

Exercise 5.1 Conjugating verbs in simple present and simple past

1. Complete the table below by conjugating the verbs in *simple present* and *simple past*. Then, write them in negative and interrogative forms, as shown in the example below. When using the *simple present* and *simple past*, remember to use **do**, **does**, or **did**.

Verb	Form	Simple present	Simple past
find (she)	affirmative negative interrogative	She <u>finds</u> . She doesn't <u>find</u> . Does she <u>find</u> ?	She <u>found</u> . She didn't <u>find</u> . Did she <u>find</u> ?
eat (he)	affirmative negative interrogative	He <u>eats</u> . He <u>doesn't eat</u> . <u>Does he eat</u> ?	He <u>ate</u> . He <u>didn't eat</u> . <u>Did he eat</u> ?
be happy (he)	affirmative negative interrogative	He's <u>happy</u> . He <u>isn't happy</u> . <u>Is he happy</u> ?	He <u>was happy</u> . He <u>wasn't happy</u> . <u>Was he happy</u> ?
go (she)	affirmative negative interrogative	She <u>goes</u> . She <u>doesn't go</u> . <u>Does she go</u> ?	She <u>went</u> . She <u>didn't go</u> . <u>Did she go</u> ?
talk (you)	affirmative negative interrogative	You <u>talk</u> . You <u>don't talk</u> . <u>Do you talk</u> ?	You <u>talked</u> . You <u>didn't talk</u> . <u>Did you talk</u> ?
drive (i)	affirmative negative interrogative	I <u>drive</u> . I <u>don't drive</u> . <u>Do I drive</u> ?	I <u>drove</u> . I <u>didn't drive</u> . <u>Did I drive</u> ?

Exercise 5.2 Conjugating verbs in simple present and simple past

1. For each sentence below, underline the keyword, then conjugate the verb in brackets in *simple present* or *simple past* as appropriate.
- Marie (give) gave me her address yesterday.
 - She generally (meet) meets with her clients every afternoon.
 - We (send) sent you an email a couple of days ago.
 - (You have) Do you have the time to meet with me today?
 - I (not show up) didn't show up at work last Monday.

**Exercise 5.3****Using simple present and simple past**

1. Read the story below. Afterward, write complete answers to the questions asked.

a. Where do Mary and Steven go on Friday?

They go to the library.

b. When does Mary go to Cegep?

She goes to Cegep on Mondays and Wednesdays.

c. Are Steven's classes every Monday and Wednesday?

No, Steven's classes are every Tuesday and Thursday.

d. Why didn't they study last week at the library?

They didn't study at the library last week, because Steven had a cold.

e. Does Mary have better grades than Steven?

No, she doesn't. Steven has better grades than Mary.

f. Where does Mary work on the weekends?

On the weekends, she works at the mall.

g. Does Steven work on weekends?

No, Steven does not work on the weekends.

h. Is Mary in Chemistry?

No, Mary is in Biology.

i. Does Mary have a car?

No, Mary does not have a car.

j. Why didn't Steven pick Mary up last week?

Because he had a cold.

⚙️ Exercise 5.4 Conjugating verbs in present continuous and past continuous

1. Complete the table below by conjugating the verbs in *present continuous* and *past continuous*. Then, write them in negative and interrogative forms, as shown in the example below. When using the *present continuous*, remember to use **is**, **am**, and **are**; for the *past continuous*, use **was**, and **were**.

Verb	Form	Present continuous	Past continuous
write (I)	affirmative negative interrogative	I am writing. I' m not writing. Am I writing?	I was writing. I was not writing. Was I writing?
bake (Tim)	affirmative negative interrogative	Tim <i>is</i> baking. Tim <i>isn't</i> baking. <i>Is</i> Tim baking?	Tim <i>was</i> baking. Tim <i>wasn't</i> baking. <i>Was</i> Tim baking?
Buy (you)	affirmative negative interrogative	You <i>are</i> buying. You <i>aren't</i> buying. <i>Are</i> you buying?	You <i>were</i> buying. You <i>weren't</i> buying. <i>Were</i> you buying?
work (they)	affirmative negative interrogative	They <i>are</i> working. They <i>aren't</i> working. <i>Are</i> they working?	They <i>were</i> working. They <i>weren't</i> working. <i>Were</i> they working?
sleep (Sally)	affirmative negative interrogative	Sally <i>is</i> sleeping. Sally <i>isn't</i> sleeping. <i>Is</i> Sally sleeping?	Sally <i>was</i> sleeping. Sally <i>wasn't</i> sleeping. <i>Was</i> Sally sleeping?
drink (we)	affirmative negative interrogative	We <i>are</i> drinking. We <i>aren't</i> drinking. <i>Are</i> we drinking?	We <i>were</i> drinking. We <i>weren't</i> drinking. <i>Were</i> we drinking?

