

NAME: _____

3 Put the words in the correct order to make sentences.

- 1 tend / the office / people / to / by 9 a.m. / get / to / Most
Most people tend to get to the office by 9 a.m.
- 2 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

GOOD JOB**4 Read the sentences and tick the correct meaning a or b.**

- 1 Lucy eats in the canteen from time to time.
a Lucy eats in the canteen once or twice a month. ✓
b Lucy eats in the canteen every day.
- 2 People are regularly changing shifts.
a People often change shifts.
b People don't often change shifts.
- 3 As a rule, the manager holds a staff meeting every Monday.
a The manager sometimes holds a staff meeting on Mondays.
b The manager usually holds a staff meeting on Mondays.
- 4 This printer has a habit of breaking down.
a This printer often breaks down.
b This printer rarely breaks down.
- 5 Staff tend to take holidays in August.
a Staff usually take holidays in August.
b Staff never take holidays in August.
- 6 Aisha is constantly late for work.
a Aisha is sometimes late for work.
b Aisha is late for work every day.
- 7 Employees don't tend to take a lunch break.
a Employees usually take a lunch break.
b Employees don't usually take a lunch break.
- 8 On the whole, employees eat in the staff canteen.
a Employees mostly eat in the staff canteen.
b Employees occasionally eat in the staff canteen.