

LANGUAGE POINT

- 1 We use the *present simple* / *present continuous* to talk about an action happening at the moment of speaking.
Example: _____
- 2 We use the *present simple* / *present continuous* to talk about an action happening around the present time.
Example: _____
- 3 We use the *present simple* / *present continuous* to talk about a fact or regular action.
Example: _____
- 4 We form the present continuous with _____ + *-ing* form of the verb.
- 5 We form questions in the present continuous with (question word) + _____ + subject + _____.

1 Complete sentences 1–6 with the present continuous form of the verbs in brackets.

- 1 (we / develop) _____ *We are developing* a new range of products for South America.
- 2 (he / stay) _____ at the Intercontinental Hotel?
- 3 (you / not / listen) _____ to me. What did I say?
- 4 (I / leave) _____ now.
See you tomorrow.
- 5 Why (those German engineers / visit) _____ the company?
- 6 (she / not / work) _____ this week. She's on holiday.

2 Match questions 1–6 to answers a–e.

- 1 What is she doing? c
 - 2 What does she do? _____
 - 3 Are you working this week? _____
 - 4 Do you work at weekends? _____
 - 5 Why do you leave the office so late? _____
 - 6 Why are you leaving the office so late? _____
- a She's a teacher.
b Yes, but only four days.
c ~~A Masters in Business Studies.~~
d I always have a meeting with my boss from 6.30 to 7 p.m.
e We had a very long meeting.
f No, never.

3 Read this email and choose the correct form of the verbs in *italics*.

Hello,

I ¹ *write* / *am writing* to ask if you ² *have* / *are having* a sales office or sales rep in Argentina. I ³ *work* / *am working* for a small computer producer here and we ⁴ *look* / *are looking* for a new supplier of sound cards. We usually ⁵ *buy* / *are buying* from a supplier in the USA, but their products ⁶ *become* / *are becoming* too expensive for us.

We have over 30 shops in Argentina and we ⁷ *open* / *are opening* another five this year.

We also regularly ⁸ *get* / *are getting* business by mail order via our website.

We ⁹ *try* / *are trying* to find a new supplier before the end of this month, so please contact me as soon as possible.

Best regards,

Elena Suarez