

Present simple

Form The present simple has the following forms.

I / you / we / they

*I **work** as a marketing manager.*

*We **don't sell** directly.*

*Do you **deal** with the press?*

he / she / it

*He **interviews** the new applicants.*

*She **doesn't deal** with the staff.*

*Does the job **involve** travelling?*

Use The present simple is used in the following ways.

- to describe facts
*We **don't have** an office in France.*
*What **does** your company **produce**?*
- to describe permanent situations
*I **work** for Vacupak.*
*The company **employs** about 800 people.*
- to describe routines
*I **deal** with designers and printers every day.*
*My train **gets** in at seven forty-five.*

Note! Modal verbs (e.g. **can**, **could**, **will**, **would**, **might**) do not need auxiliary verbs.

We ~~don't can find~~ the right candidate for the job.

*We **can't find** the right candidate for the job.*

Adverbs of frequency

Form Adverbs of frequency are used in the following ways.

- before the verb (except *be*)
*I **usually** get the bus to work.*
*He doesn't **often** answer the phone.*
- after the verb *be*
*She's **always** the last to leave the office.*
*He's **never** late for work.*

Note! Adverbs of frequency can be used in other positions for emphasis.

***Usually** I get the bus to work.*

*I get the bus to work **usually**.*

*~~I get **usually** the bus to work.~~*

Words such as *hourly*, *daily* and *weekly* go after the verb.

*We meet **weekly** to discuss sales.*

*The bonuses are paid **annually**.*

Grammar practice

Present simple 1 Complete the sentences with the correct form of the verbs in brackets.

- 1 She (work) works for an advertising agency.
- 2 I (check) _____ all the computer systems in the office.
- 3 The managers (spend) _____ a lot of time in meetings.
- 4 I (not / leave) _____ work before six o'clock most days.
- 5 The department (not / have) _____ a full-time secretary.
- 6 (you / work) _____ weekends?
- 7 My colleague (deal) _____ with all the orders.
- 8 (your job / involve) _____ much travelling?

2 Use the following words to write questions to the answers below.

what how who where how often when what kind of

- 1 I work as a sales executive. What do you do?
- 2 He works in the Netherlands. _____
- 3 I usually have lunch at about 11.30. _____
- 4 They use Apple computers at work. _____
- 5 She travels to work by train. _____
- 6 I report to the Head of Department. _____
- 7 My boss goes to Head Office twice a month. _____

Adverbs of frequency

3 Rearrange the words to make correct sentences.

- 1 works / one day a week / usually / from home / she
She usually works from home one day a week.
- 2 rarely / receive / we / telephone calls

- 3 late / the bonuses / always / are

- 4 often / we / until 7.30 / the office / leave / don't

- 5 annually / in Prague / meet / all the managers

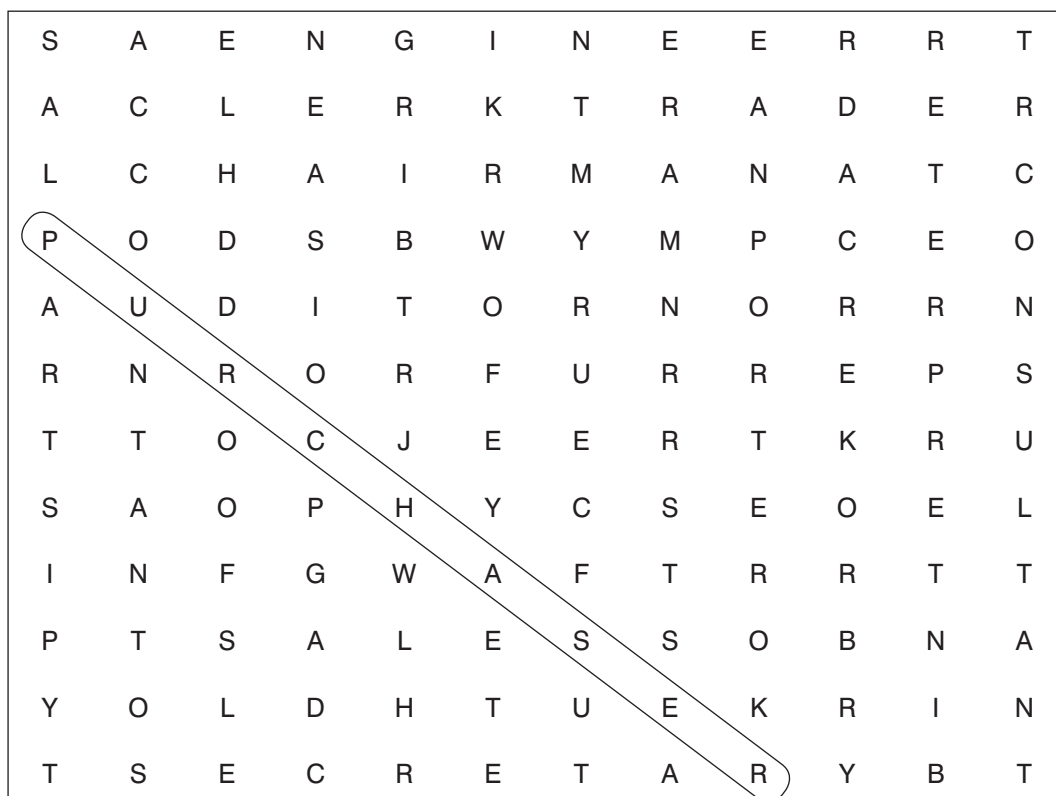
Present simple and adverbs of frequency 4 Find and correct the mistake in each line of the text. Tick (✓) any correct line.

