

## 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? *To ask about Emma's first day at work.*
2. What does Emma do? *She works in supply chain management.*
3. What is Emma doing right now? *She is sitting down at her desk and speaking to her mother on the phone.*
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>I walk, you walk,</i> <i>he walks, she walks, it walks,</i> <i>we walk, they walk</i></p>	<p>Form: Verb be (am/is/are) + <u>verbing</u></p> <p><i>For example:</i> <i>I am walking, you are walking, he is walking,</i> <i>she is walking, it is walking,</i> <i>we are walking, they are walking</i></p>



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

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



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>

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

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



*2. Francis is a teacher. She is cooking dinner.*

*3. Paul is a CEO. He is having a meeting.*

*4. Lin is a flight attendant. She is reading an email.*

*5. They are nurses. They are having 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.  
 .....*Peter and John don't work for Gomers.*
2. Jennifer is working from home today.  
 .....*Jennifer is not working from home today.*
3. The headquarters is in Japan.  
 .....*The headquarters is not in Japan.*
4. The board members are all women.  
 .....*The board members are not all women.*
5. Jake and Emma are having lunch.  
 .....*Jake and Emma are not having lunch.*
6. Emilio is having a break.  
 .....*Emilio is not having a break.*
7. Roberto and Luca are off sick.  
 .....*Roberto and Luca are not off sick.*
8. Sandra is giving a presentation to the board members.  
 .....*Sandra is not giving a presentation to board members.*
9. We start work at 7:00am.  
 .....*We don't 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. *.....Where do they live?*

They live in Tokyo. (permanent)

2. *.....Where is he living at the moment?*

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

3. *.....What do you do?*

We are accountants. (permanent)

4. *.....What is he doing (right now)?*

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

6. *.....What time does he wake up every morning?*

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

7. *.....How many emails do you usually send every day?*

I usually send 10 emails every day. (routine)

8. *.....Where do they work?/Who do they work for?*

They work at Google. (permanent)

9.. *.....What is she working on this week?*

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?

