



Choose the correct form of the verb to complete each sentence.

1. The marketing team ____ a report every week.
2. She ____ a conference right now, so she can't take your call.
3. She ____ at the office at 8.30 AM every day.
4. The CEO ____ a meeting right now.
5. Our company ____ IT services to various clients.
6. The assistant usually ____ the files in the morning.
7. The IT department ____ new software on all company computers today.
8. Our sales team ____ on a new proposal at the moment.

**Which tense are these time
expressions normally used with? Put
them in the correct column of the
chart below**

present simple	present continuous



FINE & FLOW

www.fineandflow.com

 **LIVEWORKSHEETS**