⚙️ Exercise 5.5 Conjugating verbs in present continuous

1. For each sentence below, underline the keyword, then conjugate the verb in brackets in *present continuous*.
- I (look for) am looking for the Brown file at the moment. Where is it?
 - At what time (they come back) are they coming back to the office today?
 - I'm sorry. Mr. Roberts (not see) isn't seeing anyone at the moment.
 - (Fred leave) Is Fred leaving for Toronto this evening?
 - I (write) am writing to you today to request more information.

Exercise 5.6 Using the present continuous and past continuous

1. Read the story below. Afterward, write complete answers to the questions asked.

a. What are Steven and Mary doing in the library at the moment?

They are studying for Mary's exam.

b. What were Steven and Mary doing when the fire alarm went off?

They were studying for their exams.

c. Are they hoping to get B's on their exams?

No. They are hoping to get A's on their exams.

d. Is Steven writing a Biology exam?

No, Mary is writing a Biology exam. Steven will be writing a Chemistry exam.

e. Were they writing an exam when the fire alarm went off?

No, they were studying for their exams.

f. Is Mary hoping to get a good grade?

Yes, she is hoping to get an A.

g. Is Steven answering questions? What is he doing?

No, he is asking questions for Mary to answer.

h. Is Mary worrying about her job? What is she worrying about?

She is not worrying about her job, she is worrying about exam week.

Exercise 5.7 Conjugating verbs in present perfect

1. For each sentence below, underline the keyword, then conjugate the verb in brackets in *present perfect*, as shown in the examples below.

a. She (be) has been away from her desk for an hour.

b. (You meet) Have you met our new colleague yet?

c. We (not receive) have not received many calls lately.

d. Don't worry. I (make) have made the same mistake many times.

e. Ms. Smith (have to) has had to take a few days off recently.

**Exercise 5.8****Using the present perfect**

1. Read the story below. Afterward, write complete answers to the questions asked.

a. Who has parachuted from airplanes?

Mary has parachuted from airplanes.

b. How many times has Steven been to Europe?

Steven has been to Europe once.

c. Has Steven ever been to California?

Steven has never been to California

d. Why can't they remember all the things they have done?

Because they have done so many things.

e. Where has Steven traveled recently? Do we know when?

Steven has recently traveled to Europe. We don't know when exactly.

f. Has Mary ever been to Florida? Where has she been?

No, Mary has never been to Florida. She's been to California and Banff.

g. What is one thing Mary hasn't done but hopes to do one day?

Mary has never been to Europe but hopes to go to Spain to speak Spanish.

h. Who has studied Spanish?

Mary has studied Spanish.

i. Who has driven a motorcycle to Florida?

Steven has driven a motorcycle to Florida.

 **Exercise 5.9** Conjugating verbs in present perfect and past perfect

1. Complete the table below by conjugating the verbs in *present perfect* and *past perfect*. Then, write them in negative and interrogative forms, as shown in the example below. When using the *present perfect*, remember to use **have** and **has**; for the *past perfect*, use **had**.

Verb	Form	Present perfect	Past perfect
find (you)	affirmative negative interrogative	You have found. You haven't found. Have you found?	You had found. You hadn't found. Had you found?
type (he)	affirmative negative interrogative	<i>He has typed.</i> <i>He hasn't typed.</i> <i>Has he typed?</i>	<i>He had typed.</i> <i>He hadn't typed.</i> <i>Had he typed?</i>
happen (it)	affirmative negative interrogative	<i>It has happened.</i> <i>It hasn't happened.</i> <i>Has it happened?</i>	<i>It had happened.</i> <i>It hadn't happened.</i> <i>Had it happened?</i>
see (they)	affirmative negative interrogative	<i>They have seen.</i> <i>They haven't seen.</i> <i>Have they seen?</i>	<i>They had seen.</i> <i>They hadn't seen.</i> <i>Had they seen?</i>
move (we)	affirmative negative interrogative	<i>We have moved.</i> <i>We haven't moved.</i> <i>Have we moved?</i>	<i>We had moved.</i> <i>We hadn't moved.</i> <i>Had we moved?</i>
send (she)	affirmative negative interrogative	<i>She has sent.</i> <i>She hasn't sent.</i> <i>Has she sent?</i>	<i>She had sent.</i> <i>She hadn't sent.</i> <i>Had she sent?</i>

