

Present Simple / Present Continuous

He **is ordering** a new projector **now**.
(Present Continuous)

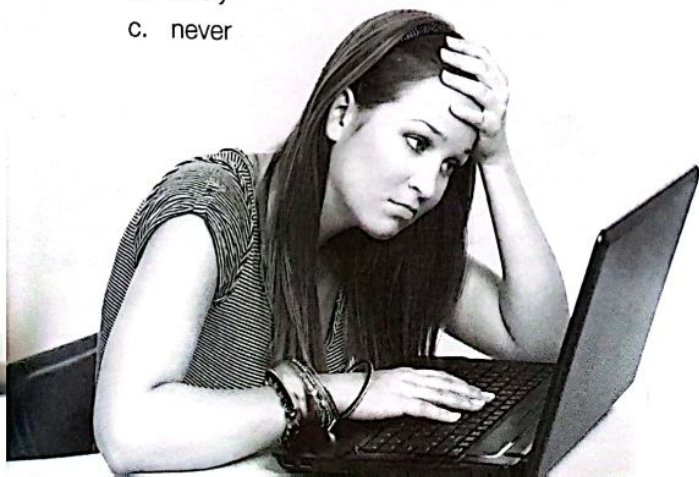
She **sends** e-mails **every day**.
(Present Simple)

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



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

A

- Mary (work) as a troubleshooter for a big company.
- Barbara, what you (do) at the moment?
- They (not usually drink) tea.
- Ann (search) the Internet now.

B

- They (prefer) coffee.
- She (want) to download a program.
- Right now, she (solve) some problems.
- I (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. you usually (have) lunch at the cafeteria?

B: No. I 2. (not like) their food.

A: So where 3. you (go) for lunch today?

B: To the park. I often 4. (eat) my sandwich there.

A: 5. your friends usually (join) you?

B: Eva often 6. (come) with me, but at the moment she 7. (meet) her boyfriend for lunch. I 8. (go) right now. 9. you (want) to join me?

A: Sure, thanks.



9 Correct the mistakes in bold in the sentences.

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

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

not work • talk • use • not drink • have

- I tea. I prefer coffee.
- We usually meetings in the conference room on the second floor.
- Rachel for us anymore. She left her job three months ago.
- Betty on the phone all day. She's a helpdesk technician.
- You a USB port to plug in an external hard drive.

6 Complete the questions with do or does.

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

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

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

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

- ?
Yes. You connect the heat sink to the motherboard.
- ?
Ms Gill buys **hardware** from our company.
- ?
He works **in the IT department**.
- ?
No. We don't work on Saturday.
- ?
I finish work **at 4.00**.

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

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

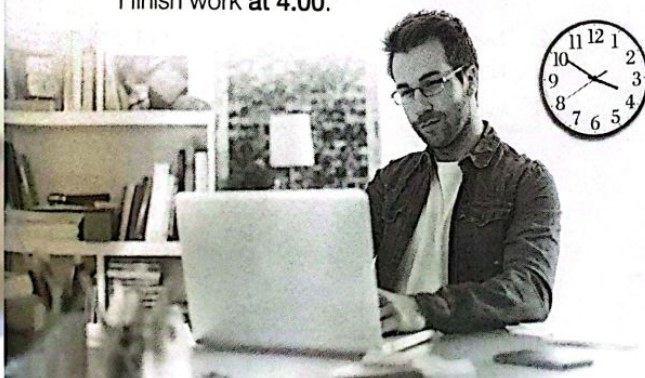
10 Complete the sentences with the verbs below. Use the correct form of the imperative.

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

- the plug from the power supply.
- this keyboard. It isn't working.
- visitors a drink.
- the sound card into its slot.
- the room right now.
- 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.
.....
- You and some other employees want to know the name of the programmer.
.....
- Your computers aren't working well.
.....
- You started work at 8.30 and it's 6.30 now.
.....



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
It is playing	It isn't playing	Is it playing?	now, right now, at the moment
We are playing	We aren't playing	Are we playing?	Use
You are playing	You aren't playing	Are you playing?	to talk about things that are happening now
They are playing	They aren't playing	Are they playing?	

Watch Out!

play – playing
sit – sitting
write – writing

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

- Jane and Sara (take) an inventory now.
- Dave (clean) his keyboard at the moment.
- We (leave) the office right now.
- I (call) IT right now.
- Listen! The managing director (speak).
- You (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
.....
- you / listen / to me
.....
- we / move / to the first floor / now
.....
- he / order / the webcams / at the moment
.....
- the scanner / work / at the moment
.....
- the programmer / sit / at her 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**

- you (have) lunch at the cafeteria?
- Why you (run)?
- What Pat and Lewis (do)?
- Mr Howard (leave) now?
- Who Ms Green (speak) with?
- Why you (walk) up the stairs?

B

- They're making drinks for the visitors.
- Because the lift isn't working.
- No, I'm not.
- The programmers.
- Yes, he is.
- 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 (develop) a new product right now.
- Megan (not use) her headset at the moment.
- We (reorder) 25 monitors right now.
- you (take) a hardware inventory now?
- I (not start) my new job today.

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
She learns	She doesn't learn	Does she learn ... ?	to talk about general facts and habits
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

✗ NOT: He doesn't likes

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

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

2 Circle the correct answer.

- I **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
.....
- software / every day / the / test / they
.....
- the hard drive / always / you / to the motherboard / connect
.....
- often / films / she / download
.....
- turn off / in the evening / they / the computers
.....

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.
.....