- 1 My name is Karl-Heinz Egonolf. I works for a small management
- 2 consultancy, which is based in Berlin. My job involve visiting
- 3 companies and helping them improve their performance. I spend
- 4 often several weeks at a company because I have to get to
- 5 know the way the company work and what its problems are. A
- 6 company sometimes knows not why it is performing badly. When
- 7 I arrive at a new company, I look always very carefully at all of the
- 8 company's accounts to see how it spend its money. Without this
- 9 important information, I don't can give the client advice on how to
- 10 cut costs and improve performance.

work

Vocabulary practice

Job titles 1 Use the clues below to find eighteen job titles in the puzzle.



Find someone who ...

- | | |
|--|--|
| 1 buys goods from suppliers | 10 works on the counter at a bank |
| 2 manages a company's finances | 11 heads the board of directors |
| 3 works with heavy machinery | 12 assists a senior manager |
| 4 approves a company's accounts | 13 types letters and reports |
| 5 works in a restaurant kitchen | 14 buys and sells stocks and shares |
| 6 does hard manual work | 15 gives advice to companies |
| 7 looks after a company's legal affairs | 16 translates at international meetings |
| 8 types letters, answers the phone etc. | 17 carries bags at a good hotel |
| 9 sits on the board of a company | 18 buys and sells goods |

Word formation 2 Complete the table. Then use the words to complete the sentences below.

person	verb	noun
<u>trainer</u>	train	training
operator	operate	_____
_____	_____	supervision
_____	assess	_____
co-ordinator	_____	_____
_____	_____	inspection

- She's a good trainer. She did a great session on team-building last week.
- A health and safety _____ is coming to see the factory tomorrow.
- We've done an _____ of the investment we'll need to make next year.
- Louise is responsible for the smooth _____ of the company website.
- He's responsible for the _____ between the two departments.
- Peter's going to _____ the new person for the first few weeks.

Terms and conditions

3 Look at the answers given to a candidate at a job interview. Match each one with one of the following topics. Not all of the topics are mentioned. Underline the words which helped you.

trade union pension retirement holidays salary
bonuses illness duties working hours workplace

1 Yes, we do have one here. I think about half of the workforce are members. A representative will approach you once you've started the job and talk to you about joining.

2 The basic contract has an allowance for twenty-five days a year. After several years with the company this will rise and some people even negotiate unpaid leave.

3 The company has a profit-sharing scheme. Of course, it does depend on the company having a good year but it usually pays about 3–5% of basic annual salary each year. It's open to full-time employees only.

4 Well, the official company policy is sixty-two for men and sixty for women but many of our employees leave early and some even work on past that age.

5 We have a company scheme for all our employees. You pay 5% of your gross annual salary and the company matches it. When you retire, you will then receive a proportion of your final salary each year, depending on your length of service.

6 We believe very strongly in rewarding our people with what they are worth so annual pay rises are negotiated on an individual basis, according to the employee's performance that year.

7 Employees are allowed up to three working days without having to produce a sick note. Of course, they are expected to phone in and report their absence to their line manager.

8 We work a system called 'flex', where employees are basically responsible for their own time-keeping. We do expect them to be in the office for most of the day, though, and to work the minimum requirement.

4 Say whether the following sentences are 'Right' or 'Wrong' according to the texts above. If there is not enough information to answer, write 'Doesn't say'.

- 1** The oldest worker in the company is sixty-two years old. _____
- 2** Employees can have more than twenty-five days' holiday a year. _____
- 3** All employees are part of the company's profit-sharing scheme. _____
- 4** The trade union has a good relationship with the management. _____
- 5** Employees receive a good monthly income when they retire. _____
- 6** Employees need a doctor's certificate if they have a day off work sick. _____
- 7** The company believes in giving large pay rises. _____
- 8** All employees finish work at the same time. _____