

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
<i>Base form — fits right after please, don't, or let's.</i> | 07 ✓ send
<i>Base form — starts the instruction directly.</i> |
| 02 ✗ opens
<i>Ending -s — the imperative takes the base form with no ending.</i> | 08 ✗ sending
<i>The ing-form does not fit; use the base form send.</i> |
| 03 ✓ be
<i>The base form of be is be.</i> | 09 ✓ check
<i>Base form — fits after let's too.</i> |
| 04 ✗ to call
<i>No to before the base form in the imperative.</i> | 10 ✗ takes
<i>Ending -s — the base form is take.</i> |
| 05 ✓ wait
<i>Base form — no ending needed.</i> | 11 ✓ take
<i>Base form — unchanged for one person or a group.</i> |
| 06 ✗ are
<i>"Are" belongs in a statement; the imperative uses be.</i> | 12 ✗ to be
<i>No to; the base form on its own is be.</i> |

BRICK 2 · FILL-IN

- | | |
|---|---|
| 01 Please send me the agenda
<i>After please, use the base form.</i> | 05 Be quiet, please
<i>The base form of be is be.</i> |
| 02 Close the door, please
<i>A positive instruction begins directly with the base form.</i> | 06 Please wait a moment
<i>After please, use the base form — no ending.</i> |
| 03 Don't miss the deadline
<i>After don't, use the base form.</i> | 07 Don't forget to save your work
<i>After don't, use the base form.</i> |
| 04 Let's review the budget
<i>After let's, use the base form.</i> | 08 Email me as soon as the client signs
<i>The instruction begins directly with the base form — no subject.</i> |

BRICK 3 · CORRECT

- | | |
|--|--|
| 01 Please send me the contract today.
<i>After please comes the base form directly — no spoken you.</i> | 04 Let's order new business cards.
<i>After let's, use the base form without to.</i> |
| 02 Open the attachment before the meeting, please.
<i>The imperative takes the base form — no -s ending.</i> | 05 Come to my office at three, please.
<i>A neutral instruction needs no spoken subject.</i> |
| 03 Don't worry about the travel costs.
<i>After don't, use the base form without to.</i> | 06 Don't be afraid to ask questions in the training.
<i>After don't, use the base form — for be that is be, not are.</i> |

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."
<i>Please plus the base form makes the instruction polite.</i> | 03 "Let's discuss the offer before Friday."
<i>Let's plus the base form suggests a shared action.</i> |
| 02 "Don't park in front of the entrance, please."
<i>Negative: don't plus the base form.</i> | 04 "Be patient with the new software."
<i>The base form of be is be.</i> |

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Be in the Present

englisch-lehrer.com/en/lessons/be-present

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