

Present Simple

Affirmative	Negative	Interrogative	Short Answers
I learn	I don't learn	Do I learn ... ?	Yes, I do. / No, I don't.
You learn	You don't learn	Do you learn ... ?	Yes, she does. / No, she doesn't.
He learns	He doesn't learn	Does he learn ... ?	Use to talk about general facts and habits
She learns	She doesn't learn	Does she learn ... ?	
It learns	It doesn't learn	Does it learn ... ?	
We learn	We don't learn	Do we learn ... ?	
You learn	You don't learn	Do you learn ... ?	
They learn	They don't learn	Do they learn ... ?	

Time Expressions

every morning / day, once / twice a month / year, on Mondays

Adverbs of Frequency

always, often, frequently, regularly, usually, sometimes, rarely, never

Watch Out!

like – likes
watch – watches
go – goes
try – tries

Note: ✓ He doesn't like
X NOT: He doesn't likes

1 Complete the sentences with the verbs in brackets. Use the Present Simple affirmative.

- I drink (drink) coffee every morning.
- Mr Hartfeld works (work) for a computer company.
- The web designers usually stay (stay) late.
- Sue never finishes (finish) her work on time.
- We meet (meet) with the head of our department once a week.
- The managing director often flies (fly) to London for conferences.

2 Circle the correct answer.

- rarely / sometimes eat at the cafeteria because I don't like the food there.
- Ms Darcy starts work at 9.00 usually / every morning.
- Dan works here once a week / twice a week – on Mondays and on Wednesdays.
- Amelia says this is an excellent app. She often / never uses it.
- I always / usually just have a sandwich or salad for lunch in my office, but I sometimes / never go out for lunch. I like the restaurant opposite our office.

**3 Write the words in the correct order to form sentences. Use the Present Simple affirmative.**

- always / at 9.00 / start / I / my workday
I always start my workday at 9:00
- software / every day / the / test / they
They test the software everyday
- the hard drive / always / you / to the motherboard / connect
You always connect the hard drive to the motherboard
- often / films / she / download
She often download films
- turn off / in the evening / they / the computers
They turn off the computers in the evening

4 Write the sentences in the negative.

- The network administrators work all night.
- We repair old laptops.
- Mr Campbell works for REM Electronics.
- This company produces desktop motherboards.
- I buy lunch at the cafeteria.
- She drives her car to work.

5 Complete the sentences with the verbs below. Use the Present Simple affirmative or negative.

not work • talk • use • not drink • have

- I don't drink tea. I prefer coffee.
- We usually have meetings in the conference room on the second floor.
- Rachel doesn't work for us anymore. She left her job three months ago.
- Betty talks on the phone all day. She's a helpdesk technician.
- You use a USB port to plug in an external hard drive.

6 Complete the questions with do or does.

- Do you want a cold drink?
- Does Keith work in the repair department?
- Do people usually turn off their PCs at night?
- When does the helpdesk open in the morning?
- What hardware do we need for the trade exhibition?
- Where does the web designer sit?

7 Match the questions in Exercise 6 to the answers below.

- 2 a. No, he doesn't.
- 6 b. On the 2nd floor, room 205.
- 5 c. A laptop and a power supply.
- 1 d. No, thank you.
- 3 e. Yes, they do.
- 4 f. At 10.00.

8 Write a question for each answer. Pay attention to the words in bold.

1. Do you connect the heat sink to the motherboard? ?

Yes. You connect the heat sink to the motherboard.

2. Where does Ms. Gill buy his hardware? ?

Ms Gill buys **hardware** from our company.

3. Which department does Rubencio work? ?

He works in the **IT department**.

4. Do you work on Saturday? ?

No. We don't work on Saturday.

5. When do you finish work? ?

I finish work **at 4.00**.

9 Complete the sentences with the verbs in brackets. Use the correct form of the Present Simple.

- Where does the programmers sit (sit) in the building?
- Does you need (need) a new sound card?
- They don't repair (not repair) computers in this department.
- Katie and I design (design) websites for our clients.
- The fan stop (stop) the computer from getting hot.
- Mr Tate doesn't recommend (not recommend) that expensive laptop.
- What software does your company sell (sell)?

Imperative

Go straight.

Don't leave your bag here.

Use

to give a direct order

Let's

Let's meet at 2 pm.

Use

to make a suggestion

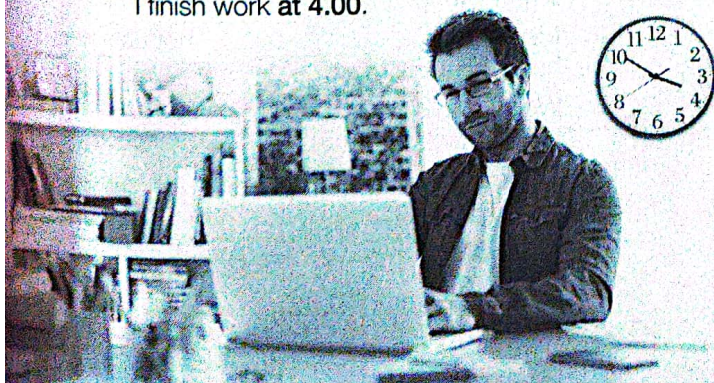
10 Complete the sentences with the verbs below. Use the correct form of the imperative.

not assemble • offer • remove • not use
insert • not enter

- Remove the plug from the power supply.
- Don't use this keyboard. It isn't working.
- Offer visitors a drink.
- Insert the sound card into its slot.
- Don't enter the room right now.
- Don't assemble the computer until you've got all the parts.

