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.

1 **A:** Ricardo, _____ is Alice.
She _____ in the New York office.
B: _____ to meet you.
C: Nice to meet you, _____.

2 **A:** Tyler, _____ you know Khalil?
B: Yes, I _____. Hi, Khalil!

3 **A:** Which department do you _____ in?
B: I work _____ the Sales department.

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?

LIVEWORKSHEETS