Exercise 1: Jobs & Simple Present *Wh*- Questions (with *Does*)

*Context: We use **Wh- questions + does + subject + base verb** to ask about routine actions of a single person (he/she/it).*

Directions: Use the word bank of jobs to complete the *Wh*- questions and answers based on the clues.

Job Bank: Chef, Flight Attendant, Architect, Mechanic, Vet

1. **A:** What *does* an _____ do?

   B: She designs and plans beautiful buildings.

2. **A:** Where *does* a _____ work?

   B: He works in a restaurant kitchen preparing delicious meals.

3. **A:** When *does* a _____ travel?

   B: She travels all the time, whenever the airline assigns her a flight.

4. **A:** Why *does* a _____ examine animals?

   B: Because she cares about the health of pets and wildlife.

5. **A:** How *does* a _____ fix cars?

   B: He uses specialized diagnostic tools and wrenches in the garage.

LIVEWORKSHEETS

Exercise 2: Telephone English (Asking for Someone & Having Someone Wait)

Context: Polite phrases to request to speak with someone and common expressions used to put a caller on hold.

Directions: Complete the phone conversation by writing the letter of the correct phrase in the blanks.

- **A:** Hold on a moment, please.
- **B:** May I speak to Mr. Davis, please?
- **C:** Could I speak with Sarah in accounting?
- **D:** Please hold while I see if she is at her desk.
- **E:** Just a second, I'll get him for you.

Conversation 1:

Receptionist: Good morning, TechCorp. How can I help you?

Caller: Hello, **1.** _____

Receptionist: 2. _____ I'll transfer your call.

Conversation 2:

Friend: Hey Maya! Is Carlos home? **3.** _____

Maya: Hi! Yes, he is. **4.** _____

LIVEWORKSHEETS

Exercise 3: Abilities with *Can* and *Can't*

*Context: Use **can** for things you are able to do, and **can't** (cannot) for things you are unable to do.*

Directions: Look at the chart of skills for Mark and Elena. Write sentences about what they **can** or **can't** do.

Name	Speak French	Fix a Computer	Bake Bread
Mark	❌	✅	✅
Elena	✅	❌	✅

1. *(Mark / Speak French)* Mark _____.
2. *(Elena / Speak French)* Elena _____.
3. *(Mark / Fix a computer)* Mark _____.
4. *(Elena / Fix a computer)* Elena _____.
5. *(Mark & Elena / Bake bread)* Both of them

LIVEWORKSHEETS

Exercise 4: Conjunctions (*And*, *But*, *Or*)

*Context: Use **and** to connect similar ideas, **but** for contrasting ideas, and **or** to show a choice/alternative.*

Directions: Fill in the blanks with **and**, **but**, or **or**.

1. I want to apply for the graphic designer job, _____ I don't have my resume ready yet.
2. An electrician needs to know how to repair wiring _____ read technical blueprints.
3. Do you want to work the morning shift, _____ would you prefer the night shift?
4. She can speak three foreign languages, _____ she cannot code in Python.
5. You can send your application by email _____ drop it off at the front desk.

LIVEWORKSHEETS