

Present Simple and Continuous for describing your company and job

Take turns asking each other suitable questions from the list below.

- Do you do a lot of overtime?
- Do you often travel abroad on business?
- Do you work near here?
- Are you still working on...?
- How are you getting on with your project?/ How are you getting on with...?/ Are you making much progress with...?
- How's business?
- How's work?
- How's your project going?/ How's... going?
- What are you working on (at the moment)?
- What do you do?/ What's your job?
- What does your company/ division/ department/ section/ team/... do?
- What exactly do you do?/ What are your duties?/ What are your responsibilities?
- Who do you work for?/ What's your company's name?

Ask about any questions you don't understand or aren't sure how to answer.

What are the differences in meaning between these pairs of questions?

- What do you do?/ What are you working on?

Brainstorming Present Simple and Continuous answers

Add as many possible answers as you can to the columns below, using different verbs.

Answers to "What (exactly) do you do?"/ "What are your duties?"/ "What are your responsibilities?"	Answers to "What are you working on?"

Try to add (more) time expressions to the answers above.

Which time expressions are often used with those two tenses? What are the differences between Present Simple and Present Continuous?

Present Simple and Continuous for describing your company and job

In each pair of sentences below one should be Present Simple (e.g. verb+s, like "has") and one should be Present Continuous ("am/ is/ are + verb+ing"). Put the verbs into the correct tenses each time. The other choice should be incorrect or at least very strange, so if you are not sure try putting in both and eliminate the one that doesn't sound right.

Questions about your company and job Present Simple and Continuous**Your job**

"What's your job?" "I _____
(work) in the marketing department of a large insurance company."

"How's work?" "Pretty busy. I _____
(get) ready to move to our New York office."

"What _____ (you do)?" "I'm an accountant."

"What _____
(you do) here?" "I'm giving a presentation on our new product range."

"What exactly _____ (you do)?" "I negotiate deals with new suppliers."

"What _____
(you work on)?" "I'm hiring staff for a new branch in Kobe."

"How's your project going?" "Not very well. We _____
(still work) on the initial plan."

"Do you often go abroad on business?" "No, very rarely, unfortunately. I mainly
_____ (travel) around Japan."

Your company

"What does your company do?" "We _____
(sell) traditional Japanese clothes, most of the time in Central and Eastern Europe."

"How's business?" "Pretty good. Sales of our new product
_____ (really grow)."

"_____ (your company hire) at the moment?"

"Not right now. New staff usually start in April, or sometimes in September."

"_____ (your company employ) many people?" "Quite a lot. We have 23,000 full-time employees in 12 countries."

Present Simple and Continuous statements about your company and job**Your job**

I _____ (work) for the finance department.

I _____
(work) with the planning department on next year's financial plan.

I _____ (work) in a branch office just north of Tokyo.

I'm a consultant so I work in different clients' offices. I _____
(presently work) in this building, on the 13th floor.

I _____ (attend) this year's conference in order to find new suppliers.
I _____ (attend) trade fairs three or four times a year.

I often _____ (visit) clients in cities around Japan.
I'm in Tokyo today because I _____ (visit) our head office here.

Your company

We _____
(help) companies design improved workspaces such as offices.
Right now we _____ (design) the new IBM Japan HQ.

We _____ (do) business in 23 countries.
We _____ (do) much better this year than last year.

We _____ (look) for premises in this area.
We mainly _____ (deal with) local governments and NPOs.

We _____ (offer) a 20% discount until the end of this month.
We _____ (operate) franchise coffee shops, usually in shopping centres.

We _____ (currently set up) a subsidiary in Belgium.
We _____ (service) office equipment such as photocopiers.

We _____ (deliver) all orders within three days.
We _____ (organize) the next Tokyo Car Show.

We _____ (try)
to cut costs compared to last year by moving more production abroad.

We _____
(provide) language training to big and small companies in 34 countries around the world.

We _____ (make) electronics for athletes such as pedometers.
We _____
(make) plans to launch health insurance for people working abroad for up to a year.

We _____ (manufacture) electric sports cars.
We _____
(manufacture) a special edition to celebrate our 50th anniversary this year.

Starting the conversation

_____ (anyone sit) here?
_____ (we know) each other?

Ending the conversation

Great. I'll email you about that soon. _____ (you have) a business card?
Can I introduce you to my boss? She _____ (stand) just over there.

Present Simple and Continuous key words

Without looking above for now, write suitable words and expressions in each of the spaces below. Things which are correct but weren't above are also fine. There are examples in the top two boxes.

Words which often go with Present Simple	Words which often go with Present Continuous
Time expressions which often go with Present Simple never	Time expressions which often go with Present Continuous now
Other expressions which often go with Present Simple	Other expressions which often go with Present Continuous

Look at the previous worksheets to help you and/ or put the mixed-up answers on the next page into the right places below.

Mixed answers

- How's... (going)?
- a (special/ new)...
- all
- almost always
- at the moment
- currently
- four times a year
- growing
- have (meaning "have got")
- know
- mainly
- most of the time
- never
- now
- often
- presently
- project
- rarely
- right now
- the new...
- this month
- this year
- three times a year
- today
- usually
- working on (the new/ the next)...
- ...s

Look back at the previous exercises to check any which you aren't sure of. All the words above are there.

Use those examples to help you think of more suitable answers.

Add the mixed-up extra answers below to the places above.

- almost never
- at this very moment
- every month
- generally
- hardly ever
- mostly
- occasionally
- once a week
- once every two weeks
- seldom
- sometimes
- very often