

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.

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!

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.

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.

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 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?