

Present tenses

PRESENT SIMPLE		PRESENT CONTINUOUS	
Structure	<p>+ Subj + to inf (if subj = 3rd pers sing → + -s)</p> <p>- Subj + Aux (DO, if subj = 3rd pers sing → + -s) + not + to inf</p> <p>? Aux (DO, if subj = 3rd pers sing → + -s) + Subj + to inf</p>	<p>+ Subj + Aux (BE) pres simple + to inf + -ing</p> <p>- Subj + Aux (BE) pres simple + not + to inf + -ing</p> <p>? Aux (BE) past simple + subj + to inf + -ing</p>	
Use	<ol style="list-style-type: none"> Permanent situations > HR departments <i>deal with</i> personnel. Frequency and routines > The maintenance technician usually <i>arrives</i> at 8.15 on Fridays. Facts > Electrons <i>carry</i> a negative charge. Timetables > Electronics classes <i>start</i> at 8 am. Description of places > The warehouse <i>occupies</i> over 5,000 sqm. 	<ol style="list-style-type: none"> Temporary situations > I'm afraid this computer <i>isn't working</i> today. Current events > ENEL <i>is</i> currently <i>hiring</i> technicians. Moment of speaking > Ms Frendiss <i>is attending</i> a meeting at the moment. Future definite arrangements > I'm <i>seeing</i> some candidates for the position on Thursday morning. Description of pictures/graphs > Electronic waste in Europe <i>is growing</i> at a rate of 3%. 	
Indicators	<ul style="list-style-type: none"> Frequency adverbs > <i>always, often, usually, sometimes, rarely, seldom, never...</i> Frequency expressions > <i>every day/month/..., twice a day/month/...</i> Expressions that indicate habits > <i>on Sunday/..., at Halloween/..., in winter/...</i> 	<ul style="list-style-type: none"> Expressions that indicate temporariness > <i>at the moment, at present, now, today, while, this + time expression, these + time expression</i> 	
!!!	<ul style="list-style-type: none"> Both state and action verbs can be used in the present simple. State verbs: volition, cognition, perception, feeling. 	<ul style="list-style-type: none"> Only action verbs can be used in the present continuous. State verbs can't. Habitual actions can use the present continuous to mean annoyance > Mr Smith <i>is</i> always <i>criticising</i> his employees. 	
PRESENT PERFECT SIMPLE		PRESENT PERFECT CONTINUOUS	
Structure	<p>+ Subj + Aux (HAVE) present simple + Past Participle</p> <p>- Subj + Aux (HAVE) present simple + not + Past Participle</p> <p>? Aux (HAVE) present simple + Subj + Past Participle</p>	<p>+ Subj + Aux (HAVE) present simple + Aux (BE) past participle + to inf + -ing</p> <p>- + Subj + Aux (HAVE) present simple + not + Aux (BE) past participle + to inf + -ing</p> <p>? Aux (HAVE) present simple + Subj + Aux (BE) past participle + to inf + -ing</p>	
Use	<ol style="list-style-type: none"> Present impact of past action/recent event > Electric car sales are going up because companies <i>have reduced</i> prices. Unfinished action started in the past > I <i>haven't met</i> the HR manager this month. Unfinished periods of time > Mr Holli <i>has worked</i> for them for 20 years. (and still is) Present result of completed action in a period of time > We've <i>written</i> 20 mails since this morning. Finished past events with no time reference > We've <i>met</i> many engineers for the project. 	<ol style="list-style-type: none"> Unfinished continuous or repetitive actions > We <i>have been producing</i> washing machines for 12 years. Recently finished actions with evidence > The photocopier is hot, it <i>has been working</i> for the past three hours. Unfinished activities in a period of time > The company receptionist <i>has been answering</i> phone calls all day. (both day and phone calls haven't finished yet) 	
Indicators	<ul style="list-style-type: none"> <i>just, ever, never, already, yet, for + total duration, since + beginning of duration, still, so far, recently, this/these + time expression, today, how long</i> 	<ul style="list-style-type: none"> <i>for + total duration, since + beginning of duration, recently, this/these + time expression, today, how long</i> 	



1 Re-write these sentences with either the *present simple* or the *present continuous* of the given verbs in the right position and form.

1. Fossil fuels are causing a lot of pollution, so we to use renewable sources of energy. TRY
2. Cover e-mails cover letters. REPLACE
3. Public utilities the distribution of electricity over the grid. HANDLE
4. Stellantis several industrial plants all over the world. HAVE
5. Our Engineering division in charge of designing a new prototype. BE
6. The leaflet the advantages of nuclear power. ILLUSTRATE
7. Watch out! You off the ladder! FALL
8. What time the inspectors for the visit? COME

2 Choose the correct option.

1. John, I *have finished* / *have been finishing* working on those washing machines. They're ok, now.
2. Can you help me? I *have tried* / *have been trying* for hours to find the e-mail they sent us, but I can't find it.
3. I'm lagging behind with my job because I *have helped* / *have been helping* the new interns all day!
4. I *have known* / *have been knowing* Mr Derrick since he founded his company 30 years ago.
5. I *haven't got* / *haven't been getting* news from the company since the interview, I don't think they will hire me.
6. Our neighbours *have produced* / *have been producing* a good quantity of electrical energy with their solar panels over the year.
7. The server *hasn't worked* / *hasn't been working* properly since last week, I wonder why.
8. I think I deserve a pay rise because I *have worked* / *have been working* hard for the past three years.

3 Complete the sentences using an appropriate present tense.

1. Intel Corporation
(manufacture) microprocessors since the late 1960s.
(you, hear, ever) of them? Their products
..... (be) top of the range and even though PC manufacturing companies
..... (just, start) using them for their laptops, their sales
..... (boom), really!
2. The engineers (visit) potential sites for a new industrial plant, but they (not, make up) their mind yet. They
(say) it (be) a crucial decision. They
..... (talk) about that in the conference room right now.
3. 'What (you, read)?' – 'A statement from the trade union. Everyone
..... (complain) because they
..... (do) a lot of overtime recently and the management
..... (not, pay) them yet
..... (you, work) overtime recently?' – 'No, I never
(work) overtime.'
4. '..... (you, be) off?'
'Yes, I (leave). I
..... (work) since 7.30 this morning and I
(go through) only half of what I wanted to do, but I
..... (not, can, concentrate) anymore.'