Exercise 5.10 Conjugating verbs in simple future

1. Complete the table below by conjugating the verbs in *simple future*, then put them in negative and interrogative forms, as shown in the example below. Remember to use **will** or **be going to** for this verb tense.

Verb	Form	Be going to	Will
Live (he)	affirmative	He is going to live.	He will live.
	negative	He isn't going to live.	He won't live.
	interrogative	Is he going to live?	Will he live?
Move (you)	affirmative	You <i>are going to</i> move.	You <i>will</i> move.
	negative	You <i>aren't going to</i> move.	You <i>won't</i> move.
	interrogative	<i>Are you going to</i> move?	<i>Will you</i> move?
Sing (he)	affirmative	He <i>is going to</i> sing.	He <i>will</i> sing.
	negative	He <i>isn't going to</i> sing.	He <i>won't</i> sing.
	interrogative	<i>Is he going to</i> sing?	<i>Will he</i> sing?
Dance (we)	affirmative	We <i>are going to</i> dance.	We <i>will</i> dance.
	negative	We <i>aren't going to</i> dance.	We <i>won't</i> dance.
	interrogative	<i>Are we going to</i> dance?	<i>Will we</i> dance?
Rain (it)	affirmative	It <i>is going to</i> rain.	It <i>will</i> rain.
	negative	It <i>isn't going to</i> rain.	It <i>won't</i> rain.
	interrogative	<i>Is it going to</i> rain?	<i>Will it</i> rain?
Fall (she)	affirmative	She <i>is going to</i> fall.	She <i>will</i> fall.
	negative	She <i>isn't going to</i> fall.	She <i>won't</i> fall.
	interrogative	<i>Is she going to</i> fall?	<i>Will she</i> fall?

Exercise 5.11 Using the simple future

1. For each sentence below, underline the keyword, then conjugate the verb in bracket in *simple future*, as shown in the examples below.
- Look out! Those books (fall) are going to fall !
 - Maybe she (be back) will be back in 10 minutes. I'm not sure.
 - I know her. She (not like) won't like / isn't going to like this.
 - I (give) will give you a call as soon as Mr. Lepage returns to the office.
 - (You still attend) Are you still going to attend the meeting as planned?



Exercise 5.12 Using the simple future

1. Read the story below. Afterward, write complete answers to the questions asked.

a. Is Mary going to get married in August?

No, she is not going to get married in August, Steven is.

b. What does Mary hope she will find in her future?

Mary is hoping she will find marriage in her future.

c. What is Steven going to do this summer?

Steven will be getting married this summer.

d. Does Mary know when she will get married?

No, Mary does not know when she is going to get married.

e. What does the weatherman predict the weather will be like this summer?

The weatherman is predicting rain and cold for this summer.

f. What does Steven hope won't happen?

Steven is hoping it won't rain on his wedding day.



Exercise 5.13 Conjugating verbs in simple present and present continuous

1. For each sentence below, underline the keyword, then conjugate the verbs in brackets in either *simple present* or *present continuous* as appropriate, as shown in the examples below.

a. My boss always (have) has coffee in the morning, but right now he (drink)

is drinking mint tea because he has an upset stomach.

b. Charlene (eat) eats lunch at the food court every Friday, but this Friday

she (go) is going to the cafeteria.

c. The staff usually (have) has their weekly meeting on Thursdays, but they (not meet)

aren't meeting this Thursday.

d. Usually, Stella Wendell (not see) doesn't see anyone after 4:00 p.m., but this afternoon she

(accept) is accepting appointments until 5 o'clock.

e. I never (take) take the bus, but my car is at the garage, so I (use)

am using public transportation today.

