# Facts and routines

| | | |
|---|---|---|
| + | I **am**/**'m** a Sales Manager.<br>You/We/They **are**/**'re** Production Engineers | He/She **is**/**'s** an IT Specialist. |
| + | I/You/We/They **always start** work at 8 o'clock.<br>I/You/We/They **usually come** to the office on Mondays. | He/She **often has** meetings.<br>It **usually finishes** at midnight. |
| - | I **am**/**'m not** a Finance Officer.<br>I/you/we/they **do not**/**don't call** customers. | He/She **is not**/**isn't** a Finance Manager.<br>He/She **does not**/**doesn't call** customers. |

**Present Simple *to be***

We can use the verb *to be* to describe facts and temporary states.

*I'm from the UK.* (fact)

*How **are** you?*

*I'm fine.* (temporary state)

The verb *to be* is an irregular verb.

| **Positive** | **Short form** | | **Long form** | | |
|---|---|---|---|---|---|
| Singular | I**'m**<br>You**'re**<br>He**'s**/<br>She**'s** | an IT Specialist. | I **am**<br>You **are** | | a Digital Designer. |
| | | | He/<br>She | **is** | |
| | It**'s** | a good job. | It | **is** | a good job. |
| Plural | We**'re**<br>You**'re**<br>They**'re** | Engineers. | We<br>You<br>The | **are** | Sales Assistants. |

| **Negative** | **Short form** | | **Long form** | | |
|---|---|---|---|---|---|
| Singular | I**'m not**<br>You**'re not** / You **aren't**<br>He/She**'s not** / He/She **isn't** | an Engineer. | I **am not**<br>You **are not** | | a Finance Officer. |
| | | | He<br>She | **is not** | |
| | It**'s not** / It **isn't** | a good job. | It | **is not** | a good job. |
| Plural | We**'re not** / We **aren't**<br>You**'re not** / You **aren't**<br>They**'re not** / They **aren't** | Managers. | We<br>You<br>They | **are not** | Admin Assistants. |

LIVEWORKSHEETS

**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<br>You<br>We<br>They | always<br>usually<br>often<br>sometimes<br>rarely<br>never | arrive | at 9 o'clock. |
| He/She<br>She | | 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 – arrive**s**, start – start**s**, work – work**s**

Verbs ending with -**s**, -**sh**, -**ch**: miss – miss**es**, finish – finish**es**, watch – watch**es**

Verbs ending with -**y**: play – play**s**, stay – stay**s**, hurry – hurr**ies**

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

LIVEWORKSHEETS

## 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.

| | Mike – Admin Assistant | Lisa – Engineer | Joe – IT Specialist |
|---|---|---|---|
| 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 _____

LIVEWORKSHEETS

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

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

I [7]_____ (analyse) sales reports, but I [8]_____ (not be) a Sales Manager, I [9]_____ (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.**

LIVEWORKSHEETS

LIVEWORKSHEETS