Used to + base verb

Point 1: We often use **used to** when asked about present activities.

1. **(Q) Do you play golf?**
   (A) I **used to** play but not anymore. I don't have time.
2. **(Q) Do you play any instruments?**
   (A) Not really. I **used to** play the guitar but not anymore.

Point 2: We often use **used to** when asked about present activities. We often use the phrase **not anymore** to clarify that the action does not happen presently.

1. **(Q) Do you cook much?**
   (A) Not anymore. I **used to** though.
2. **(Q) Do you see your friend from school?**
   (A) Not really. We **used to** meet once a week but now we are too busy with life.

Point 3: We often use **used to** when asked about present activities. In a Yes/No question, we can omit the verb and reply by with just **used to** followed by "**but**" and a reason.

1. **(Q) Do you study French?**
   (A) I **used to,** but I gave up.
2. **(Q) Do you and your family travel much?**
   (A) We **used to** but now we don't have time.

Quiz

Answer these questions about the interview.

1) Why did they stop playing sports?

 a) No time
 b) No money

2) Where did she use French?

 a) At work
 b) In France

3) She used to _____ .

 a) have parties
 b) be fun

4) She used to _____.

a) speak Spanish at work
b) have a friend from Spain

Corporate Vocabulary – Telephone

To repeat

To say something again.

"Could you repeat please. The line is breaking up."

"Could you repeat what you just said please. I am afraid that was not completely clear to me."

To take a message

To take some notes and pass them to another person.

"Dr. Hartford is not in, can I take a message?"

"Dr. Hartford is not available at this time, but I will be glad to take your message."

To spell

To say the letters of a word

"Could your spell your last name for me please."

"Would you mind to spell your last name please."

To leave a message

To tell someone what to pass to another person.

"May I leave a message for Dr. Hartford?"

"Since Dr. Hartford is not available, could I leave a message for him?"