

1 Complete with the correct form of the verbs, using Present Simple or Continuous.

- a. She always _____ (reply) quickly to clients.
- b. Right now, we _____ (not use) the old strategy.
- c. They often _____ (send) newsletters on Fridays.
- d. I _____ (not work) today — I'm on leave.
- e. The marketing team _____ (review) the campaign results now.
- f. Our CEO usually _____ (travel) to Europe in November.
- g. You _____ (not check) your email at the moment.
- h. He sometimes _____ (join) video calls from his phone.

2 Write PS (Present Simple) or PC (Present Continuous) at the end of the following sentences.

- a. They are designing a new brochure right now. _____
- b. He rarely answers emails after 6 p.m. → _____
- c. I am meeting with the clients this afternoon. → _____
- d. We usually post on Instagram twice a week. → _____
- e. The assistant is printing the invoices. → _____
- f. She always checks the data twice. → _____
- g. We are not using the old database. → _____
- h. You frequently update the website. → _____

3 . Use the indications to create complete sentences.

Ex: (I / usually / write emails – but / now / call a client)

I usually write emails but now I'm calling a client.

- a. (She / often/ organize meetings – but / today / work remotely)

- b. (They / rarely / post on Twitter – but / now / update their account)

- c. (We / always / check the results – and / currently / prepare a report)

- d. (He / never / attend events – but / this week / participate in a webinar)

e. (You / frequently / ask for feedback – and / right now / send a survey)

f. (Our team / normally / meet in the office – but / today / meet online)

g. (I / usually / manage social media – but / this week / design a brochure)

4 Complete the text with the correct form of the verbs, using Present Simple or Continuous.

At our company, we usually _____ (start) the day with a short meeting. The marketing team often _____ (plan) weekly content in advance, but this week they _____ (work) on a special campaign for a new client. Right now, I _____ (analyze) the engagement data from last month, while my colleague _____ (write) a post for LinkedIn.

Our manager always _____ (check) the final version before we publish it. She _____ (not do) it now because she _____ (attend) a conference abroad. Meanwhile, the design team _____ (create) visuals and _____ (send) them for approval. It's a busy day, but everything _____ (run) smoothly as usual!

5. Write sentences using Present Simple.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. Write sentences using Present Continuous.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____