway, Sal, it's good to see you again.

S Thanks. And you. I'll see you around. Bye!

LIVEWORKSHEETS

States and activities

Complete the pairs of sentences. Use the verb in **bold** once in the Present Simple and once in the Present Continuous.

1 **come**

Klaus _____ from Germany.

We _____ on the ten o'clock train.

2 **not have**

He _____ any children.

He _____ a holiday this year. He's too busy.

3 **see**

I _____ the dentist next week. I think I need a filling.

I _____ what you mean, but I don't agree.

4 **not think**

I have an exam tomorrow, but I _____ about it.

I _____ she's very clever.

5 **watch**

Be quiet. I _____ my favourite TV programme.

I always _____ it on Thursday evenings.

6 **not enjoy**

We _____ this party at all. The music is too loud.

We _____ big parties.

LIVEWORKSHEETS

Present passive

Put the verbs in brackets in the Present Simple passive.

1 In 70 % of offices, employees _____ (ban) from using social networking sites such as Facebook.

2 40 % of Internet use in the office _____ (not relate) to work.

3 Work hours _____ often _____ (use) to conduct personal business.

4 45 % of work time _____ (waste) on chat, drinking tea, and taking personal phone calls.

5 Open-plan offices _____ (dislike) by 40 % of workers.

6 Team-bonding days _____ (despise) by nearly everyone.

7 Most employees complain that they _____ (overwork) and _____ (not appreciate).

8 Many people _____ (stress) by the number of emails they receive.

9 More than six trillion business emails _____ (send) worldwide every year.

10 Stress at work _____ (associate) with the risk of heart disease. It _____ (also know) to cause depression.

LIVEWORKSHEETS

EVERYDAY ENGLISH

Match the statements with a reply.

1 I need to make an appointment. It's quite urgent. I've lost a filling.

2 A medium latte and a muffin, please.

3 I can't make the meeting. I'm stuck in traffic.

4 Can you put in your PIN number and press 'Enter'?

5 Sparkling or still? And do you want ice and lemon in it?

6 I don't think you've met Greg. He's joining us from our New York office.

7 How many bags are you checking in?

8 The lift's on your right. Would you like someone to help you with your luggage?

9 Please hold. Your call *is* important to us. All our operators are busy at the moment, but one of them will be with you shortly *(music)* …

10 There are still tickets for the 5.45 performance but the 8.45 performance is sold out, I'm afraid.





a [7] Just the one.

b [ ] Never mind. We'll start without you and brief you later.

c [ ] Hello. Good to meet you. I've heard a lot about you.

d [ ] No, thank you. I'll manage.

e [ ] That's fine. We'll have two, please, one adult, one child.

f [ ] Have here or take away?

g [ ] Oh no! I can't remember my number for this card. Oh what is it?

h [ ] If I have to listen to that again, I'll go mad!

i [ ] Sparkling, please. Ice but no lemon.

j [ ] We have a cancellation this afternoon. 2.45 if that's OK?

LIVEWORKSHEETS