

# Grammar and Beyond Workbook 3 Answer Key

## Unit 1 Simple Present and Present Progressive First Impressions

### Simple Present vs. Present Progressive

- 1** page 2
1. treats
  2. explains
  3. doesn't/does not lose
  4. is keeping
  5. always tells OR 's/is always telling
  6. see
  7. always makes
  8. respect
  9. wake up
  10. 'm/am teaching
  11. always try
  12. 'm/am constantly looking OR constantly look

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

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

### Stative Verbs

- 1** page 4
1. I'm having
  2. do you hear
  3. don't seem
  3. 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
1. 's/is being
  2. 's/is seeing
  3. have
  3. is thinking
  4. 's/is having
  4. thinks
  5. sees

## Special Meanings and Uses of Simple Present

- 1** pages 5–6
1. 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
1. 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
1. 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 <sup>arrive</sup> ~~am-arriving~~ at meetings on time. I <sup>know</sup> ~~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 <sup>am adding</sup> ~~add~~ information to that file this week.

In the past, I didn't pay much attention to body language. However, I am <sup>learning</sup> ~~learn~~ to be more conscious of the ways I move and how to use my hands effectively. At every meeting I <sup>make</sup> ~~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 <sup>think</sup> ~~am-thinking~~ my new haircut makes me look good, too.

# Grammar And Beyond 2 Answer Key

**Minjie Lin**



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