

## Language at work | Present simple and present continuous

- 1 In what situations do you have to give a short personal presentation about yourself and your work?



- 2 ► 1.1 Listen to a conversation between Emrann Bhatt and Veronique Denvir and answer the questions.

- 1 What is the course?
- 2 What does Emrann ask everyone to do?
- 3 What kind of charity does Veronique work for?
- 4 What is she responsible for?
- 5 Where is she mainly based?
- 6 What is her reason for taking the course?

- 3 ► 1.1 Listen again and write the missing verbs in these sentences.

- 1 I work for a medical charity.
- 2 In my job, I often \_\_\_\_\_ with fundraising projects and advertising campaigns.
- 3 I \_\_\_\_\_ currently \_\_\_\_\_ a campaign to raise over a million euros.
- 4 I \_\_\_\_\_ and \_\_\_\_\_ in London for three months.
- 5 Why \_\_\_\_\_ you \_\_\_\_\_ this course today?
- 6 My organization usually \_\_\_\_\_ in traditional media.
- 7 These days, more and more people \_\_\_\_\_ text and \_\_\_\_\_ video online.
- 8 I \_\_\_\_\_ enough about online marketing.

- 4 Answer the questions in the *Language point*.

### LANGUAGE POINT

Complete explanations a–f with *simple* or *continuous*. Then match the sentences in 3 to each explanation.

- a We use the present simple to talk about regular or repeated actions.  
Sentences 2 and 6
- b We use the present \_\_\_\_\_ to talk about actions happening now and current projects. \_\_\_\_\_
- c We use the present \_\_\_\_\_ to talk about general facts.  
\_\_\_\_\_
- d We use the present \_\_\_\_\_ to talk about trends and changing situations.  
\_\_\_\_\_
- e We use the present \_\_\_\_\_ to talk about temporary situations.  
\_\_\_\_\_
- f We use the present \_\_\_\_\_ with state verbs such as *understand, know, like*, etc. \_\_\_\_\_

We often use adverbs with the present simple and present continuous.

Find four adverbs in the sentences in 3 and add them to these categories:

Adverbs of frequency (How often?):

*always, sometimes, never, \_\_\_\_\_, \_\_\_\_\_*

Adverbs of time (When?): *now, at the moment, \_\_\_\_\_, \_\_\_\_\_*

### Tip | Adverb position

Adverbs of frequency can go before the main verb or after *be*:

*I **always** work from an office.*  
*I'm **always** on time.*

Adverbs of time often go at the beginning or the end of a sentence:

***These days**, I'm working online.*  
*I'm working online **these days**.*

The adverb of time *currently* is an exception:

*I'm **currently** working from home.*

**5** Underline the correct tense in *italics* and add the adverb in brackets where given.

- 1 What *do you work / are you working* on? (at the moment)
- 2 We *have / are having* offices in over 20 countries.
- 3 More and more of our customers *order / are ordering* our goods online. (these days)
- 4 I'm *responsible / 'm being responsible* for everyone else's travel arrangements. (normally)
- 5 We *don't do / aren't doing* any business in Brazil until we can all speak Portuguese.
- 6 Overall, the economic climate *improves / is improving*.
- 7 My company *tries / is trying* to increase its trade in China. (currently)
- 8 I *do / 'm doing* this course because I *don't understand / 'm not understanding* Excel software.
- 9 *Do you give / Are you giving* presentations in your job? (often)

» For more exercises, go to **Practice file 1** on page 107.

**6** Prepare a short personal presentation using the present simple and present continuous. Use adverbs where appropriate. Talk about:

- your job and your responsibilities
- a current project at work
- your reasons for taking this English course

**7** Take turns to give your personal presentations to the class. When you listen to a presenter, take notes and ask follow-up questions at the end of their presentation.

.1 Are the underlined verbs right or wrong? Correct them where necessary.

- 1 Water boils at 100 degrees Celsius. OK
- 2 The water boils. Can you turn it off? is boiling
- 3 Look! That man tries to open the door of your car. \_\_\_\_\_
- 4 Can you hear those people? What do they talk about? \_\_\_\_\_
- 5 The moon goes round the earth in about 27 days. \_\_\_\_\_
- 6 I must go now. It gets late. \_\_\_\_\_
- 7 I usually go to work by car. \_\_\_\_\_
- 8 'Hurry up! It's time to leave.' 'OK, I come.' \_\_\_\_\_
- 9 I hear you've got a new job. How do you get on? \_\_\_\_\_
- 10 Paul is never late. He's always getting to work on time. \_\_\_\_\_
- 11 They don't get on well. They're always arguing. \_\_\_\_\_

.2 Put the verb into the correct form, present continuous or present simple.

- 1 Let's go out. It isn't raining (not / rain) now.
- 2 Julia is very good at languages. She speaks (speak) four languages very well.
- 3 Hurry up! Everybody \_\_\_\_\_ (wait) for you.
- 4 '\_\_\_\_\_ (you / listen) to the radio?' 'No, you can turn it off.'
- 5 '\_\_\_\_\_ (you / listen) to the radio every day?' 'No, just occasionally.'
- 6 The River Nile \_\_\_\_\_ (flow) into the Mediterranean.
- 7 The river \_\_\_\_\_ (flow) very fast today – much faster than usual.
- 8 We usually \_\_\_\_\_ (grow) vegetables in our garden, but this year we \_\_\_\_\_ (not / grow) any.
- 9 A: How's your English?  
B: Not bad. I think it \_\_\_\_\_ (improve) slowly.
- 10 Rachel is in London at the moment. She \_\_\_\_\_ (stay) at the Park Hotel.  
She always \_\_\_\_\_ (stay) there when she's in London.
- 11 Can we stop walking soon? I \_\_\_\_\_ (start) to feel tired.
- 12 A: Can you drive?  
B: I \_\_\_\_\_ (learn). My father \_\_\_\_\_ (teach) me.
- 13 Normally I \_\_\_\_\_ (finish) work at five, but this week I \_\_\_\_\_ (work) until six to earn a little more money.
- 14 My parents \_\_\_\_\_ (live) in Manchester. They were born there and have never lived anywhere else. Where \_\_\_\_\_ (your parents / live)?
- 15 Sonia \_\_\_\_\_ (look) for a place to live. She \_\_\_\_\_ (stay) with her sister until she finds somewhere.
- 16 A: What \_\_\_\_\_ (your brother / do)?  
B: He's an architect, but he \_\_\_\_\_ (not / work) at the moment.
- 17 (at a party) I usually \_\_\_\_\_ (enjoy) parties, but I \_\_\_\_\_ (not / enjoy) this one very much.

.3 Finish B's sentences. Use always -ing.

- 1 A: I've lost my pen again.  
B: Not again! You're always losing your pen
- 2 A: The car has broken down again.  
B: That car is useless. It \_\_\_\_\_
- 3 A: Look! You've made the same mistake again.  
B: Oh no, not again! I \_\_\_\_\_
- 4 A: Oh, I've forgotten my glasses again.  
B: Typical! \_\_\_\_\_