

## GRAMMAR

### 1A: Present Simple VS Present Continuous; As if and As though

**I. Fill in the blanks with present simple or present continuous forms of the verbs in the parenthesis.**

Effective communication is essential in any workplace. Good communicators \_\_\_\_\_ (understand) that clear and concise messages are key to preventing misunderstandings. Right now, our team \_\_\_\_\_ (work) on improving our internal communication strategies. We \_\_\_\_\_ (believe) that regular updates help everyone stay on the same page. This is why our manager \_\_\_\_\_ (hold) daily stand-up meetings every morning.

During these meetings, each team member \_\_\_\_\_ (share) what they are currently working on, and the manager \_\_\_\_\_ (provide) feedback or assistance as needed. At the moment, the marketing team \_\_\_\_\_ (prepare) a presentation to outline their new campaign. They \_\_\_\_\_ (usually/meet) twice a week to discuss their progress, but this week they \_\_\_\_\_ (meet) more often due to a tight deadline.

While some people \_\_\_\_\_ (prefer) face-to-face communication, others \_\_\_\_\_ (feel) more comfortable using digital tools like email or chat. Our company \_\_\_\_\_ (encourage) employees to use whichever method works best for them. However, we \_\_\_\_\_ (currently/experiment) with new communication platforms to find the most efficient one for our needs.

**II. Fill the blanks with nothing (-), like, or as if/as though.**

1. He acts \_\_\_\_\_ he owned the place, but he is just a guest.
2. She looks \_\_\_\_\_ terrible.
3. It sounds \_\_\_\_\_ there is a problem with the engine.
4. They are talking \_\_\_\_\_ old friends.
5. The baby is crying \_\_\_\_\_ she is really hungry.
6. He speaks \_\_\_\_\_ he knew everything about the topic, but he actually doesn't.
7. She looks \_\_\_\_\_ beautiful.
8. It seems \_\_\_\_\_ they are planning to cancel the event.
9. She dances \_\_\_\_\_ an old lady.
10. He feels \_\_\_\_\_ a superman.