

ENTERPRISE COMMUNICATION

ACTIONS PRE-BASIC

(VOZ ACTIVA)

General information, frequency of habits

MODULE 4



RECOMENDATION PRESENT

WE USE THE AUXILIARY

SHOULD (DEBERIAS)

Preguntas

AUX SUBJECT VERB COMPLEMENT

Should you learn to speak English?

Should Mario buy the program?

Should Jessi practice for the marathon?

Should they research the products?

SUBJECT AUX VERB COMPLEMENT

Yes, I should learn to speak English.

No, he shouldn't buy it.

Yes, she should practice for it.

No, they shouldn't research them.

REQUEST = SOLICITAR

AUXILIARY

WOULD (IAS)

Preguntas

AUX SUBJECT VERB COMPLEMENT

Would you contact HR, please?

Would Mary review the account, please?

Would Jessica visit the plant, please?

Would they deliver the samples?

Respuestas

SUBJECT AUX VERB COMPLEMENT

Yes, I could contact them.

Yes, she can review it.

Yes, she would visit it but she can't.

No, they won't deliver them because of a delay.

TIME EXPRESSIONS FOR HABITS AND ROUTINES

- in the morning
- in the afternoon
- in the evening
- at night
- in the fall
- in the winter
- in the spring
- in the summer
- On Mondays, on the 5th
- on weekends
- at the weekends
- always, often,
Periodically,
- frequently, sometimes,
seldom , rarely,
hardly ever
- Daily, weekly, monthly,
yearly
- Every Monday
- Every summer
- Every 2 days
- Every 3 weeks
- Every 7 years
- Every 6 months
- Every now and then

SIMPLE PRESENT AUXILIARIES

Questions

AUX Subject Verb Compliment

Do I go on vacation?

Do you have to study ?

Do you have the study guide ?

Do we work in STFE?

Do they go to the gym at night?

Negative Answers

SUB AUX VERB COMPLIMENT

No, You don't go on vacation.

No, I don't have to study.

No, I don't have it.

No, we don't work there.

No, They don't go there.

SIMPLE PRESENT

HABITS AND ROUTINES

Question Word or

Direct questions

QW AUX SUB VERB COMPLIMENT

Respuestas

SUB VERB COMPLIMENT

When **do** **you** go on vacation?

I go in the summer.

Where **do** **we** study **on**?

We study on zoom.

SUB AUX VERB COMPLIMENT

Do Leo and Andy work?

No, They **don't** work.

Do I go to the gym at night?

No, You **don't** go there then.

SIMPLE PRESENT

AUXILIARIES 3RD PERSON SINGULAR

Questions

AUX Subject Verb Compliment

Does he go on vacation?

Does she study ?

Does it work?

Negative Answers

SUB AUX VERB COMPLIMENT

No, He doesn't go on vacation.

No, she doesn't study.

No, it doesn't work.

SIMPLE PRESENT

HABITS AND ROUTINES

Question Word or Direct questions

QW AUX SUB VERB COMPLIMENT
When does your father go on vacation?

When does your mother cook ?

How long does your commute take in the mornings?

Does Nelly go to the gym at night?

Respuestas

SUB VERB COMPLIMENT
He goes in the summer.
verb+s

She cooks on Mondays.

It takes 2 hours total.

No, she doesn't go at night.

SIMPLE PRESENT

GENERAL INFORMATION

AUX DO/DOES NEGATIVE

Direct Questions

AUX SUBJECT VERB COMPLIMENT

Do you live in Sonora?

Do you speak Chinese?

Do I work in Santa Fe?

Do they like vegetables?

Answers

SUB AUX VERB COMPLEMENT

No, I don't live there.

No, we don't speak it.

No, you don't work there.

No, they don't like them.

SIMPLE PRESENT

"GENERAL INFORMATION"

AUX **DO** interrogative plural and I.

Direct Question

AUX SUBJECT VERB COMPLIMENT

Do you live in Mexico city?

Do you speak Spanish?

Do I work in Downtown?

Do they like tacos?

Affirmative Answers

SUB VERB COMPLEMENT

Yes, I live there.

Yes, we speak it.

Yes, you work there.

Yes, they like them.

SIMPLE PRESENT

GENERAL INFORMATION

AUX **DOES** FOR **HE, SHE, IT ONLY**

Direct Questions

Answers

VERB + S

AUX SUBJECT VERB COMPLIMENT

SUB

VERB COMPLEMENT

Does Sara live in Mexico City?

Yes, She lives here.
verb+s

Does Mark speak Spanish?

Yes, he speaks it.

Does George work in Polanco?

Yes, He works there.

Does Martha like vegetables?

Yes, She likes them.

