



## Present Simple

We use the Present Simple to talk about facts - things that are generally true, or true at the time.

*I'm an Admin Assistant.*

*He **works** in London.*

*They **come** from Japan.*

## Present Simple + adverbs of frequency

We use the Present Simple with adverbs of frequency to say how often we do things. In a sentence, the adverb is after the subject (e.g. *I*) and before the verb (e.g. **arrive**):

I	always usually often sometimes	arrive	at 9 o'clock.
You We They			
He/She She	rarely never	arrives	

*I **never** do something.* = I don't do something.

*I **rarely** do something.* = I don't do something very often.

## Spelling

Most verbs: arrive - arrives, start - starts, work - works

Verbs ending with **-s**, **-sh**, **-ch**: miss - misses, finish - finishes, watch - watches

Verbs ending with **-y**: play - plays, stay - stays, hurry - hurries

1. write
2. go
3. try
4. fix
5. enjoy
6. wash
7. do
8. leave
9. study
10. have
11. match
12. invite

## 1 Choose the correct word.

- 1 Elena *calls / goes / reports* customers on the phone every day.
- 2 I need to *do / go / call* to meetings with different customers.
- 3 We'd like to *book / make / write* a meeting room for tomorrow.
- 4 Felix *answers / reports / processes* all the orders for the company.
- 5 Anastasia *calls / calculates / makes* all the costs for each project.
- 6 Aleks *makes / does / works* research to find new projects.

## 2 Choose the correct word.

- 1 I *never / always* travel for work. I work in this office every day.
- 2 Our Sales Manager *often / never* visits clients in other countries - two or three times a month.
- 3 I *sometimes / usually* travel with the Sales Manager - but nine times out of ten, it's me and a Sales Assistant.
- 4 Clients *often / rarely* visit our offices. Our offices are small, so we visit our clients.
- 5 The manager is great because she *rarely / always* helps us with problems.

## 3 Look at the table. Write sentences.

	<b>Mike - Admin Assistant</b>	<b>Lisa - Engineer</b>	<b>Joe - IT Specialist</b>
Go to meetings	often	often	never
Work from home	sometimes	often	rarely
Start work at 8.00	usually	always	usually
Go to the factory	never	often	often

- 1 Mike and Lisa / meetings \_\_\_\_\_
- 2 Joe / work from home \_\_\_\_\_
- 3 Mike and Joe / start work at 8.00 \_\_\_\_\_
- 4 Lisa / work from home \_\_\_\_\_
- 5 Lisa and Joe / go to the factory \_\_\_\_\_
- 6 Lisa / start work at 8.00. \_\_\_\_\_
- 7 Mike / go to the factory \_\_\_\_\_
- 8 Joe / go to meetings \_\_\_\_\_

**4** Complete the text with the correct form of the verb in brackets.

Marek, Alberto, Ramona and I <sup>1</sup> \_\_\_\_\_ (work) in a computer shop. Marek sells computers, but he <sup>2</sup> \_\_\_\_\_ (not be) a Sales Assistant, he <sup>3</sup> \_\_\_\_\_ (be) a Sales Manager. Alberto and Ramona <sup>4</sup> \_\_\_\_\_ (be) IT Specialists. They <sup>5</sup> \_\_\_\_\_ (start) work at 9 o'clock. They <sup>6</sup> \_\_\_\_\_ (not finish) work before 7 o'clock.

I <sup>7</sup> \_\_\_\_\_ (analyse) sales reports, but I <sup>8</sup> \_\_\_\_\_ (not be) a Sales Manager, I <sup>9</sup> \_\_\_\_\_ (be) a Finance Officer.

**5** Put the words in order to make sentences.

1 at / work / I / 8 o'clock / start / often

\_\_\_\_\_

2 always / we / call customers / on Fridays

\_\_\_\_\_

3 sometimes / they / a team meeting / have

\_\_\_\_\_

4 after lunch / you / never / emails / write

\_\_\_\_\_

5 data / don't / they / analyse

\_\_\_\_\_

6 call / doesn't / she / customers / usually

\_\_\_\_\_



**6A** 1.1.1 Watch the video. Match the job titles with the speakers 1-3.

Chief Executive Officer (CEO) Senior Research Manager Student Services Manager

1 Liz      2 Ellen      3 Muj

**B** Watch the video again. Tick (✓) the things that each person does.

Who ...	Liz	Ellen	Muj
starts work at 7.30?			
finishes work at 5.30?			
travels to other countries for work?			
has lunch at 1 o'clock?			
analyses data?			
writes reports?			

Work in pairs. Talk about what each person does and doesn't do.

