

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.

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

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.

Hello,

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

We have over 30 shops in Argentina and we ⁷ open / ~~are opening~~ another five this year.

We also regularly ⁸ get / ~~are getting~~ business by mail order via our website.

We ⁹ 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