1 **Vocabulary routines**

   Find two words. Complete the sentences.

1. **w s t o r a r t k**
   
   I ____________ work early.

2. **b h r a e a k v f a e s t**
   
   I ____________ with my colleagues.

3. **g u e t p**
   
   I ____________ at six o’clock.

4. **h l u a n v c h e**
   
   I ____________ at midday.

5. **f i w n i o r s k h**
   
   I ____________ at 5.30.

6. **d i n h n e a v r e**
   
   I ____________ at home.

2 **Grammar present simple he / she / it**

   Rewrite the sentences using the words in brackets.

1. I have coffee for breakfast.
   
   She has coffee for breakfast. (she)

2. We don’t start work early.
   
   ____________ (he)

3. They work every day.
   
   ____________ (she)

4. I don’t go to bed late.
   
   ____________ (he)

5. We don’t work outside.
   
   ____________ (she)

6. They use telephones.
   
   ____________ (he)

3 **Grammar prepositions of time**

   Write sentences. Use prepositions of time.

1. he / get up / eight o’clock
   
   He gets up at eight o’clock.

2. she / work / night
   
   ____________

3. he / have lunch / midday
   
   ____________

4. she / not work / Mondays
   
   ____________

5. she / start work / the evening
   
   ____________

6. it / not start / 8.30
   
   ____________

4 **Grammar frequency adverbs**

   Read the pairs of sentences. Decide if they are logical (√) or not logical (×).

1. She always gets up early. She never gets up late.
   
   ____________

2. She sometimes has lunch with her colleagues. She always has lunch with her friends.
   
   ____________

3. She usually has salad for lunch. She sometimes has a sandwich.
   
   ____________

4. She often plays tennis in the evening. She sometimes plays tennis in the morning.
   
   ____________

5. She always reads detective stories. She usually reads novels.
   
   ____________

6. She often travels in summer. She never stays at home.
   
   ____________
5  Grammar present simple questions he / she

Read the sentences. Then write questions and short answers.

1  She works at home.
   **Does she work at home?**
   **Yes, she does.**

2  He teaches in a college.

3  She doesn’t give lectures.

4  He doesn’t have meetings every day.

5  She writes articles.

6  He doesn’t travel to Canada.

6  Vocabulary job activities

Look at the underlined words. Write questions for these answers.

1  He gives a lecture **every month.**
   **How often does he give a lecture?**

2  He teaches **eight** classes.

3  She has **eggs** for breakfast.

4  She has breakfast **at home.**

5  He goes to Europe **in spring.**

6  He works **in a laboratory.**