11 Make suggestions for the following situations. Use Let's.

- You and your friends are hungry.
Let's have lunch in the cafeteria.
- The meeting is on the second floor and there are many people in the lift.
Let's go upstairs
- You and some other employees want to know the name of the programmer.
Let's ask him
- Your computers aren't working well.
Let's call IT department
- You started work at 8.30 and it's 6.30 now.
Let's go home



3 Grammar Practice

Present Continuous

Affirmative	Negative	Interrogative	Short Answers
I am playing	I'm not playing	Am I playing?	Yes, I am. / No, I'm not.
You are playing	You aren't playing	Are you playing?	Yes, he is. / No, he isn't.
He is playing	He isn't playing	Is he playing?	Yes, we are. / No, we aren't.
She is playing	She isn't playing	Is she playing?	Time Expressions now, right now, at the moment
It is playing	It isn't playing	Is it playing?	
We are playing	We aren't playing	Are we playing?	Use to talk about things that are happening now
You are playing	You aren't playing	Are you playing?	
They are playing	They aren't playing	Are they playing?	

Watch Out

play – playin
sit – sitting
write – writin

1 Complete the sentences with the verbs in brackets. Use the Present Continuous affirmative.

- Jane and Sara are taking (take) an inventory now.
- Dave is cleaning (clean) his keyboard at the moment.
- We are leaving (leave) the office right now.
- I am calling (call) IT right now.
- Listen! The managing director is speaking (speak).
- You are putting (put) the documents in the wrong place.

2 Write sentences with the words below. Use the Present Continuous negative.

- I / search / the Internet / right now
I am searching the internet right now
- you / listen / to me
you are listening to me
- we / move / to the first floor / now
we are moving to the first floor now
- he / order / the webcams / at the moment
he is ordering the webcams at the moment
- the scanner / work / at the moment
the scanner is working at the moment
- the programmer / sit / at her desk / now
the programmer is sitting at the desk now

3 Complete the questions in A with the verbs in brackets. Use the Present Continuous. Then match the questions in A to the answers in B below.

- A**
- Are you having (have) lunch at the cafeteria?
 - Why are you running (run)?
 - What are Pat and Lewis doing (do)?
 - Does Mr Howard leaving (leave) now?
 - Who is Ms Green speaking (speak) with?
 - Why are you walking (walk) up the stairs?

- B**
- 3 a. They're making drinks for the visitors.
 - 2 b. Because the lift isn't working.
 - 1 c. No, I'm not.
 - 5 d. The programmers.
 - 4 e. Yes, he is.
 - 6 f. Because I must be at the office in two minutes.

4 Complete the sentences with the verbs in brackets. Use the correct form of the Present Continuous.

- They developing (develop) a new product right now.
- Megan isn't using (not use) her headset at the moment.
- We reordering (reorder) 25 monitors right now.
- Are you taking (take) a hardware inventory now?
- I am not starting (not start) my new job today.

Present Simple / Present Continuous

He **is ordering** a new projector now.
(Present Continuous)
She **sends** e-mails every day.
(Present Simple)

5 Circle the correct answer.

- Oliver and Matthew **are having** / have lunch now.
- Amelia always **is arriving** / arrives at the office at 9.00.
- Do you connect** / **Are you connecting** the power supply right now?
- I **don't usually drive** / am not usually driving to work.
- Is he helping** / **Does he help** the new programmer every day?
- Ms Lawrence **isn't working** / doesn't work with that software at the moment.

6 Circle TWO correct answers.

- Jack ... has lunch here. He likes the food.
a. often
b. seldom
c. usually
- Bella isn't working ... She's ill.
a. twice a week
b. now
c. at the moment
- Ella checks the computers ... It's part of her job.
a. every morning
b. now
c. once a week
- The computer isn't working, so Jim is trying to repair it ...
a. right now
b. at the moment
c. every day
- I ... use this program because it's difficult.
a. always
b. rarely
c. never

7 Complete the sentences with the verbs in brackets. Use the Present Simple or Present Continuous. Then match A to B.

A

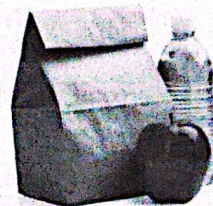
- Mary **works** (work) as a troubleshooter for a big company.
- Barbara, what **are** you **doing** (do) at the moment?
- They **don't usually drink** (not usually drink) tea.
- Ann **is searching** (search) the Internet now.

B

- They **prefer** (prefer) coffee.
- She **wants** (want) to download a program.
- Right now, she **is solving** (solve) some problems.
- I **am writing** (write) an e-mail now.

8 Complete the dialogue with the verbs in brackets. Use the correct form of the Present Simple or the Present Continuous.

- A: 1. **Does** you usually **have** (have) lunch at the cafeteria?
B: No. I 2. **don't like** (not like) their food.
A: So where 3. **are** you **going** (go) for lunch today?
B: To the park. I often 4. **eat** (eat) my sandwich there.
A: 5. **Do** your friends usually **join** (join) you?
B: Eva often 6. **comes** (come) with me, but at the moment she 7. **is meeting** (meet) her boyfriend for lunch. I 8. **am going** (go) right now. 9. **Do** you **want** (want) to join me?
A: Sure, thanks.



9 Correct the mistakes in bold in the sentences.

- She **love** her job.
loves
- I **make** some coffee right now.
make
- What time **are** they usually **finishing** work?
finish
- I'm not **remembering** Mr Vaughn's address.
I don't remember
- Mr Wood **assembles** the computer now.
is assembling
- Do** Ellen **know** how to operate this system?
Does you knows