

Grammar and Beyond Workbook 3 Answer Key

Unit 1 Simple Present and Present Progressive First Impressions

Simple Present vs. Present Progressive

- 1** page 2
- treats
 - explains
 - doesn't/does not lose
 - is keeping
 - always tells OR 's/is always telling
 - see
 - always makes
 - respect
 - wake up
 - 'm/am teaching
 - always try
 - 'm/am constantly looking OR constantly look

- 2** page 3
- 's not / isn't / is not teaching
 - 's/is doing
 - 's/is investigating
 - are participating; aren't/are not working
 - typically meets
 - often talk
 - usually asks
 - 's/is asking; generally say
 - 's/is also teaching OR also teaches

- 3** page 3
- | | |
|----------------|-------------------------|
| 2. 'm walking | 6. 's not/isn't playing |
| 3. 'm studying | 7. 're showing |
| 4. Do; want | 8. want |
| 5. is; playing | 9. starts / 's starting |

Stative Verbs

- 1** page 4
- | | |
|---------------------|-------------------|
| 2. I'm having | 8. do you hear |
| 3. don't seem | 9. it feels |
| 4. I look | 10. I really want |
| 5. Are you thinking | 11. I need |
| 6. don't have | 12. I don't think |
| 7. I'm being | |

- 2** page 5
- | | |
|-----------------|-----------------|
| 2. 's/is being | 6. 's/is seeing |
| 3. have | 7. is thinking |
| 4. 's/is having | 8. thinks |
| 5. sees | |

Special Meanings and Uses of Simple Present

- 1** pages 5–6
- | | |
|---------------|-----------------------|
| 2. say | 8. seem |
| 3. are | 9. don't/do not; like |
| 4. sees | 10. think |
| 5. recognizes | 11. don't/do not have |
| 6. hears | 12. make |
| 7. feels | |

- 2** pages 6–7
- | | |
|---------------------|------------|
| 2. believe / say | 7. give |
| 3. says / teaches | 8. teaches |
| 4. don't/do not pay | 9. lives |
| 5. use | 10. travel |
| 6. has / teaches | |

Avoid Common Mistakes

- 1** page 7
- | | |
|------|------|
| 2. b | 6. a |
| 3. c | 7. a |
| 4. b | 8. b |
| 5. b | |

2 page 8

For salespeople, physical appearance is important, but there are other things that also go into making a good first impression. For example, I always ^{arrive} ~~am-arriving~~ at meetings on time. I ^{know} ~~am-knowing~~ my clients are busy people, and I understand that their time is important. Also, I always call them by name. I even keep names and information about clients in a special file online. In fact, I ^{am adding} ~~add~~ information to that file this week.

In the past, I didn't pay much attention to body language. However, I am ^{learning} ~~learn~~ to be more conscious of the ways I move and how to use my hands effectively. At every meeting I ^{make} ~~am-making~~ eye contact – especially when I first greet a client and again when I leave. I practice my greetings in front of the mirror every day. I try to remember to smile. Of course, I also want to look good. I have nice shoes, and I keep them clean and polished. I ^{think} ~~am-thinking~~ my new haircut makes me look good, too.

Grammar And Beyond Student Answer Key

Randi Reppen, Deborah Gordon



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