

BUSINESS ENGLISH: Basic Grammar

Complete the questions with *is, are, do or does*.

- 1 What _____ your working hours?
- 2 How _____ you get to work?
- 3 Where _____ the meeting rooms?
- 4 _____ you eat in the canteen at work?
- 5 When _____ your day finish?
- 6 _____ your company have a car park?
- 7 Where _____ your desk?
- 8 When _____ your working day start?

Complete the conversations with one word in each gap.

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|--|---|
| 1 A: Ricardo, _____ is Alice.
She _____ in the New York office.
B: _____ to meet you.
C: Nice to meet you, _____. | 3 A: Which department do you _____ in?
B: I work _____ the Sales department. |
| 2 A: Tyler, _____ you know Khalil?
B: Yes, I _____. Hi, Khalil! | 4 A: What _____ you do?
B: I _____ a Sales Assistant. |
| | 5 A: Do you travel _____ work a lot?
B: No, I _____. |

Choose the correct option.

- 1 I usually have *a / some* pasta for lunch.
- 2 We don't have *a / any* gym at work/school.
- 3 My office/school is in *a / an* old building.
- 4 I write a lot *of / any* emails every day.
- 5 Not *many / much* people are in class today.
- 6 My school/company doesn't have *much / many* employees/teachers.
- 7 How *much / many* time do you have for lunch?
- 8 How *much / many* different products does your company (or a company you know well) sell?