Reading

Contrast: Present simple and Present continuous

Dear Mr. Jackson,

This letter is to inform you about the activities of the following employees. Mrs. Wilson is a clerk. She usually sells perfumes and new cosmetic products. Right now she is making a list of the top ten perfumes. Mr. Jacobs is the security manager. She usually supervises the store cameras, but right now he's training the two new security guards. Mrs. Manson is a telephone operator and right now is helping at the online sales department because it's Black Friday and many people are buying online.

Sincerely,
Marco Ramírez

Exercise 1

Reading comprehension: According to the context of the letter, choose the correct answer

1. What kind of letter is it?

2. What does 'clerk' means?

3. What does Black Friday means?

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Exercise 2

Answer using the present simple or present continuous form. And use the short form of the verb when possible.

	What is he/she doing at the moment?	What does he do from Monday to Friday at his/her job?
Mrs. Wilson	She	She
Mr. Jacobs	He	He
Mrs. Manson	She	She

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