

Language at work | Present simple and present continuous

- 1 In what situations do you have to give a short personal presentation about yourself and your work?



- 2 ▶ 1.1 Listen to a conversation between Emrann Bhatt and Veronique Denvir and answer the questions.
- 1 What is the course?
 - 2 What does Emrann ask everyone to do?
 - 3 What kind of charity does Veronique work for?
 - 4 What is she responsible for?
 - 5 Where is she mainly based?
 - 6 What is her reason for taking the course?
- 3 ▶ 1.1 Listen again and write the missing verbs in these sentences.
- 1 I work for a medical charity.
 - 2 In my job, I often _____ with fundraising projects and advertising campaigns.
 - 3 I _____ currently _____ a campaign to raise over a million euros.
 - 4 I _____ and _____ in London for three months.
 - 5 Why _____ you _____ this course today?
 - 6 My organization usually _____ in traditional media.
 - 7 These days, more and more people _____ text and _____ video online.
 - 8 I _____ enough about online marketing.
- 4 Answer the questions in the *Language point*.

Tip | Adverb position

Adverbs of frequency can go before the main verb or after *be*:

*I **always** work from an office.*
*I'm **always** on time.*

Adverbs of time often go at the beginning or the end of a sentence:

***These days**, I'm working online.*
*I'm working online **these days**.*

The adverb of time *currently* is an exception:

*I'm **currently** working from home.*

LANGUAGE POINT

Complete explanations a–f with *simple* or *continuous*. Then match the sentences in **3** to each explanation.

- a We use the present simple to talk about regular or repeated actions.
Sentences 2 and 6
- b We use the present _____ to talk about actions happening now and current projects. _____
- c We use the present _____ to talk about general facts. _____
- d We use the present _____ to talk about trends and changing situations. _____
- e We use the present _____ to talk about temporary situations. _____
- f We use the present _____ with state verbs such as *understand*, *know*, *like*, etc. _____

We often use adverbs with the present simple and present continuous. Find four adverbs in the sentences in **3** and add them to these categories:

Adverbs of frequency (How often?):

always, sometimes, never, _____, _____

Adverbs of time (When?): *now, at the moment, _____, _____*

5 Underline the correct tense in *italics* and add the adverb in brackets where given.

- 1 What *do you work* / *are you working* on? (at the moment)
- 2 We *have* / *are having* offices in over 20 countries.
- 3 More and more of our customers *order* / *are ordering* our goods online. (these days)
- 4 I'm *responsible* / 'm *being responsible* for everyone else's travel arrangements. (normally)
- 5 We *don't do* / *aren't doing* any business in Brazil until we can all speak Portuguese.
- 6 Overall, the economic climate *improves* / *is improving*.
- 7 My company *tries* / *is trying* to increase its trade in China. (currently)
- 8 I *do* / 'm *doing* this course because I *don't understand* / 'm *not understanding* Excel software.
- 9 Do you *give* / Are you *giving* presentations in your job? (often)

» For more exercises, go to **Practice file 1** on page 107.

6 Prepare a short personal presentation using the present simple and present continuous. Use adverbs where appropriate. Talk about:

- your job and your responsibilities
- a current project at work
- your reasons for taking this English course

7 Take turns to give your personal presentations to the class. When you listen to a presenter, take notes and ask follow-up questions at the end of their presentation.

.1 Are the underlined verbs right or wrong? Correct them where necessary.

- 1 Water boils at 100 degrees Celsius.
- 2 The water boils. Can you turn it off?
- 3 Look! That man tries to open the door of your car.
- 4 Can you hear those people? What do they talk about?
- 5 The moon goes round the earth in about 27 days.
- 6 I must go now. It gets late.
- 7 I usually go to work by car.
- 8 'Hurry up! It's time to leave.' 'OK, I come.'
- 9 I hear you've got a new job. How do you get on?
- 10 Paul is never late. He's always getting to work on time.
- 11 They don't get on well. They're always arguing.

OK

is boiling

.2 Put the verb into the correct form, present continuous or present simple.

- 1 Let's go out. It isn't raining (not / rain) now.
- 2 Julia is very good at languages. She speaks (speak) four languages very well.
- 3 Hurry up! Everybody (wait) for you.
- 4 '..... (you / listen) to the radio?' 'No, you can turn it off.'
- 5 '..... (you / listen) to the radio every day?' 'No, just occasionally.'
- 6 The River Nile (flow) into the Mediterranean.
- 7 The river (flow) very fast today – much faster than usual.
- 8 We usually (grow) vegetables in our garden, but this year we
..... (not / grow) any.
- 9 A: How's your English?
B: Not bad. I think it (improve) slowly.
- 10 Rachel is in London at the moment. She (stay) at the Park Hotel.
She always (stay) there when she's in London.
- 11 Can we stop walking soon? I (start) to feel tired.
- 12 A: Can you drive?
B: I (learn). My father (teach) me.
- 13 Normally I (finish) work at five, but this week I
..... (work) until six to earn a little more money.
- 14 My parents (live) in Manchester. They were born there and have never
lived anywhere else. Where (your parents / live)?
- 15 Sonia (look) for a place to live. She (stay) with
her sister until she finds somewhere.
- 16 A: What (your brother / do)?
B: He's an architect, but he (not / work) at the moment.
- 17 (at a party) I usually (enjoy) parties, but I
(not / enjoy) this one very much.

.3 Finish B's sentences. Use always -ing.

- 1 A: I've lost my pen again.
B: Not again! You're always losing your pen.
- 2 A: The car has broken down again.
B: That car is useless. It
- 3 A: Look! You've made the same mistake again.
B: Oh no, not again! I
- 4 A: Oh, I've forgotten my glasses again.
B: Typical!