

Language at work

GRAMMAR REFERENCE

Present simple

Form

Positive:

Subject + verb

They work for Vodafone.

She works for Vodafone.

Negative:

Subject + do/does not + verb

I don't/do not work for IBM.

He doesn't/does not work for IBM.

Questions:

Do/Does + subject + verb?

Do I/you/we/they work for Unilever?

Does he/she/it work for Unilever?

Short answers:

Yes/No + subject + do/does/don't/doesn't.

Yes, I do.

Yes, he does.

No, they don't.

No, it doesn't.

Careful: *I/he/she/it:* No -s on main verb in negative and question forms.

Spelling

Most verbs: *He/she/it + verb + -s*

He works, imports, sells, buys

Verbs ending in -o, -ch, -ss, -sh, -x: *He/she/it + verb + -es*

She goes, watches, misses, washes, fixes

Verbs with consonant + -y: replace the -y with -ies

apply → he applies, try → she tries, fly → it flies

Exceptions: *Have → has*

Use

To talk about general facts.

Glaxo produces pharmaceutical products.

BMW doesn't provide financial services.

Do you produce electronics? No, I don't. I work in the service industry.

1 Complete the questions with the correct form of the verbs in brackets. Then add a short answer.

1 A _____ you _____ (export) your products to France?

B Yes, we _____.

2 A _____ they _____ (work) for GM?

B Yes, they _____.

3 A _____ Remax _____ (sell) real estate?

B Yes, it _____.

4 A _____ she _____ (provide) training for us?

B No, she _____.

5 A _____ we _____ (employ) more than 10 nationalities in our company?

B Yes, we _____.

6 A _____ you _____ (buy) products from your country?

B No, I _____.

2 Complete the email with the correct form of the verbs from the list.

employ have produce (not) work sell (not) export

To: Klaudia@bme.cz
 From: s.field@bme.com
 Subject: New customer information

Hello Klaudia,

Here's some information about your new customer: The company ¹ _____ computer components. It ² _____ 800 people in Europe. Its head office is in Toulouse. It ³ _____ to America, but it ⁴ _____ to most of Asia. We ⁵ _____ with their offices in the UK, but we ⁶ _____ contact with their factories in France and Italy.

Good luck with your meeting on Tuesday.

Sandy

3 Correct the mistakes in 1-7.

1 You do work for Terranova?

2 We imports most of our products.

3 Nokia doesn't works in the automobile industry.

4 Does Jane work for HSBC? Yes, she do.

5 Do you work in the recruitment industry?
 Yes, I work.

6 Max doesn't develops software. He provides software training.

7 Your company employs 500 people?