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A1 WORD ORDER ≈ 26 MIN

Imperatives — *practice on paper*

You have built the lesson — now lock the pattern in on paper. Fresh office examples, same rule: base form, don't, let's.

Start directly with the **base form** — no subject needed: **don't** + base form for negatives · **let's** + base form for suggestions

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT THE VERB FORMS · APPROX. 4 MIN ●○○

Say each word quietly. Does it fit an instruction after **please**, **don't**, or **let's**? Base form → left column. Anything with -s, to, or -ing → right column.

sign | opens | be | to call | wait | are | send | sending | check | takes | take | to be

FITS THE IMPERATIVE (BASE FORM)	DOES NOT FIT THE IMPERATIVE

BRICK 2 · FILL IN THE BASE FORM · APPROX. 6 MIN ●●○

Fill in the missing verb form. After **please**, **don't**, and **let's** — and right at the start — always use the base form: no ending, no subject, no to.

01 Please _____ me the agenda before the meeting starts.
02 _____ the door, please — the workshop is starting.
03 Don't _____ the deadline because of a missing signature.
04 Let's _____ the budget together after lunch.
05 _____ quiet, please — the interview next door has started.
06 Please _____ a moment while I print the contract.
07 Don't _____ to save your work before the update.
08 _____ me as soon as the client signs, please.

YOUR BUILD

1 · SORTING ○ | 2 · FILL-IN ○ | 3 · CORRECT ○ | 4 · WRITE ○

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN ●●○

Each sentence hides exactly one mistake in the **imperative**. Underline it and write the whole sentence correctly.

01 Please you send me the contract today.

02 Opens the attachment before the meeting, please.

03 Don't to worry about the travel costs.

04 Let's to order new business cards.

05 You come to my office at three, please.

06 Don't are afraid to ask questions in the training.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN ●●●

Write one sentence for each prompt. Build it directly with the **base form** — no subject, no ending.

01 A new colleague enters your office: "Please …" — welcome them with a polite instruction.

02 A colleague is about to park in the wrong spot: "Don't …" — give a clear negative instruction.

03 You are planning the next project: "Let's …" — make a shared suggestion to your team.

04 A new colleague is learning the office software: "Be …" — give her a short hint with the base form of be.

MINI-CHECK – CAN I DO THIS YET?

- ☐ I start an instruction directly with the base form — no subject: "Send me the file."
- ☐ I make negatives with don't + base form: "Don't shout across the office."
- ☐ I make a shared suggestion with let's + base form: "Let's start."
- ☐ I soften an instruction with please or just: "Please come in."

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 ✓ **sign**
Base form — fits right after please, don't, or let's.

02 ✕ **opens**
Ending -s — the imperative takes the base form with no ending.

03 ✓ **be**
The base form of be is be.

04 ✕ **to call**
No to before the base form in the imperative.

05 ✓ **wait**
Base form — no ending needed.

06 ✕ **are**
"Are" belongs in a statement; the imperative uses be.

07 ✓ **send**
Base form — starts the instruction directly.

08 ✕ **sending**
The ing-form does not fit; use the base form send.

09 ✓ **check**
Base form — fits after let's too.

10 ✕ **takes**
Ending -s — the base form is take.

11 ✓ **take**
Base form — unchanged for one person or a group.

12 ✕ **to be**
No to; the base form on its own is be.

BRICK 2 · FILL-IN

01 Please **send** me the agenda
After please, use the base form.

02 **Close** the door, please
A positive instruction begins directly with the base form.

03 Don't **miss** the deadline
After don't, use the base form.

04 Let's **review** the budget
After let's, use the base form.

05 **Be** quiet, please
The base form of be is be.

06 Please **wait** a moment
After please, use the base form — no ending.

07 Don't **forget** to save your work
After don't, use the base form.

08 **Email** me as soon as the client signs
The instruction begins directly with the base form — no subject.

BRICK 3 · CORRECT

01 Please **send** me the contract today.
After please comes the base form directly — no spoken you.

02 **Open** the attachment before the meeting, please.
The imperative takes the base form — no -s ending.

03 Don't **worry** about the travel costs.
After don't, use the base form without to.

04 Let's **order** new business cards.
After let's, use the base form without to.

05 **Come** to my office at three, please.
A neutral instruction needs no spoken subject.

06 Don't **be** afraid to ask questions in the training.
After don't, use the base form — for be that is be, not are.

BRICK 4 · WRITE

Your sentences may differ — just check that please, don't, and let's are followed by the base form, with no subject before it.

01 "Please **have** a seat — the coffee is on its way."
Please plus the base form makes the instruction polite.

02 "Don't **park** in front of the entrance, please."
Negative: don't plus the base form.

03 "Let's **discuss** the offer before Friday."
Let's plus the base form suggests a shared action.

04 "Be **patient** with the new software."
The base form of be is be.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
Be in the Present
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