

**Exercise 1: Complete with *do/does* or *am/is/are*.**

1. She \_\_\_\_\_ not like checking emails in the morning.
2. I \_\_\_\_\_ preparing a report right now.
3. \_\_\_\_\_ you work in the finance department?
4. They \_\_\_\_\_ having a meeting at the moment.
5. My manager \_\_\_\_\_ not speak French.
6. We \_\_\_\_\_ not busy today.
7. \_\_\_\_\_ he analyzing the data now?
8. I \_\_\_\_\_ in the office today, I'm working from home.
9. He \_\_\_\_\_ not finish work at 6 p.m.
10. The clients \_\_\_\_\_ waiting in the lobby.
11. \_\_\_\_\_ she attend conferences regularly?
12. I \_\_\_\_\_ writing an email, please wait a minute.
13. We \_\_\_\_\_ not organize events.
14. \_\_\_\_\_ you responsible for this project?
15. He \_\_\_\_\_ not working today, he is on holiday.
16. Our team \_\_\_\_\_ not usually meet on Fridays.
17. \_\_\_\_\_ they discussing the budget now?
18. I \_\_\_\_\_ not understand this part of the contract.
19. \_\_\_\_\_ she always arrive early to work?
20. \_\_\_\_\_ you checking the schedule at the moment?

### Exercise 2: Make a Question (Present Simple / Present Continuous)

### Example:

you / like / your job → *Do you like your job?*

1. she / your / boss
2. you / work / in an office
3. they / have / many clients
4. he / usually / travel / for work
5. your manager / speak / English
6. they / need / more time
7. the company / offer / training
8. you / meet / new colleagues today
9. he / talk / on the phone now
10. they / work / in sales team
11. she / write / an email at the moment
12. you / study / business English now
13. he / not / understand / this report
14. you / give / the presentation today
15. they / read / the contract right now
16. she / usually / check / emails in the morning
17. you / listen / to me now
18. he / speak / to the director now