

A2.2

UNIT 11

Exercise 1

Complete the following text with the corresponding auxiliary verbs.

A Busy Day at the Office

Jack (1) _____ working very hard today. He is a new assistant in the office and everything is very fast. In the morning, he (2) _____ not drink coffee at his desk because he prefers tea.

"(3) _____ you know where the meeting room is?" Jack asks his coworker, Sarah.

"Yes, it (4) _____ in the main hall on the second floor." Sarah replies.

They (5) _____ not start the meeting on time this morning because the manager was late. But right now, the whole team (6) _____ preparing the final presentation.

"(7) _____ they finished editing the slides?" Jack asks curiously.

"Yes, they (8) _____ already sent the file to everyone by email."

Jack looks at the clock and asks, "(9) _____ we going to have a lunch break soon?"

The manager looks up and says, "We (10) _____ not taking a break until we finish printing these important reports."

Yesterday, Jack (11) _____ not have time to eat lunch because the office was too chaotic. But today, (12) _____ he have his lunch box ready in his bag? Yes, he does. He (13) _____ not want to be hungry again.

Suddenly, the phone rings. "Can you answer that, Jack?" Sarah asks.

"No, I (14) _____ not know how to use this new telephone system yet," Jack answers.

Sarah smiles. "Don't worry. The IT department (15) _____ already fixed the settings, so it is very easy to use now."

Exercise 2.

Match the expressions and phrases from the box with the pictures.

build a network of contacts	get a promotion	manage your time	get along with colleagues
work in a cubicle	acquire many skills	gain respect	select the best applicant
choose a career path	reject a candidate	get a bonus	inspire the employees



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____



9. _____



10. _____



11. _____



12. _____

Exercise 3.

Use the right form of the verb, positive or negative to complete the sentences.

1. A: 'Are you tired?'
B: 'I _____ earlier, but I'm not now.'
2. Steve is happy today, but he _____ yesterday.
3. The post office isn't open yet, but the shops _____.
4. I haven't got a telescope, but I know somebody who _____.
5. I would like to help you, but I'm afraid I _____.
6. I don't usually go to work by car, but I _____ yesterday.
7. A: Have you ever been in the United States?
B: No, but Sandra _____. She went there on holiday last year.
8. I've been invited to Sam's wedding, but Kate _____.
9. A: 'Do you and Chris watch TV a lot?'
B: 'I _____ but Chris doesn't.'
10. A: 'Do you think Sarah will pass her driving test?'
B: 'Yes, I'm sure she _____.'