

7 Complete the rules.

Present simple

+	Ants live in colonies. The queen ant lays eggs.	Add 1 _____ to the verb with he/she/it.
-	Ant colonies don't have managers. The colony doesn't need a leader.	Use 2 _____ or _____ to form negatives.
?	How does an ant change jobs? How do ants know what to do?	Use a question word and 3 _____ or _____ to form questions.

8 Where do we generally place frequency adverbs: before or after the verb? Write these frequency adverbs in the correct spaces in the table below.

sometimes usually rarely often

Frequency adverbs

Ants **always** live in colonies.

She **never** gives orders.

always	_____	_____	_____	_____	never
100%					0%

>> For more information on the present simple and frequency adverbs, see pages 164 and 165.

Speaking: Questionnaire

9 Work in pairs. Complete the questionnaire below and find out if you are good networkers. Ask the questions and make a note of your partner's answers.

10 Turn to File 6, page 140. Add up your partner's score and read your results together. Do you agree with them? How important is networking in your job?

11 Tell the class two things your partner does that are good ways to connect with other people.

Are you a good networker?

- Do you belong to any professional or social organizations?
 - No
 - Yes, but I don't have much time for them.
 - Yes and I take an active role.
- When you go to a social event, how many people do you talk to?
 - I try to talk to everyone if possible.
 - I usually talk to a lot of people.
 - I don't talk to many people. It's difficult to end conversations.
- Do you remember people's names?
 - Yes, I always try to learn them.
 - I can never remember names.
 - I remember faces but not names.
- When people give you their business cards, what do you do with them?
 - I put them in a box so I can find them if I need them.
 - I usually put their information on my computer.
 - I don't keep them. I just throw them away or lose them.
- What do you say when someone asks you: 'What do you do?'
 - I tell them my job title.
 - I say a sentence or two about my job.
 - I explain who I work for and what I do, and I ask them about their job.
- When you leave a job, do you keep in touch with your colleagues?
 - I try to keep in touch with a lot of them.
 - I try to leave on good terms but I don't stay in contact.
 - If I don't like someone or something, I say so when I leave.
- How often do you carry business cards?
 - Always. I have some with me now.
 - I don't use business cards.
 - I sometimes take them to business and social events.
- What do you usually do on Friday night?
 - I go home and turn on the television.
 - I usually go out. There is often an event or a party somewhere.
 - I try to get home early and spend time with my family.

TALKING POINT Describe how networking has helped you in your career or your life, for example, with finding a job or solving a problem.