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.*

LIVEWORKSHEETS

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.

LIVEWORKSHEETS

.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! ..... .

LIVEWORKSHEETS