

## Business English 18: Present Simple vs Present Continuous



1. Read the dialogue below and answer the following questions.

Emma: Hi mum, is everything ok? I'm at work!

Mum: Hi Emma, yes, everything is fine! I am calling you to see how your first day at work is going.

Emma: It's going well thanks.

Mum: I'm sorry but I completely forgot. What do you do again?

Emma: I work in supply chain management.

Mum: I still don't understand what that means! Are you getting lots of help from your colleagues?

Emma: Yes, mum.

Mum: So, what are you doing now?

Emma: Well I am sitting down at my desk and speaking to you on the phone, but I should be working.

Mum: Yes, ok Emma. I'll let you go. Enjoy your first day!

Emma: Thanks mum, bye!



1. Why is Emma's mum calling her?
2. What does Emma do?
3. What is Emma doing right now?
4. Do you think Emma is happy that her mother called her?

### Present Simple vs Present Continuous

Present Simple	Present Continuous
<p>Form: he/she/it always has an "s" at the end of the verb.</p> <p><i>For example:</i> I walk, you walk, he walks, she walks, it walks, we walk, they walk</p>	<p>Form: Verb be (am/is/are) + verbing</p> <p><i>For example:</i> I am walking, you are walking, he is walking, she is walking, it is walking, we are walking, they are walking</p>



2. Fill in the table below with the correct form of the verb "be".

I	you	he/she/it	we	they
<i>Ex: am</i>				



3. Look at the table below and fill in the gaps with the correct form of the verb.

Present Simple	Present Continuous
When we use it:  Routines: <i>She usually sends 10 emails a day.</i> Permanent situations: <i>I work in Spain.</i>	When we use it:  Actions happening now: <i>I am sitting down.</i> Temporary situations: <i>We are working in Japan for three months.</i>

- Hi Jane, I'm sorry I can't talk, I ..... (drive) to Munich for an important meeting. (*now*)
- Peter never ..... (start) work before 9:00am. (*routine*)
- I usually ..... (work) from the office but I ..... (work) from home this week. (*routine/temporary*)
- Hello Peter, I ..... (call) you about the presentation on Friday. (*now*)
- Every Monday morning, I ..... (make) a cup of coffee, ..... (start) my computer, and ..... (read) my emails. (*routine*)
- Our company ..... (be) an architecture firm. This year we ..... (build) a supermarket in London. (*permanent/temporary*)
- Our company ..... (sell) 100,000 mobile phones a year. (*routine*)
- Jane ..... (finish) work early this week because her daughter is sick. (*temporary*)
- Fred ..... (run) the Manchester branch but this month he ..... (run) the Liverpool branch because Tom is off sick. (*permanent/temporary*)
- This week we ..... (paint) three planes. Right now ..... (paint) a private jet orange. (*temporary/now*)
- Our company ..... (have) offices in London, Madrid and Shanghai. (*permanent*)



4. Look at the images below and make sentences about what the person does (*permanent*) and what the person is doing (*now*)

For example: 1. Raj is a doctor. He is sending an email.

1. Raj/doctor



send/email



2. Francis/teacher



cook/dinner



3. Paul/CEO



have/meeting



4. Lin/flight attendant



read/book



5. They/nurses



have/lunch



Present Simple	Present Continuous
<p><i>How to form negatives with the verb be (am/is/are):</i></p> <p>I <i>am not</i> sick.            Peter <i>is not</i> from Japan.            Andrew and Jeff <i>are not</i> pilots.</p> <p><i>How to form negatives with all other verbs:</i></p> <p>I <i>don't go</i> to work by car.            Lola <i>doesn't speak</i> English at work.            They <i>don't have</i> staff parties.</p>	<p>How to form negatives:</p> <p>I am <i>not having</i> lunch.            She is <i>not working</i> today.            They are <i>not helping</i> Tim.</p>



5. Put the following sentences into the negative form.

1. Peter and John work for Gomers.  
 .....
2. Jennifer is working from home today.  
 .....
3. The headquarters is in Japan.  
 .....
4. The board members are all women.  
 .....
5. Jake and Emma are having lunch.  
 .....
6. Emilio is having a break.  
 .....
7. Roberto and Luca are off sick.  
 .....
8. Sandra is giving a presentation to the board members.  
 .....
9. We start work at 7:00am.  
 .....

Present Simple	Present Continuous
<p>How to form closed questions:</p> <p><i>Does she like chocolate?</i>  <i>Does he eat fruit?</i>  <i>Do you live in Spain?</i>  <i>Do they have a dog?</i></p> <p>How to form open questions:</p> <p><i>Where does she live?</i>  <i>When do you do ?</i></p>	<p>How to form closed questions:</p> <p><i>Is it eating?</i>  <i>Is he working?</i>  <i>Are you cooking dinner?</i>  <i>Are they playing football in the garden?</i></p> <p>How to form open questions:</p> <p><i>What is he cooking?</i>  <i>Why are they cooking?</i></p>



6. Ask the questions to the following answers.

who                  what                  where                  when                  why                  How many ..

1. ....

They live in Tokyo. (permanent)

2. ....

He is living in Valencia *at the moment*. (temporary)

3. ....

We are accountants. (permanent)

4. ....

*Right now*, he is cooking dinner. (now)

6. ....

He always wakes up at six o'clock every morning. (routine)

7. ....

I usually send 10 emails every day. (routine)

8. ....

They work at Google. (permanent)

9. ....

She is working on a big presentation *this week*. (temporary)



7. Work with a partner and answer the questions below.

- What do you usually do at the weekend?
- What time do you finish work on Fridays?
- Are you reading a book at the moment? If so, what is it called?
- What is your teacher doing at the moment?
- What is your morning routine at work?
- What do you usually do on your days off?
- What are you carrying in your pockets right now?
- Are you watching a good tv show at the moment? If so, which one?
- What are some things you do every day?
- What are you wearing?
- Where do you have lunch at work? What do you usually eat?
- Are you sitting down or standing up?

