

## Describing companies with Present Simple and Continuous

Try to describe your company by completing some of the sentences below, starting with any you like. Your partner will then check your sentences, including asking for more details if they don't know much about your company.

- We **almost never** provide...
- **At present** we are waiting to hear about...
- **At present** ... is changing.
- We are preparing to... **at the moment**.
- We are trying to... **at the moment**.
- **At this time**, our market share is becoming...
- **At this very moment** many employees are thinking about...
- ... is **currently** growing.
- We are **currently** setting up a new...
- We are **currently** planning to...
- Our subsidiaries **generally** suffer from...
- People **generally** know that our company...
- The workforce **hardly ever** works...
- **In general** we deal with...
- ... is doing well **just now**.
- ... is having a difficult time **just now**.
- We **mainly** sell...
- We **mostly** do business...
- ... is declining slowly **now**.
- Employees **occasionally** complain about...
- We **often** work with...
- Employees **often** have problems with...
- Employees attend... at least **once a month**.
- We need to... **once every two years**.
- We are **presently** working on...
- We are **presently** looking for...
- Employees **rarely**...
- ... is gradually rising **right now**.
- ... is rapidly increasing **right now**.
- Customers **sometimes** complain about...
- The company **sometimes** gives...
- We hold... **three times a year**.
- We change... **twice a year**.
- We **usually** hire staff who...

*What are the two different present tenses above? What are the differences between them?*

Without looking above, add time expressions etc to the two columns below:

Time expressions that are often used with Present Simple (do/ does, work/ works, etc)	Time expressions that are often used with Present Continuous (am/ is/ are + v + ing)

*Put your pens down and spend one minute looking for more examples on the previous page. Then add more without looking above again.*

*Check your answer with the previous page. Many more time expressions are possible, so please check if you wrote something different.*

*Use those time expressions to make more statements about your company.*

*Use the time expressions to make statements about yourself which you think might be true about your partner too. You get one point for each time your partner says "Me too!"*