1 Complete with the correct form of the verbs, using Present Simple or Continuous.

a. She always _____ (reply) quickly to clients.

b. Right now, we _____ (not use) the old strategy.

c. They often _____ (send) newsletters on Fridays.

d. I _____ (not work) today — I'm on leave.

e. The marketing team _____ (review) the campaign results now.

f. Our CEO usually _____ (travel) to Europe in November.

g.You _____ (not check) your email at the moment.

h. He sometimes _____ (join) video calls from his phone.

2 Write PS (Present Simple) or PC (Present Continuous) at the end of the following sentences.

a. They are designing a new brochure right now. _____

b. He rarely answers emails after 6 p.m. → _____

c. I am meeting with the clients this afternoon. → _____

d. We usually post on Instagram twice a week. → _____

e. The assistant is printing the invoices. → _____

f. She always checks the data twice. → _____

g. We are not using the old database. → _____

h. You frequently update the website. → _____

3 . Use the indications to create complete sentences.

Ex: (I / usually / write emails – but / now / call a client)

I usually write emails but now I'm calling a client.

a. (She / often/ organize meetings – but / today / work remotely)

_____

b. (They / rarely / post on Twitter – but / now / update their account)

_____

c. (We / always / check the results – and / currently / prepare a report)

_____

d. (He / never / attend events – but / this week / participate in a webinar)

_____

LIVEWORKSHEETS

e. (You / frequently / ask for feedback – and / right now / send a survey)

_____

f. (Our team / normally / meet in the office – but / today / meet online)

_____

g. (I / usually / manage social media – but / this week / design a brochure)

_____

4 Complete the text with the correct form of the verbs, using Present Simple or Continuous.

At our company, we usually _____ (start) the day with a short meeting. The marketing team often _____ (plan) weekly content in advance, but this week they _____ (work) on a special campaign for a new client. Right now, I _____ (analyze) the engagement data from last month, while my colleague _____ (write) a post for LinkedIn.

Our manager always _____ (check) the final version before we publish it. She _____ (not do) it now because she _____ (attend) a conference abroad. Meanwhile, the design team _____(create) visuals and _____ (send) them for approval. It's a busy day, but everything _____ (run) smoothly as usual!

5. Write sentences using Present Simple.

a. _____

b. _____

c. _____

d. _____

e. _____

6. Write sentences using Present Continuous.

a. _____

b. _____

c. _____

d. _____

e. _____

LIVEWORKSHEETS