

A range of adverbials can be used to express how often an event occurs or something is done.

- **Always, seldom, rarely, hardly ever, almost never** and **never** are used in mid-position in a sentence:
 - before the main verb in a sentence, and after the auxiliary or modal verb.

– between two auxiliary verbs (e.g. *has* and *been*).

– after the verb *be*.

- **Normally** and **usually** come in mid-position or at the beginning of a sentence.

Note: When **normally** is used at the beginning of a sentence, it is followed by a comma.

- **Frequently, occasionally, often** and **sometimes** come in mid-position or at the beginning or end of a sentence.

Note: When **frequently** is used at the beginning of a sentence, it is followed by a comma.

- **From time to time** and **now and then** come at the beginning or end of a sentence.

She has **hardly ever** been given a sensible answer when she asked how to manage her workload.

Our manager **normally** plans the assignments for the month. Usually we look over the timetable when we get to work in the morning.

They **always** plan the events of the month in advance. We have **seldom** spent the weekend in the office. His line manager can **rarely** keep a meeting short.

From **time to time** they attend extra courses. I manage to leave the office early **now and then**.

They **frequently** reassign jobs. Occasionally upper management suggests time-management seminars to our boss. We don't **often** work from home. I see him in the breakroom **sometimes**.

Employees at our company are **almost never** trained in time management.