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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?

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

01 usually — **mid**
Single frequency adverb — slot directly before the main verb.

02 on Mondays — **end**
Day phrase; the plural -s makes it a routine.

03 never — **mid**
Single word before the main verb — after "be" it follows.

04 twice a month — **end**
How-many-times phrase — end slot.

05 always — **mid**
Single frequency adverb — mid position.

06 every week — **end**
"Every" + time word goes at the end.

07 sometimes — **mid**
One word answering "how often?" — before the main verb.

08 at the weekend — **end**
Time phrase — end slot (American English: on the weekend).

09 once a week — **end**
How-many-times phrase like twice a month — at the end.

10 every morning — **end**
"Every" + time word — end slot, never mid.

BRICK 2 · FILL-IN

01 I **usually** forward the agenda to the team.
The gap sits before the main verb — only the single word fits there.

02 … sends the invoices **every Friday**.
End slot: "every" + time word.

03 She is **always** the first one in the office.
After "be" the adverb follows directly.

04 We back up the shared drive **once a week**.
How-many-times phrase — end slot.

05 My colleague **sometimes** works from home.
Mid slot before the main verb; "on Fridays" belongs at the end.

06 We check the team calendar **every morning**.
"Every" + time word goes at the end.

07 Our manager is **often** in meetings before lunch.
After "is" the single word follows; "every day" can only go at the end.

08 The report goes to the client **on Mondays**.
Plural day phrase — end slot, a routine.

BRICK 3 · CORRECT

01 I **always check** my calendar before a client call.
The adverb goes before the main verb, not after it as in German.

02 She **is always** in the office before eight.
After "be" the exception applies: the adverb follows.

03 We send the team update **every day**.
As a time adverbial it is two words; "everyday" is an adjective before a noun.

04 We have a short stand-up **every Monday**.
"Every" + time never takes the mid slot; put it at the end (or right at the front for emphasis).

05 I call our supplier **twice a month**.
Fixed chunk with no preposition: twice a month.

06 I **never work** on Saturdays.
"Never" already carries the negation — no double negative.

BRICK 4 · WRITE

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

01 "I **usually** read the shared inbox first."
Single word before the main verb.

02 "We have a project call **every Tuesday**."
"Every" + time word at the end.

03 "I am **never** in the office before eight."
After "am" the adverb follows.

04 "I send the summary to my team **on Fridays**."
Plural day phrase at the end.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PAIR WITH THIS
Signal Words: Present Continuous
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NEXT STEP
Adverbs of Frequency
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