



Present Simple / Present Continuous unit 1 First Impressions

Instructions: Each sentence contains a mistake in verb tense. Correct it.

1. The manager usually **is attend** meetings on Mondays.

2. Look! The employees **prepares** the conference room.

3. I **am usually send** emails in the morning.

4. She **am review** the financial report every night.

5. They usually **is meet** clients on Fridays.

6. Right now, I **drafts** the quarterly report.

7. My colleagues **is working** on projects every day.

8. Listen! Someone **makes** a presentation in the meeting room.

9. We **are usually hold** weekly team meetings on Mondays.

10. The intern usually **take** notes during meetings.

11. I **am attend** the team briefing every morning.

12. The server **is crash** in the IT department.

13. He usually **prepare** reports for the board.

14. We **is discussing** the new company policy at the moment.

15. The assistant usually **is organizing** the office documents.
