

# 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.

\_\_\_\_\_



E. We have meetings every Monday.

\_\_\_\_\_



B. Our office is in Bogotá.

\_\_\_\_\_



F. The company uses Microsoft Teams.

\_\_\_\_\_



C. The manager checks reports every day.

\_\_\_\_\_



G. We are working from home this week.

\_\_\_\_\_



D. I am answering emails now.

\_\_\_\_\_



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.

\_\_\_\_\_

4. We works from home this week.

\_\_\_\_\_

2. They is preparing a presentation.

\_\_\_\_\_

5. He talk to customers every day.

\_\_\_\_\_

3. I am check emails every morning.

\_\_\_\_\_

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

\_\_\_\_\_

5. presentation / preparing / they / are / a

\_\_\_\_\_

2. every day / checks / the manager / emails

\_\_\_\_\_

6. uses / company / Microsoft Teams / the

\_\_\_\_\_

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

\_\_\_\_\_

7. answering / I / emails / am / now

\_\_\_\_\_

4. customers / talks to / he / every morning

\_\_\_\_\_

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

\_\_\_\_\_



### REMEMBER

#### Present Simple

- ✓ routines
- ✓ habits
- ✓ permanent situations



#### Present Continuous

- ✓ actions happening now
- ✓ temporary situations

