

PART 1: PRESENT SIMPLE AFFIRMATIVE

1. They _____ (design) innovative advertising campaigns every month.
2. Mike _____ (analyse) sales data every single morning.
3. Successful managers _____ (publish) daily posts to attract new clients.
4. We _____ (launch) a new digital product every quarter.

PART 2: PRESENT SIMPLE NEGATIVE & QUESTIONS

A. Rewrite these sentences in the negative form.

1. Jane organises press conferences every month.

2. We update our inventory records on Friday afternoons.

B. Write the Questions

1. Answer: The company launches **new software updates**

Question: _____?

2. Answer: Sarah works **in the human resources office**.

Question: _____?

PART 3: PRESENT CONTINUOUS PRACTICE

A. Complete the sentences with the correct affirmative or negative form of the Present Continuous.

1. Listen! The operations director _____ (outline) the logistics plan for next quarter.
2. We _____ (not sign) any new contracts this week due to legal reviews.
4. The IT technicians _____ (not upgrade) system software at the moment.

B. Write the Questions for Present Continuous

1. Answer: The production department is testing a prototype **right now**.

Question: _____?

2. Answer: The board members are holding **a remote conference call** from London.

Question: _____?

PART 4: PRESENT SIMPLE VS. PRESENT CONTINUOUS

A. Complete with the correct form of the verb in brackets.

1. Right now, the Warehouse Coordinator _____ (monitor) an incoming cargo delivery.
2. Usually, the marketing department _____ (hire) external consultants in spring.
3. Shh, the legal advisor _____ (check) the compliance contracts at the moment.
4. Technical support agents _____ (not handle) hardware repairs over the weekend.

B. Translate into English using the correct tense

1. Él siempre trabaja desde casa

Translation: _____

2. ¿Viaja siempre el CEO los miércoles?

Translation: _____

3. Ahora mismo, la recepcionista está ayudando a un cliente importante.

Translation: _____