

2 Underline the correct verb form in each sentence.

- 1 Do you do / Are you doing this test in your office?
- 2 Does your manager watch / Is your manager watching you do this test?
- 3 Do you always work / Are you always working at the same desk?
- 4 Do you study / Are you studying English for an exam?
- 5 Do you understand / Are you understanding financial statements?
- 6 How often does your manager review / is your manager reviewing your performance?
- 7 Does your company make / Is your company making more money this year than last year?
- 8 Does your salary go up / Is your salary going up a lot every year?
- 9 When you don't speak / aren't speaking in a long meeting do you doodle / are you doodling*?
- 10 Do you listen / Are you listening to music while you study?

* doodle = to draw pictures or patterns while thinking about something else or when you are bored

3 Two friends are talking about their working conditions. Complete this conversation using the verbs in brackets in the present simple or the present continuous.

GEMMA: 1 Do you share (you share) an office?

RASHID: Well, I usually 2 (have) my own office, but at the moment I 3 (share) an office with two colleagues because they 4 (redecorate) mine.

GEMMA: 5 (you like) sharing?

RASHID: No, actually I 6 (hate) it. It's impossible to concentrate because my colleagues 7 (always/talk) about their social lives. And the office 8 (smell) terrible because one of them 9 (always/eat) at his desk.

GEMMA: What 10 (he/eat)?

RASHID: Oh, everything! And the other colleague, who 11 (cycle) to work every day, 12 (not have) a shower when he 13 (get) here. I 14 (not want) to stay in this office any more!