Exercise 5.14 Conjugating verbs in simple present and simple past

1. For each sentence below, underline the keyword, then conjugate the verbs in brackets in either *simple present* or *simple past* as appropriate, as shown in the examples below.
 - a. Mr. Smith generally (check) checks his emails in the morning, but last week he (not read) didn't read them at all.
 - b. Mr. Fisher sometimes (call) calls at the end of the week, but last Friday he (not contact) didn't contact us at all.
 - c. The secretaries often (have) have their lunch together, but last month many employees (be) were absent due to sickness.
 - d. Usually, we (receive) receive our pay cheque on Thursday, but last week there was a computer glitch and we (get) got our pay on Friday instead.
 - e. Coffee breaks (be) are generally at 10 in the morning, but yesterday we (be) were too busy for a coffee break.

Exercise 5.15 Conjugating verbs in simple past and present perfect

1. For each sentence on the next page, underline the keyword, then conjugate the verb in brackets in either *simple past* or *present perfect* as appropriate, as shown in the examples below.
 - a. Ruth and Eric (work) have worked here since the clinic first opened.
 - b. Yesterday, we (have) had 15 millimetres of rain.
 - c. So far this week, the printer (break down) has broken down three times.
 - d. We (not receive) didn't receive our pay cheques last Thursday.
 - e. (You speak) Have you spoken to Mr. Bidden yet about the power failure?

Exercise 5.16 Conjugating verbs in simple future

1. For each sentence below, underline the keyword (if applicable), then conjugate the verb in brackets in *simple future*, as shown in the examples below.
 - a. I (go) am going to go fishing with my brother next weekend.
 - b. Mr. Béranger and Ms. Lemay (get married) are getting married in June.
 - c. (We be invited) Will we be invited to the wedding?
 - d. Are you sure that it (snow) will snow / is going to snow tomorrow?
 - e. Yes. I (leave) am going to leave early because of the snow storm.

 **Exercise 5.17** Using affirmative, negative, and interrogative forms

1. For each sentence below and on the next page, follow the instructions to do the exercise, using the example provided.

- Circle the whole verb (auxiliary and main verb).
- Write down what tense the verb is in, then write in brackets the auxiliary associated with this verb tense.
- Rewrite the sentence in the negative and interrogative forms.
- Then, reformulate the interrogative sentence by using a question word so that the underlined text is the answer to the question.

a. Sally made the call on Friday.

made → Simple past (did)

Negative: *Sally didn't make the call on Friday.*

Interrogative: *Did Sally make the call on Friday?*

Question word: *When did Sally make the call?*

b. Jerry gets to work by car.

gets → Simple present (does)

Negative: *Jerry doesn't get to work by car.*

Interrogative: *Does Jerry get to work by car?*

Question word: *How does Jerry get to work?*

c. Cynthia takes her coffee break at three o'clock.

takes → Simple present (does)

Negative: *Cynthia doesn't take her coffee break at three o'clock.*

Interrogative: *Does Cynthia take her coffee break at three o'clock?*

Question word: *At what time does Cynthia take her coffee break?*

d. Mathew made a lot of money with this new deal.

made → simple past (did)

Negative: *Mathew didn't make a lot of money with this new deal.*

Interrogative: *Did Mathew make a lot of money with this new deal?*

Question word: *How much money did Mathew make with this new deal?*

- e. Peter will go to Montreal in two days.

will go → simple future (will)

Negative: *Peter won't go to Montreal in two days.*

Interrogative: *Will Peter go to Montreal in two days?*

Question word: *Where will Peter go in two days?*

- f. Tom went to Toronto by plane.

went → Simple past (did)

Negative: *Tom didn't go to Toronto by plane.*

Interrogative: *Did Tom go to Toronto by plane?*

Question word: *How did Tom go to Toronto?*

- g. Sarah is meeting three clients this afternoon.

is meeting → Present continuous (is)

Negative: *Sarah isn't meeting three clients this afternoon.*

Interrogative: *Is Sarah meeting three clients this afternoon?*

Question word: *How many clients is Sarah meeting this afternoon?*

- h. They like the new computers.

like → Simple present (do)

