

PRESENT SIMPLE VS PRESENT CONTINUOUS

WORKPLACE ENGLISH PRACTICE



1 PART 1 — CLASSIFY THE SENTENCE

Read each sentence and write:

ROUTINE, **PERMANENT**, **NOW** or **TEMPORARY**.



A. They are using a temporary office this month.



B. Our office is in Bogotá.



C. The manager checks reports every day.



D. I am answering emails now.



E. We have meetings every Monday.



F. The company uses Microsoft Teams.



G. We are working from home this week.



H. She is talking to a customer right now.

2 PART 2 — FIND THE MISTAKE

Rewrite the sentence correctly.

1. She working on a report now.

2. They is preparing a presentation.

3. I am check emails every morning.

4. We works from home this week.

5. He talk to customers every day.

6. The manager are reviewing reports.



3 PART 3 — REORDER THE SENTENCE

Put the words in the correct order.

1. now / report / writing / a / is / she

2. every day / checks / the manager / emails

3. working / this week / from home / we / are

4. customers / talks to / he / every morning



5. presentation / preparing / they / are / a

6. uses / company / Microsoft Teams / the

7. answering / I / emails / am / now

8. laptop / she / her / every day / uses

REMEMBER

Present Simple

- ✓ routines
- ✓ habits
- ✓ permanent situations



Present Continuous

- ✓ actions happening now
- ✓ temporary situations

