

# 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 →

