



## Choose the correct form of the verb to complete each sentence.

1. The marketing team \_\_\_\_\_ a report every week.
2. She \_\_\_\_\_ a conference right now, so she can't take your call.
3. She \_\_\_\_\_ at the office at 8.30 AM every day.
4. The CEO \_\_\_\_\_ a meeting right now.
5. Our company \_\_\_\_\_ IT services to various clients.
6. The assistant usually \_\_\_\_\_ the files in the morning.
7. The IT department \_\_\_\_\_ new software on all company computers today.
8. Our sales team \_\_\_\_\_ on a new proposal at the moment.

**Which tense are these time expressions normally used with? Put them in the correct column of the chart below**

| present simple | present continuous |
|----------------|--------------------|
|                |                    |



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