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.