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.

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

present simple	present continuous

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