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**I- VERB TO BE**

**A-Identify the corresponding personal pronoum (I, you, he, she, it, we and they).**

1- Elizabeth she\_\_\_

2- Engels he\_\_\_

3- María Esther she\_\_\_

4- Jason he\_\_

5-Elymar she\_\_

6- Lexavier he\_\_

7- Shallene she\_

8-Jamilex and Jeudy they\_\_\_

9- Aramelis and you they\_\_

10- Elianny and Wisleiry they\_\_

11- Contract it\_\_

12- Credit Card it\_\_\_

13- Eraser it\_\_\_

14- Manager he\_\_\_

15- Computer it\_\_\_\_

16- Printer it\_\_\_

17- Pencil it\_\_\_

18- E-mail it\_\_\_\_

19- Lisber and Jhoan they\_\_\_

20- Yoselin and I we\_\_\_\_

**B- Fill in the blanks using the verb to be in the affirmative or negative form.**

1- Anny and Wendolyn \_\_ the oruners\_\_ the CEO of the company.

2- Nikaury (negative) \_\_not\_ unemployed.

3- Albert and Nixon (negative) \_\_\_ not\_\_ the postmen anymore. They \_\_ now form\_\_part of the executive team of the company.

4- Keyri (negative) \_\_\_not longer\_\_\_ in the accounting and finance workshop. She \_\_\_is now studyng\_\_ in the university now.

5- Yuleisi and Arielis \_ find each other\_ in the training room.

6- Sairis \_\_found\_\_\_\_ in the conference room. She \_\_now\_\_\_ in a meeting with the operations team.

7- Yefry \_\_ now\_\_\_ the Supervisor of Winnifer and Walkeirys. They \_\_ part of\_\_\_\_ the sales agents.

8- Jeimy and Griselis \_\_are \_\_using their credit cards to shop online.

9- Cindy and Jessica \_ of nationality\_\_ Dominican but they (negative) \_\_ not so\_\_\_\_ friendly with our customers.

10- The contract \_ nothing more\_\_ until 2021 but we \_\_ now\_\_\_making some changes.

11- Fior Daliza (negative) \_\_ not this\_\_\_ in the night shift. She \_\_ now this\_\_\_ working in the day-shift.

12- Rossy Mart (negative) \_ not longer\_\_ an agent anymore. She \_\_now\_\_the team lead of the floor.

13- Alfa Carolai \_\_ now\_\_\_ my boss. She \_very\_\_ friendly and respectful with us.

14- Disnelki and I (negative) \_\_ not longer\_\_ co-workers anymore. Disnelki \_ made it\_\_ fired because she was late 3 times this month without justification.

15- Keysel\_ now\_\_\_\_\_the grapich designer and Anthony and Esmeili \_\_ their\_\_\_ lawyers.

**II- VOCABULARY**

**A- Match the definitions with the words**

1- Human Resources A list of a company's employees and the

amount of money they are to be paid.

2-Job Application Are the people who work for a company or

organization and the department responsible

for managing resources related to employees.

3- Payroll Is the official form that employers ask all

applicants for a position to fill out.

4- Budget An estimate of income and expenditure for a

set period of time.

**SIMPLE PRESENT III**

**A- Add s or es to the following verbs.**

1-Accept \_accepts\_\_

2- Buy\_\_buys\_\_

3- Convince\_\_convinces\_\_\_

4- Dismiss \_dismisses\_\_\_\_

5- Divide \_divides\_\_\_

6-Afford\_\_affords\_\_\_\_

7-Establish\_establishes\_\_\_\_

8- Fix fixes\_\_\_

9- Refuse\_\_refuses\_\_\_

10- Reach\_\_reaches\_\_\_

**B- Circle the correct option.**

1- Alba Luz \_\_goes\_\_\_\_\_ to the university in the afternoon.

A) Go B) Goes

2- Selinee and Adrian \_inform\_\_\_\_\_\_ the boss who comes late to work.

