GrammarError.com

Verb Forms in Work Status Updates

Medium | B1 | Intermediate | Auxiliary verb | Conjunction | Future tense | Gerund | Modal verb | Past tense | Present tense | Questions | Verb | Verb tense | Perfect tense | Progressive tense | Simple tense

1. Your project manager is reviewing chat messages in the team channel, and some of them have embarrassing typos! Select ALL the messages that use the correct verb forms.

Select all that apply.

A) I noticed a critical bug while syncing the database.
B) Did we just get a new feature request from the CEO?
C) Did we just got a new feature request from the CEO?
D) I noticed a critical bug while sync the database.
E) We will deploy the fix to the server tomorrow.

2. Help Marco write his Slack update to the engineering team without sounding like a time traveler. Choose the correct verb form to complete his message.

"Hey team! I _____ that annoying login bug yesterday afternoon."

Select one.

A) have fixed
B) fixed
C) had been fixing
D) fix

3. Help our slightly caffeinated developer fix their Friday afternoon Slack update before they hit send to the whole company. Drag the correct verb forms into the blanks.

Hey team! Just a quick update. I _____ the backend API already. However, I _____ a tiny bug yesterday afternoon while _____ the new login page. I will fix it on Monday!

Choose the correct option for each gap.

Blank 1

A) have finished
B) finished
C) have finish

Blank 2

A) noticed
B) have noticed
C) am noticing

Blank 3

A) testing
B) test
C) tested

4. Help the new intern, Alex, pick the correct status updates for the morning standup. Select ALL the sentences that are grammatically correct.

Select all that apply.

A) I finished the login screen yesterday afternoon.
B) I have just updated the ticket with the new design.
C) I have joined the project last Monday.
D) I've already finish the documentation.

5. Help Sam fix the grammatical hiccups in his morning standup message to the team by choosing the correct verb forms.

"Hey team! Here is my update. I _____ the database migration yesterday afternoon. I spoke to the client, and she currently _____ a few more adjustments to the dashboard. I've already _____ the code for these changes, so I will push them today."

Choose the correct option for each gap.

Blank 1

- **A)** have finished
- **B)** finished
- **C)** was finishing

Blank 2

- **A)** is needing
- **B)** need
- **C)** needs

Blank 3

- **A)** wrote
- **B)** write
- **C)** written

6. Help the project manager leave a clear, grammatically correct comment on the deployment ticket. Select the right verb form for the blank.

"I will notify the marketing team as soon as the website _____ live."

Select one.

- **A)** will go
- **B)** goes
- **C)** will be going
- **D)** went

7. You are drafting an important project update email to your client. Select ALL the sentences that are grammatically correct to include in your message.

Select all that apply.

- **A)** The marketing team needs the final report by Friday.
- **B)** The marketing team is needing the final report by Friday.
- **C)** We will test the application again once it is live.
- **D)** We will test the application again once it will be live.
- **E)** I will notify you as soon as we finish the upload.

8. Complete this project manager's slightly panicked Jira ticket by selecting the correct verb forms for the gaps.

"URGENT: Did we just _____ the main backup files while _____ the new server? Please investigate this immediately. Once the server _____ back online, we will need to run a full diagnostic to ensure no client data is missing."

Choose the correct option for each gap.

Blank 1

- **A)** lost
- **B)** losing
- **C)** lose

Blank 2

- **A)** syncing
- **B)** sync
- **C)** synced

Blank 3

- **A)** is
- **B)** will be
- **C)** would be

9. Drag the correct verb forms to complete this freelancer's email to their very demanding client.

Good morning! We can _____ the new store tomorrow. I know the marketing team _____ the final promo codes ASAP to start the campaign. I will share them with everyone as soon as the site _____ live.

Choose the correct option for each gap.

Blank 1

- **A)** launch
- **B)** launched
- **C)** launching

Blank 2

- **A)** needs
- **B)** is needing
- **C)** are needing

Blank 3

- **A)** goes
- **B)** will go
- **C)** going

10. Choose the best phrasing for Sarah to explain a client's urgent request in an email to her boss.

"The client _____ the new design files by Friday, or they will delay the launch."

Select one.

- **A)** is needing
- **B)** needing
- **C)** needs
- **D)** has needing