Negative: *They don't like the new computers.*

Interrogative: *Do they like the new computers?*

Question word: *What do they like?*

- i. Ruth and Bert are going to San Diego for a conference on robotics.

are going → Present continuous (are)

Negative: *Ruth and Bert aren't going to San Diego.*

Interrogative: *Are Ruth and Bert going to San Diego?*

Question word: *Why are Ruth and Bert going to San Diego?*

- j. Sandra has worked with the same team for two years.

has worked → Present perfect (has)

Negative: *Sandra has not worked with the same team for two years.*

Interrogative: *Has Sandra worked with the same team for two years?*

Question word: *How many years has Sandra worked with the same team?*

 **Exercise 5.18** Testing your knowledge

1. Conjugate the verb below to *simple present*.

Affirmative: She (leave): *She leaves*

Negative: She (leave): *She doesn't leave*

Interrogative: She (leave): *Does she leave?*

2. For each sentence below, underline the keyword, then conjugate the verb *work* in the appropriate tense.

a. He works with Susan every day.

b. He worked with Susan yesterday.

c. He will work with Susan tomorrow.

d. He is working with Susan right now.

e. He has worked with Susan for three years.

f. Has he worked with Susan lately?

3. Rewrite each sentence below by conjugating the verb in bold according to the keyword.

He **sees** Susan every day.

a. (Yesterday) He saw Susan yesterday.

b. (Not / tomorrow) He will not / won't see Susan tomorrow.

c. (Recently) He has not / hasn't seen Susan recently.

They **checked** their emails yesterday.

d. (Every morning) They check their emails every morning.

e. (Not / lately) They have not / haven't checked their emails lately.

f. (Presently) They are checking their emails presently.

 **Exercise 5.19** Using semi-auxiliaries

2. Read the letters below and the answers of your colleagues. Paying special attention to the modals that your colleagues used, write your own advice in the space provided. Consult the table of modals if you need help.
- a. At work yesterday, I broke the glass coffee pot. When I mentioned it to my boss, she insisted that I replace it. I don't think that's fair because if the photocopier or printer broke, I wouldn't have to replace them. So why should I have to replace a coffee pot?
(Down-in-the-dumps Coffee Lover)

Columnists' tips:

Ms. Goodie: You **ought to** replace the broken pot, but don't forget to keep the receipt.

Dr. Phyllis: Studies show that you **should** drink less coffee anyway ...

You: *Maybe you should replace it since it was sort of your fault. You might consider buying a metal thermos that would keep the coffee hotter, longer.*

- b. I'm constantly late for work. My boss is getting annoyed with my tardiness. I try to be on time, but I have so many things to do in the morning: put on my make-up, make breakfast, drive the children to school and my husband to work, find a parking spot near the office. What could I do to save time in the morning?
(In a Hurry)

Columnists' tips:

Ms. Goodie: You **could** always get up earlier.

Dr. Phyllis: Perhaps you **should** learn to delegate responsibilities.

You: *You had better do something because you wouldn't want to lose your job.*

You should think about having your husband make breakfast.

Then again, you might seriously consider buying a second car.

- c. My boss always relies on me to buy gifts for his wife. But he usually doesn't tell me until the last minute. What should I do?
(Window Shopper)

Columnists' tips:

Ms. Goodie: You **should** keep a supply of gifts on hand.

Dr. Phyllis: You **should** talk to your employer about your frustrations.

You: *You mustn't let your boss take advantage of your generosity.*

You have to learn to say no. If you can't say no, then say yes, but with conditions.



Exercise 5.20 Testing your knowledge

1. Rewrite the sentences below in the negative and interrogative forms. Then, reformulate the interrogative sentence by using a question word so that the underlined text is the answer to the question.

a. The delivery man comes twice a week.

Negative: *The delivery man doesn't come twice a week.*

Interrogative: *Does the delivery man come twice a week?*

Question word: *How often does the delivery man come?*

b. Ms. Black meets her three clients every week.

Negative: *Ms. Black doesn't meet her three clients every week.*

Interrogative: *Does Ms. Black meet her three clients every week?*

Question word: *How many clients does Ms. Black meet every week?*

c. Mr. Bélanger is playing golf with Edward Bennett next Saturday.