A) Inform B) Informs

3- Esnayelin \_\_pays\_\_\_\_\_ her bills on time.

A) Pay B) Pays

4- Edward and Ruth \_\_sell\_\_\_\_\_ the new products to our customers.

A) Sell B) Sells

5- Cristina and Danny \_\_\_organize\_\_\_\_ the meetings with our bosses.

A) Organizes b) organIze

6- Crisbel and I \_avoid\_\_\_\_\_ angry customers on the phone because we hung up on them.

A) Avoid B) Avoids

7- Esmailin \_\_approves\_\_\_\_\_ the permissions when our employees have to leave early.

A) Approves B) Approve

8- Jordy and Anthony \_confirm\_\_\_\_\_\_ with the manager all the informations before making a decision.

A) Confirms B) Confirm

9- Crisbel \_\_encourages\_\_\_\_\_our staff to do a better job every day.

A) Encourages B) Encourage

10- Yiselys and Lisette \_receive\_\_\_\_\_\_ their commisions every month because they have a good performance in their job.

A) Receives b) Receive

**C- Fill in the blanks with don't or doesn't.**

1- Alba Luz\_\_doesn´t\_\_\_\_\_go to the university in the afternoon.

2- Selinee and Adrian \_\_don´t\_\_\_\_\_ inform the boss who comes late to work.

3- Esnayelin\_\_doesn´t\_\_\_\_\_pay her bills on time.

4- Edward and Ruth \_don´t\_\_\_\_\_\_ sell the new products to our customers.

5- Cristina and Danny \_\_don´t\_\_\_\_\_ organize the meetings with our bosses.

6- Crisbel and I \_don´t\_\_\_\_\_\_ avoid angry customers because we \_don´t\_\_\_\_\_\_ hung up on them.

7- Esmailin \_doesn´t\_\_\_\_\_\_ approve the permissions when our employees have to leave early.

8- Jordy and Anthony \_don´t\_\_\_\_\_\_ confirm with the manager all the informations before making a decision.

9- Crisbel \_\_doesn´t\_\_\_\_\_ encourage our staff to do a better job.

10- Yiselys and Lisette \_don´t\_\_\_\_\_\_ receive their comissions every month because they \_\_don´t\_\_\_\_\_ have a good performance in their job.

**IV SIMPLE PAST**

**A- Write the simple past of the regular verbs and write one sentence with each verb.**

Please know that the verbs that end in "e" you just have to add d and if the verb ends in consonant you must add ed to formulate the past

1-Watch watched

2- Listen listened

3- Decide decided

4-Paint painted

5-Dance danced

6- Call called

7-Answer answered

8-Live lived

9-Visit visited

10- Help helped

**V- FILL IN THE BLANKS WITH USED TO**

1- Alba Luz (go) \_\_used to go\_\_\_\_\_\_ to the university in the afternoon.

2- Selinee and Adrian (inform) \_\_used to inform\_\_\_\_\_\_\_\_ the boss who comes late to work.

3- Esnayelin (pay) \_\_used to pay\_\_\_\_\_\_\_ her bills on time.

4- Edward and Ruth (sell) \_\_\_used to sell\_\_\_\_\_\_\_ the new products to our customers.

5- Cristina and Danny (organize) \_\_used to organize\_\_\_\_\_\_ the meetings with our bosses.

6- Crisbel and I (avoid) \_\_used to avoid\_\_\_\_ angry customers because we \_\_\_used to hung up\_\_ (hung up) on them.

7- Esmailin (approve) \_\_used to approve\_\_\_\_ the permissions when our employees have to leave early.

8- Jordy and Anthony (confirm) \_\_used to confirm\_\_\_\_ with the manager all the informations before making a decision.

9- Crisbel (encourage) \_\_used to encourage\_\_\_\_\_ our staff to do a better job.

10- Yiselys and Lisette (receive) \_\_\_used to receive\_\_\_\_ their comissions every month because they (have) \_\_used to have\_\_\_\_\_ a good performance in their job.