

**TOEIC- Present Simple and Continuous Needs Analysis and Presentation**

*Ask your partner questions to fill the gaps below.*

Your partner's name:			
Topic	Present	Past	Future
Work (in detail)			
Use of English at work			
Use of English outside work (travel, friends, hobbies, etc)			
Language learning (in class and/ or self-study)			
Language exams			

Ask any questions below which you haven't yet to write more things above.

### Work

- What are you working on at the moment?
- What company/ division/ department/ section/ team do you work for?
- What do you do?
- What does your company/ division/ department/ section/ team do?
- What kind of company do you work for?
- Who do you work for?

### English at work

- Are you in the middle of writing anything in English now?
- Do you ever make English phone calls?
- Do you find it difficult to write in English?
- Do you have problems with teleconferences in English?
- Do you normally use automatic translation (= computer translation)?
- Do you often write in English?
- How many English emails are probably waiting for you right now?
- What do you find difficult about English language meetings?
- As we speak, are you thinking in English?

### English outside work

- Are you currently following any English language dramas?
- Do you usually watch movies with English subtitles, with Japanese subtitles or with no subtitles?
- How often do you socialise with English speakers?

### Language learning

- Are you taking any other English classes now?
- Do you study on the train on the way home in the evening?
- Do you listen to anything in English?
- Do you listen to NHK English radio in the morning?
- How do you learn vocabulary?
- How much English study do you typically do?
- Is your English improving?
- What new English language apps are you using?
- What do you do to improve your listening skills?
- What skills are you particularly trying to improve?

### Language exams

- Are you presently studying for any English language exams?
- Is your TOEIC score getting better?

Ask similar questions using the underlined parts above.

Without looking above for now, fill the gaps below with the correct present tense from your memory or grammar knowledge. If there is no Wh- question word, it is just a "Yes/ No" question.

### Work

- What \_\_\_\_\_ (you work on) at the moment?
- What company/ division/ department/ section/ team \_\_\_\_\_ (you work) for?
- What \_\_\_\_\_ (you do)?
- What \_\_\_\_\_ (your company/ division/ department/ section/ team do)?
- What kind of company \_\_\_\_\_ (you work) for?
- Who \_\_\_\_\_ (you work) for?

### English at work

- \_\_\_\_\_ (you in the middle of write) anything in English now?
- \_\_\_\_\_ (you ever make) English phone calls?
- \_\_\_\_\_ (you find) it difficult to write in English?
- \_\_\_\_\_ (you have problems) with teleconferences in English?
- \_\_\_\_\_ (you normally use) automatic translation?
- \_\_\_\_\_ (you often write) in English?
- How many English emails \_\_\_\_\_ (probably wait) for you right now?
- What \_\_\_\_\_ (you find difficult) difficult about English language meetings?
- As we speak, \_\_\_\_\_ (you think) in English?

### English outside work

- \_\_\_\_\_ (you currently follow) any English language dramas?
- \_\_\_\_\_ (you usually watch) movies with English subtitles, with Japanese subtitles or with no subtitles?
- How often \_\_\_\_\_ (you socialise) with English speakers?

## Language learning

- \_\_\_\_\_ (you take) any other English classes now?
- \_\_\_\_\_ (you study) on the train on the way home in the evening?
- \_\_\_\_\_ (you listen) to anything in English?
- \_\_\_\_\_ (you listen) to NHK English radio in the morning?
- How \_\_\_\_\_ (you learn) vocabulary?
- How much English study \_\_\_\_\_ (you typically do)?
- \_\_\_\_\_ (your English improve)?
- What new English language apps \_\_\_\_\_ (you use)?
- What \_\_\_\_\_ (you do) to improve your listening skills?
- What skills \_\_\_\_\_ (you particularly try) to improve?

## Language exams

- \_\_\_\_\_ (you presently study) for any English language exams?
- \_\_\_\_\_ (your TOEIC score get better)?

*Check your answers with the previous page, asking your teacher if you are not sure why one of the two options is wrong.*

Again without looking above for now, fill the table below with time expressions which often go with one of the two tenses.

<b>Time expressions which often go with Present Simple (“Do you...?” etc)</b>	<b>Time expressions which often go with Present Continuous (“Are you... ing...?” etc)</b>

Check above, then see if you can add similar expressions.

Add the expressions below to the two columns above.

almost always  
 almost never  
 always  
 every day  
 generally  
 halfway through  
 never  
 on Sundays  
 once a month  
 sometimes  
 temporarily  
 this week  
 three times a year  
 today  
 twice a week

**Suggested answers**

*Bold = ones in the original questions. Not bold = the list above. Note that many more answers are possibly, especially with Present Simple, so check any extra things you wrote with your teacher.*

Time expressions which often go with Present Simple (“Do you...?” etc)	Time expressions which go with Present Continuous (“Are you... ing?” etc)
ever normally often usually <b>How often</b> <b>in the evening</b> <b>in the morning</b> <b>typically</b> almost always almost never always every day generally never on Sundays once a month sometimes three times a year twice a week	<b>at the moment</b> <b>in the middle of</b> <b>right now</b> <b>as we speak</b> <b>currently</b> <b>now</b> <b>presently</b> halfway through temporarily this week today

*Use those key words to help discuss the meanings of and differences between the Present Simple tense and Present Continuous tense.*