

ACTIVITY 1:

Complete the sentences with the correct form of the verb in brackets.

- 1) I _____ (work) in a small office.
- 2) She _____ (check) her emails every morning.
- 3) They _____ (have) a meeting on Fridays.
- 4) My boss _____ (speak) English and Spanish.
- 5) We _____ (sell) coffee machines.
- 6) He _____ (use) a laptop at work.
- 7) The company _____ (offer) online courses.



ACTIVITY 2:

Write full sentences about a simple business routine.

- 1) (EXAMPLE) You - start work - 9:00
→ I start work at 9:00.
- 2) Your colleague - make phone calls - every day →
- 3) Your company - produce - shoes
→
- 4) Your manager - prepare reports - on Mondays →
- 5) You - drink coffee - in the morning
→
- 6) Your team - send emails - after meetings
→
- 7) The office - close - at 6:00 →

