Write the words in brackets in the correct place in these sentences.

1. She gets up early. *(usually)*
2. They start their first meeting at nine o'clock. *(always)*
3. We are late for meetings. *(never)*
4. I am busy in the afternoon. *(often)*
5. The office closes at 3 p.m. *(sometimes)*

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Read these pairs of sentences. Cross out the incorrect word in sentence b) of each pair.

1. **a)** He reads the paper every day.

   b) He always/sometimes reads the paper.

2. **a)** We eat in the company cafeteria four times a week.

   b) We usually/sometimes eat in the company cafeteria.

3. **a)** I work late once a month.

   b) I usually/sometimes work late.

4. **a)** The managers don't go to business dinners at the weekend,

   b) The managers never/sometimes go to business dinners at the weekend.

5. **a)** The Company Director travels on business twice a week.

   b) The Company Director always/often travels on business.

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