

A1

SIGNAL WORDS

≈ 27 MIN

Signal Words: Present Simple – *practice on paper*

You know the signal words — now drill the second half: the fixed slot in the sentence. New office sentences, same rule.

If a word says **how often** , it is Present Simple: single word **before the main verb** (after "be" it follows) · time phrase **at the end**

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT BY SLOT IN THE SENTENCE · APPROX. 4 MIN

● ○ ○

Ask for each entry: is it a **single word** answering "how often?" Then it takes the mid slot, directly before the main verb. Is it a **phrase with a time word** (day, week, month, weekend)? Then it goes at the end. Careful: the second column is longer than the first.

usually

on Mondays

never

twice a month

always

every week

sometimes

at the weekend

once a week

every morning

MID – BEFORE THE MAIN VERB	END – AT THE END OF THE SENTENCE

BRICK 2 · CHOOSE THE PHRASE THAT FITS THE GAP · APPROX. 6 MIN

● ● ○

Only one of the two phrases in brackets fits this position in the sentence. Look at **where** the gap is — mid, before the main verb, or at the end — and write the matching phrase in.

- 01 I _____ forward the agenda to the team. (every morning / usually)
- 02 The finance team sends the invoices _____. (never / every Friday)
- 03 She is _____ the first one in the office. (always / every morning)
- 04 We back up the shared drive _____. (never / once a week)
- 05 My colleague _____ works from home. (on Fridays / sometimes)
- 06 We check the team calendar _____. (always / every morning)
- 07 Our manager is _____ in meetings before lunch. (often / every day)
- 08 The report goes to the client _____. (usually / on Mondays)

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

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



Each sentence holds exactly one signal-word mistake — wrong slot or wrong form. Underline it and write the whole sentence correctly.

01 I check always my calendar before a client call.

.....

02 She always is in the office before eight.

.....

03 We send the team update everyday.

.....

04 We have every Monday a short stand-up.

.....

05 I call our supplier twice in a month.

.....

06 I do not never work on Saturdays.

.....

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



Write one true sentence about your working day for each prompt. Then check every signal word: mid or end?

01 Your morning: "I usually ..." — what do you do first on most working days?

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02 Your calendar: "We have ... every ..." — a meeting that repeats.

.....

03 Your exception: "I am never ..." — something that never happens with you.

.....

04 Your routine: a sentence ending in "twice a month" or "on Fridays".

.....

MINI-CHECK — CAN I DO THIS YET?

- ☐ I put always, usually, often, sometimes and never directly before the main verb.
- ☐ After am, is or are I let the adverb follow: "She is never late."
- ☐ Time phrases with every, and phrases like on Fridays or twice a month, go at the end.
- ☐ I write "every day" as two words and say "twice a month", not "twice in a month".

Not every box ticked? Build the lesson once more and come back to this sheet 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

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|---|---|
| <p>01 usually — mid
<i>Single frequency adverb — slot directly before the main verb.</i></p> <p>02 on Mondays — end
<i>Day phrase; the plural -s makes it a routine.</i></p> <p>03 never — mid
<i>Single word before the main verb — after "be" it follows.</i></p> <p>04 twice a month — end
<i>How-many-times phrase — end slot.</i></p> <p>05 always — mid
<i>Single frequency adverb — mid position.</i></p> | <p>06 every week — end
<i>"Every" + time word goes at the end.</i></p> <p>07 sometimes — mid
<i>One word answering "how often?" — before the main verb.</i></p> <p>08 at the weekend — end
<i>Time phrase — end slot (American English: on the weekend).</i></p> <p>09 once a week — end
<i>How-many-times phrase like twice a month — at the end.</i></p> <p>10 every morning — end
<i>"Every" + time word — end slot, never mid.</i></p> |
|---|---|

BRICK 2 · FILL-IN

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| <p>01 I usually forward the agenda to the team.
<i>The gap sits before the main verb — only the single word fits there.</i></p> <p>02 ... sends the invoices every Friday.
<i>End slot: "every" + time word.</i></p> <p>03 She is always the first one in the office.
<i>After "be" the adverb follows directly.</i></p> <p>04 We back up the shared drive once a week.
<i>How-many-times phrase — end slot.</i></p> | <p>05 My colleague sometimes works from home.
<i>Mid slot before the main verb; "on Fridays" belongs at the end.</i></p> <p>06 We check the team calendar every morning.
<i>"Every" + time word goes at the end.</i></p> <p>07 Our manager is often in meetings before lunch.
<i>After "is" the single word follows; "every day" can only go at the end.</i></p> <p>08 The report goes to the client on Mondays.
<i>Plural day phrase — end slot, a routine.</i></p> |
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BRICK 3 · CORRECT

- | | |
|---|--|
| <p>01 I always check my calendar before a client call.
<i>The adverb goes before the main verb, not after it as in German.</i></p> <p>02 She is always in the office before eight.
<i>After "be" the exception applies: the adverb follows.</i></p> <p>03 We send the team update every day.
<i>As a time adverbial it is two words; "everyday" is an adjective before a noun.</i></p> | <p>04 We have a short stand-up every Monday.
<i>"Every" + time never takes the mid slot; put it at the end (or right at the front for emphasis).</i></p> <p>05 I call our supplier twice a month.
<i>Fixed chunk with no preposition: twice a month.</i></p> <p>06 I never work on Saturdays.
<i>"Never" already carries the negation — no double negative.</i></p> |
|---|--|

BRICK 4 · WRITE

Your sentences may differ — just check that each signal word sits in its slot.

- | | |
|--|---|
| <p>01 "I usually read the shared inbox first."
<i>Single word before the main verb.</i></p> <p>02 "We have a project call every Tuesday."
<i>"Every" + time word at the end.</i></p> | <p>03 "I am never in the office before eight."
<i>After "am" the adverb follows.</i></p> <p>04 "I send the summary to my team on Fridays."
<i>Plural day phrase at the end.</i></p> |
|--|---|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS

Signal Words: Present Continuous

englisch-lehrer.com/en/lessons/sign-al-words-present-continuous

NEXT STEP

Adverbs of Frequency

englisch-lehrer.com/en/lessons/adverbs-of-frequency

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