

Business English- Describing Companies with the Present Simple and Progressive

Try to describe your company by completing some of the sentences below, starting with any you like. Does your partner agree?

- 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 the Present Simple (do/ does, work/ works, etc)	Time expressions that are often used with the Present Progressive (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. Note that many more answers are possible, particularly for Present Simple.

Use those time expressions to make more statements about your company. Does your partner agree?

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!"