

Business English 13: Present Continuous



1. Jane is on the phone with Alice. Read the dialogue below and answer the following questions.

Jane: Hi Alice, it's Jane from marketing. Can I speak to Pablo please?

Alice: Sorry, Pablo *is having lunch* in the canteen at the moment. Would you like to leave a message?

Jane: Oh! Well it is about the Madrid project. *Are you working* on this project?

Alice: Yes, I am. I *am working* on it right now!

Jane: Oh really? What *are you doing*?

Alice: Yes, I *am reading* a report for tomorrow's presentation.

Jane: Ok great. *Is* the Madrid office *working* from home this week?

Alice: Yes, they are. They usually work in the office but the number of Covid cases is high so they *are working* from home for this month.

Jane: Oh for this month! I *am thinking* about going to Madrid to see the factory and to meet the managers.

Alice: That is a good idea but this month is difficult.

Jane: You're right. Thanks for the information. Have a nice day Alice.

Alice: Thanks Jane, you too. Bye!

Jane: Bye.



1. Is Jane calling to speak to Alice?
 - a. Yes, she is. **b. No, she isn't.**
2. Is Pablo in the office?
 - a. Yes, he is. **b. No, he isn't.**
3. Are Jane, Pablo and Alice all working on the Madrid project?
 - a. **Yes, they are.** b. No, they aren't.
4. Are the employees in Madrid working from home this week?
 - a. **Yes, they are.** b. No, they aren't.

Present Continuous

We use the Present Continuous to talk about things happening in the moment of speaking.

For example: Pablo is having lunch in the canteen.

We also use it for things happening over a *temporary* period of time.

For example: The Madrid office is working from home this month.

Note: When a word ends with the letter 'e', we remove the letter 'e' in the continuous form.

For example: have = having, give = giving

To form the Present Continuous we need to use the verb *be (am/is/are) + verbing*

For example: She is writing an email.

Peter and Paul are giving a presentation to the marketing department.



2. Look at the images below and make sentences about what is happening in them.

<p>1. feel/sick <i>He is feeling sick.</i></p> 	<p>2. write/email <i>He is writing an email.</i></p> 
<p>3. build/house <i>They are building a house.</i></p> 	<p>4. have/meeting <i>They are having a meeting.</i></p> 
<p>5. work/from home <i>She is working from home.</i></p> 	<p>6. give/presentation <i>He is giving a presentation.</i></p> 

To form the negatives in Present Continuous we add *not* after the verb *be* (*am/is/are*)

For example: *I am not working today.* or *I'm not working today.*
She is not sending the report. or *She's not working today.*
You are not giving the presentation. or *You're not working today.*



3. Put the following sentences in the negative form.

1. I am working in the office today.

...*I am not/ I'm not working in the office today.*.....

2. Jane is moving to a new office this week.

... *Jane is not/isn't moving to a new office this week.*

3. The team is working in Japan for three months.

.....*The team is not/isn't working in Japan for three months.*.....

4. We are in a meeting at the moment.

.....*We are not/aren't in a meeting at the moment.*.....

5. Angela is sitting at her desk.

....*Angela is not/isn't sitting at her desk.*.....

6. Claire is making a private phone call.

...*Claire is not/isn't making a private phone call.*.....

7. Peter is filling in for Jane this month.

...*Peter is not/isn't filling in for Jane this month.*

To form the questions in Present Continuous we put the verb *be* before the *subject* (*I, you, he etc.*)

Closed questions:

Short answers:

Are you feeling sick?

Yes, I am. / No, I'm not.

Is he working today?

Yes, she is. / No, she isn't.

Are they working?

Yes, they are. No, they aren't.

Open questions:

Possible answers:

Why is she talking to the manager?

Because she is feeling sick.

How many people are working today?

Fifteen people are working today.



4. Work with a partner and ask and answer the following questions.

Student A

Is the teacher sitting down?
 Are you working today?
 Is it raining at the moment?
 What is your teacher wearing?
 How are you feeling right now?

Student B

Am I wearing glasses?
 Is the sun shining?
 Are you working from home this week?
 What language are we speaking in?
 What are you thinking about right now?



5. Complete the following exercise in the Present Continuous form.

1. We *is working* (work) late this week.
2. Peter *is sitting* (sit) at his desk.
3. Jane *isn't working* (not/work) this month.
4. What *are* they *discussing* (discuss)?
5. I *am not working* (not/work) working on this project.
6. How *are* you *feeling* (feel) today?
7. How many reports *are* you *sending* (send) this week?
8. *Is* Jane *filling* (fill) in for Steve?
9. I *am doing* (do) a workshop all day today.
10. The IT department *is preparing* (prepare) a new software for the company.
11. *Are* you *meeting* (meet) with the customer this week?
12. They *are sitting* (sit) in the meeting room.
13. Mr. Meaden *is waiting* (wait) for you in his office.
14. What *is* she *doing* (do) ?
15. Alfred *isn't working* (not/work) in the office today.
16. Jennifer and Paul *aren't eating* (not/eat) together.