

PRESENT HABITS

Put the words in the correct order to make sentences.

1 tend / the office / people / to / by 9 a.m. / get / to / Most

first aid courses / We / staff / offer / regularly / to

3 a habit/ of / has / computer / This / crashing

4 union meetings / time / have / We / time / to / from

5 there's / on / As / a strict policy / recycling / a rule

6 doesn't / Philippe / time off / January / tend / to take / in

7 casual / on / normally / clothes / Employees / Fridays / wear

8 don't / 6 p.m. / We / to work / after / tend

Complete the sentences with one word.

1 _____ rule, we try to avoid having meetings unless they're really important.

2 We tend _____ to use first names in the office.

3 She's _____ coming in to my office and asking annoying questions!

4 I wear casual clothes _____ time to time, but I prefer to look smart at work.

5 We _____ eat lunch at our desks. It's pretty normal, to be honest.

6 He has a nasty _____ of saying one thing, but meaning another!

7 I think that on the _____ things are going quite well at the moment.