

Week1 Grammar Section

The Present Simple Tense

We use it to talk about:

-general or permanent activities or situations

She works for Doctors without borders.

- for routine actions and habits

He often works late.

- schedules and timetables

The board meeting starts at 11.00.

Often used with: always, usually, often, regularly, sometimes, every Sunday, never, seldom

I Put the verbs in brackets into the simple present tense:

1. My husband (work) _____ in IT.
2. My boss (drive) _____ a BMW.
3. He (carry) _____ an umbrella to work every day.
4. Natasha (teach) _____ French.
5. She (not speak) _____ Italian.
6. Longman (publish) _____ many new dictionaries every year.
7. SAAB (manufacture) _____ cars and other vehicles.
8. He (speak) _____ English well, but he (not speak) _____ Spanish at all.
9. Our company (produce) _____ and (sell) _____ toys.
10. We never (work) _____ on Sundays.
11. _____ you (know) _____ their web site address?

II Look at the list of company departments and decide which department does which job?

HUMAN RESOURCES	PRODUCTION	MARKETING	FINANCE
Training	Production	Marketing	Purchasing
Personnel	Packaging	Sales	Accounts
Payroll	Distribution	Customer Service	Fin. Services
	Quality	Advertising	
	Maintenance		

1.deals with complaints.
2.pays wages and salaries.
3.plans how to promote products.
4.manufactures the products.
5.hires new staff.
6.sends products to customers.
7.puts the products into boxes.

The Present Continuous Tense

We use it to talk about:

- **something happening at this moment, an action taking place now**

My assistant is preparing the presentation while I am checking data.

- **something happening around the present time (but for a limited time only)**

My P.A. is on holiday, that's why I am taking phone calls.

- **future arrangements**

I am meeting the Managing Director at 5 p.m.

SIGNAL words: at the moment, now, just now, right now, just, at present, Look!, Listen!

We often use The Present Continuous Tense for describing projects:

What are your current projects?

What are you working on (at present)?

What are your major initiatives in this area?

We are currently working on a new advertising campaign.

We are developing a new market approach.

We are designing a new website.

We are building...

I Put the verbs in brackets into The Present Continuous Tense.

1. What you (do) _____ right now?
2. Well, I (write) _____ a reply to an offer for office supplies. Jane is on sick leave, so I (take care) _____ of all correspondence in her absence.
3. Our company (launch) _____ a new adventure computer game in spring. We (start) _____ our advertising campaign in March, first on television but we (think) _____ of using billboards too.
4. We (develop) _____ a new market approach at the moment.
5. New competitors (enter) _____ the market.
6. The Chinese economy (boom) _____ and (become) _____ attractive to foreign investors.
7. Hello, Jim. I (call) _____ to let you know what happened in the meeting.
8. The Euro (rise) _____ against the dollar.
9. Our CEO (visit) _____ our Madrid branch office.

II Match the sets of questions (1-4) and answers (a-d)

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|--|--|
| 1. Do you live in Madrid? | a. A fashion company in Madrid. |
| 2. It's 9 p.m. Why are you working now? | b. Yes, I've lived here all my life. |
| 3. So are you living in Madrid?
Lisbon next year. | c. Yes, for the moment, but I'll probably go back to |
| 4. Who do you work for? | d. I've got a presentation tomorrow. |

Which questions are in the present simple and which are in the present continuous?