Negative: *Mr. Bélanger isn't playing golf with Edward Bennet next Saturday.*

Interrogative: *Is Mr. Bélanger playing golf with Edward Bennet next Saturday?*

Question word: *Who is playing golf with Edward Bennet next Saturday?*

d. Ms. Fandango is in a meeting right now.

Negative: *Ms. Fandango isn't in a meeting right now.*

Interrogative: *Is Ms. Fandango in a meeting right now?*

Question word: *Where is Ms. Fandango right now?*

e. The secretaries drank a lot of wine at the office party.

Negative: *The secretaries didn't drink a lot of wine at the office party.*

Interrogative: *Did the secretaries drink a lot of wine at the office party?*

Question word: *How much wine did the secretaries drink at the office party?*

f. An employee lost a brown wallet.

Negative: *An employee did not lose a brown wallet.*

Interrogative: *Did an employee lose a brown wallet?*

Question word: *What did an employee lose?*

g. Prof. Campbell's plane will arrive at 11:45 a.m.

Negative: *Prof. Campbell's plane will not arrive at 11:45 a.m.*

Interrogative: *Will Prof. Campbell's plane arrive at 11:45 a.m.?*

Question word: *At what time will Prof. Campbell's plan arrive?*

h. Mr. Bennett has lived in Halifax since 2002.

Negative: *Mr. Bennet hasn't lived in Halifax since 2002.*

Interrogative: *Has Mr. Bennet lived in Halifax since 2002?*

Question word: *How long has Mr. Bennet lived in Halifax?*

i. It's going to rain tomorrow.

Negative: *It isn't going to rain tomorrow.*

Interrogative: *Is it going to rain tomorrow?*

Question word: *When is it going to rain?*

j. He came to a final decision by carefully thinking it through.

Negative: *He didn't come to a final decision by carefully thinking it through.*

Interrogative: *Did he come to a final decision by carefully thinking it through?*

Question word: *How did he come to a final decision?*



Exercise 5.21 Formulating and answering questions

3. Referring to the employee contact list above, answer the questions below.

a. Who is the photographer of the company? Gabe Green is the photographer of the company.

b. What is Liz Babcock's job title? Liz Babcock's job title is Public Relations and Marketing.

c. Where does Doug Turner live? Doug Turner lives at 2061 Featherston Drive.

d. Who works in Room 204? Stanley Stravinsky works in Room 204.

4. For each of the sentences below, formulate an interrogative sentence by using a question word so that the underlined and bold text is the answer, as shown in the example. Use the following question words.

a. Stanley Stravinsky works **in room 204**.

Where does Stanley Stravinsky work?

b. Sue Myers lives **at 789 Concord Street**.

Where does Sue Myers live?

c. Steve Frobisher left **last month** for an accounting position in Toronto.

When did Steve Frobisher leave?

d. Stanley Stravinsky is talking **to Doug Turner**.

To whom is Stanley Stravinsky talking?

- e. The next conference on photography will be **in three weeks**.

When will the next conference on photography be?

- f. Doug Turner has been a computer designer at I.D.M. **for five years**.

How long has Doug Turner been a computer designer at I.D.M.?

- g. All visitors to the building should wear **a visitor's pass**.

What should all visitors to the building wear?

- h. **Peter Rainbow** will be the new Account Representative.

Who will be the new Account Representative?

5. Formulate a question according to the situations presented below.

Suggested answers

- a. Steve Frobisher has moved to Toronto. Call him and ask him for his new address so that you can send him the personal belongings he forgot at the office.


What is your new address in Toronto?

- b. Gabe Green now has a new phone number. You need to update his file by requesting his new phone number.

What is your new phone number?

- c. There will be a conference on photography in three weeks. You have to send the information to all those interested. Ask Marise Emmanuelle for the conference programme.

Could you give me a copy of the programme for the conference on photography?

 **Summary exercise**

2. Since you must interact with these people in English (your second language), you want to be well prepared. Write down the questions you would ask, then practise them out loud.

Tip: Use the appropriate question words.

Question to:

- a. Linda Besant

What is your new address?

- b. Human Resources Department

When did Linda Besant resign?

- c. Gerald Higgins

What is your new Room number?

- d. Mike Hunter

What is your new phone number?

- e. Marise Emmanuelle

What is the new English teacher's name?

What is his/her address?

What is his/her phone number?

What is his/her Room number?
