

## LANGUAGE POINT

- 1 We use the *present simple* / *present continuous* to talk about an action happening at the moment of speaking.  
*Example:* \_\_\_\_\_
- 2 We use the *present simple* / *present continuous* to talk about an action happening around the present time.  
*Example:* \_\_\_\_\_
- 3 We use the *present simple* / *present continuous* to talk about a fact or regular action.  
*Example:* \_\_\_\_\_
- 4 We form the present continuous with \_\_\_\_\_ + *-ing* form of the verb.
- 5 We form questions in the present continuous with (question word) + \_\_\_\_\_ + subject + \_\_\_\_\_.

### 1 Complete sentences 1–6 with the present continuous form of the verbs in brackets.

- 1 (we / develop) \_\_\_\_\_ *We are developing* a new range of products for South America.
- 2 (he / stay) \_\_\_\_\_ at the Intercontinental Hotel?
- 3 (you / not / listen) \_\_\_\_\_ to me. What did I say?
- 4 (I / leave) \_\_\_\_\_ now.  
See you tomorrow.
- 5 Why (those German engineers / visit) \_\_\_\_\_ the company?
- 6 (she / not / work) \_\_\_\_\_ this week. She's on holiday.

### 2 Match questions 1–6 to answers a–e.

- 1 What is she doing? c
  - 2 What does she do? \_\_\_\_\_
  - 3 Are you working this week? \_\_\_\_\_
  - 4 Do you work at weekends? \_\_\_\_\_
  - 5 Why do you leave the office so late? \_\_\_\_\_
  - 6 Why are you leaving the office so late? \_\_\_\_\_
- a She's a teacher.  
b Yes, but only four days.  
c ~~A Masters in Business Studies.~~  
d I always have a meeting with my boss from 6.30 to 7 p.m.  
e We had a very long meeting.  
f No, never.

### 3 Read this email and choose the correct form of the verbs in *italics*.

Hello,

I <sup>1</sup> *write* / *am writing* to ask if you <sup>2</sup> *have* / *are having* a sales office or sales rep in Argentina. I <sup>3</sup> *work* / *am working* for a small computer producer here and we <sup>4</sup> *look* / *are looking* for a new supplier of sound cards. We usually <sup>5</sup> *buy* / *are buying* from a supplier in the USA, but their products <sup>6</sup> *become* / *are becoming* too expensive for us.

We have over 30 shops in Argentina and we <sup>7</sup> *open* / *are opening* another five this year.

We also regularly <sup>8</sup> *get* / *are getting* business by mail order via our website.

We <sup>9</sup> *try* / *are trying* to find a new supplier before the end of this month, so please contact me as soon as possible.

Best regards,

Elena Suarez