

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.	3 A: Which department do you _____ in? B: I work _____ the Sales department.
C: Nice to meet you, _____.	4 A: What _____ you do? B: I _____ a Sales Assistant.
2 A: Tyler, _____ you know Khalil? B: Yes, I _____. Hi, Khalil!	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?