PRESENT SIMPLE VS PRESENT CONTINUOUS

WORKPLACE ENGLISH PRACTICE

1 PART 1 — CLASSIFY THE SENTENCE

Read each sentence and write:
ROUTINE, PERMANENT, NOW or **TEMPORARY.**

A. They are using a temporary office this month.
_____

B. Our office is in Bogotá.
_____

C. The manager checks reports every day.
_____

D. I am answering emails now.
_____

E. We have meetings every Monday.
_____

F. The company uses Microsoft Teams.
_____

G. We are working from home this week.
_____

H. She is talking to a customer right now.
_____

2 PART 2 — FIND THE MISTAKE

Rewrite the sentence correctly.

1. She working on a report now.
_____
2. They is preparing a presentation.
_____
3. I am check emails every morning.
_____
4. We works from home this week.
_____
5. He talk to customers every day.
_____
6. The manager are reviewing reports.
_____

3 PART 3 — REORDER THE SENTENCE

Put the words in the correct order.

1. now / report / writing / a / is / she
_____
2. every day / checks / the manager / emails
_____
3. working / this week / from home / we / are
_____
4. customers / talks to / he / every morning
_____
5. presentation / preparing / they / are / a
_____
6. uses / company / Microsoft Teams / the
_____
7. answering / I / emails / am / now
_____
8. laptop / she / her / every day / uses
_____

REMEMBER

Present Simple
- routines
- habits
- permanent situations

Present Continuous
- actions happening now
- temporary situations

LIVEWORKSHEETS