VERBS

STOP	STOPS
GO	GOES
PUSH	PUSHES
PULL	PULLS
TEACH	TEACHES
LEARN	LEARNS
SIT	SITS
STAND	STANDS
SMILE	SMILES
FROWN	FROWNS
LOVE	LOVES
HATE	HATES
IMPORT	IMPORTS
EXPORT	EXPORTS
CLEAN	CLEANS
GET DIRTY	GETS DIRTY
SEND	SENDS
RECEIVE	RECEIVES
FIX	FIXES
BREAK	BREAKS

LOAD	LOADS
UNLOAD	UNLOADS
UPLOAD	UPLOADS
DOWNLOAD	DOWNLOADS
SUCCEED	SUCCEEDS
FAIL	FAILS
TRANSLATE	TRANSLATES
INTERPRET	INTERPRETS
EXERCISE	EXERCISES
STAY PUT	STAYS PUT
ORGANIZE	ORGANIZES
MISPLACE	MISPLACES
MOVE	MOVES
DANCE	DANCES
SHOP	SHOPS
SHOP LIFT	SHOPS LIFT
WRITE	WRITES
SPEAK	SPEAKS
DRIVE	DRIVES
RIDE	RIDES

SLEEP	SLEEPS
WAKE UP	WAKES UP
TAKE	TAKES
BRING	BRINGS
GO	GOES
COME	COMES
WATCH	WATCHES
SEE	SEES
LOOK FOR	LOOKS FOR
FIND	FINDS
LOSE	LOSES
WIN	WINS
LOSE	LOSES
THROW	THROWS
CATCH	CATCHES
IGNORE	IGNORES
PAY ATTENTION	PAYS ATTENTION
SELL	SELLS
BUY	BUYS
PURCHASE	PURCHASES

TRAVEL	TRAVELS
DON'T TRAVEL	DOESN'T TRAVEL
PROGRAM	PROGRAMS
DON'T PROGRAM	DOESN'T PROGRAM
ACCEPT	ACCEPTS
DON'T ACCEPT	DOESN'T ACCEPT
CONNECT	CONnECTS
DON'T CONNECT	DOESN'T CONNECT
UTILICE	UTILIZES
DON'T UTILIZE	DOESN'T UTILIZE
EXECUTE	EXECUTE
DON'T EXECUTE	DOESN'T EXECUTE
COUNT	COUNT
DON'T COUNT	DOESN'T COUNT
REQUEST	REQUEST
DON'T REQUEST	DOESN'T REQUEST
BUILD	BUILD
DON'T BUILD	DOESN'T BUILD
SEARCH	SEARCHES
DON'T SEARCH	DOESN'T SEARCH
SWIM	SWIMS
DON'T SWIM	DOESN'T SWIM
WALK	WALKS
DON'T WALK	DOESN'T WALK

ASK	ASKS
ANSWER	ANSWERS
BAKE	BAKES
COOK	COOKS
PAINT	PAINTS
PRINT	PRINTS
VISIT	VISITS
SIGN	SIGNS
SEND	SENDS
BEND	BENDS
RUN	RUNS
WALK	WALKS
SING	SINGS
TALK	TALKS
PAY	PAYS
SELL	SELLS
PUBLISH	PUBLISHES
HIDE	HIDES
TRY	TRIES
DELIVER	DELIVERS
TRAIN	TRAINS
STUDY	STUDIES
PRAY	PRAYS
COMPLAIN	COMPLAINS

EXPRESSIONS FOR FREQUENCY OF HABITS AND ROUTINES

Se usan en

Preguntas y Respuestas

100%	Siempre	Always
95%	Casi Siempre	Almost always
75%	Generalmente / Normalmente	Generally/ Normally
50%	A veces	Sometimes

Solo respuestas

25%	De vez en cuando	Once in a while
15%	Muy de vez en cuando	Very rarely once in a while
5%	Casi nunca	Almost never
0%	Nunca	Never

EXPRESSIONS FOR FREQUENCY OF HABITS AND ROUTINES

Direct Question

AUX SUB FREQ AD VERB COMPLIMENT

Does Sara always go to the park?

Does Mark normally speak Spanish?

Do you usually work in Downtown?

Do they almost always eat tacos?

Answers

SUB FREQ AD VERB COMPLIMENT

Yes, she always goes there.
verb+s

Yes, he normally speaks it.

Yes, I usually work there.

Yes, they almost always eat them.

EXPRESSIONS FOR FREQUENCY OF HABITS AND ROUTINES **NEGATIVE**

Direct Question

AUX SUB FREQ AD VERB COMPLIMENT

Does Sara always go to the beach?

Does Mark normally speak Chinese?

Do you usually work all day?

Do they almost always eat fish?

Answers

SUB FREQ AD VERB COMPLEMENT

No, she doesn't always go there.

No, he doesn't normally speak it.

No, I don't usually work all day.

They never eat them.