

BUSINESS ENGLISH EXAM

Present Simple & Present Continuous

Level: Beginning (A1)

STUDENT NAME: _____

ID STUDENT: _____

PART I. READING.

Instructions. Read carefully and you choose the correct answer (true or false).

A Workday Routine

My name is Daniel López, I am fifty-three years old, and I do not have children; I am a trainer in the education sector at Google.

I usually wake up at 6:00 a.m. and get dressed for work. After that, I have breakfast and leave home at 7:00 a.m. I drive to work because my office is far from my house. I usually arrive at the office at 8:00 a.m.

Every morning, I check my emails, answer phone calls, and organize my tasks. Then, I prepare documents, talk to customers, and help my manager. At 1:00 p.m., I have lunch with my colleagues in the company cafeteria.

In the afternoon, I attend meetings, write reports, and send emails. I usually finish work at 5:30 p.m. After work, I drive home, have dinner with my family, and watch TV before I go to bed.

Today is Monday. Everybody usually arrives late on Mondays and talks about their weekend activities, but today is different. Everybody is working from home because our company is having financial problems.

At this moment I'm writing an important email to look for a new job.

A. True (T) or False (F)

1. Daniel López is manager in the education sector at Google. _____
2. Daniel usually arrives at the office at 7:00 a.m. _____
3. Every morning, Daniel checks his emails, answers phone calls, and organizes his tasks. _____
4. Daniel has lunch with his colleagues in the company cafeteria at 1:00 p.m. _____
5. Today, everybody isn't working from home. _____

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PART II. WRITING.

Instructions: Complete the dialogue with the correct form of the verbs in parentheses. Write **Present Simple** or **Present Continuous**.

DIALOGUE # 1. DANIEL IS CALLING TO ANA.

Anna: Hello.

Daniel: Hi Anna. This is Daniel. How are you?

Anna: I'm fine. Can _____ to Mr. Brown? (to speak).

Daniel: No, I sorry. _____ in the office (to be)

Anna: Ok. I'll contact him later.

DIALOGUE # 2. PETER AND ROSE TALKING ABOUT THEIR OFFICE DAY.

Peter: What _____ you _____ usually in your office? (to do)

Rose: I usually _____ (to check) and _____ (write) important emails to customers around 10:35 am. But I _____ (to have) problems with my computer, so I _____ (to call) the technical support service.

DIALOGUE #3. AFTER TO WORK

Rose: What _____ you _____ to _____ after job? (to do/ to like)

Peter: When I _____ (to arrive) at my house. I _____ (to take) a break while my wife _____ (to cook) our dinner. She _____ to _____ (to cook/ to like) our favorite dishes.

Rose: _____ We _____ (to have) children?

Peter: _____. We _____ two children (to have). One of them is a beautiful girl.

Rosa: What _____ her name? (to be).

Peter: Her name _____ Fernanda (to be).