

ACTIVITY 1:

Choose the correct form of the verb "to be" in each sentence.

- 1) They _____ our clients.
- 2) I _____ the new assistant.
- 3) She _____ the CEO.
- 4) He _____ the team leader.
- 5) You _____ in the Marketing department.
- 6) It _____ an important project.
- 7) We _____ ready for the presentation



ACTIVITY 2:

Complete the following business sentences with the correct affirmative form of "to be" (am, is, are). Use contractions.

- 1) The manager _____ in a meeting.
- 2) Our team _____ working on a deadline.
- 3) This report _____ very important.
- 4) The new employees _____ very enthusiastic.
- 5) My colleague _____ very helpful.
- 6) The company policy _____ very clear and concise.
- 7) The clients _____ arriving soon.

