



GRAMMAR PRACTICE

Present Simple and Continuous at Work

Work and Careers | Routines and temporary actions | Cambridge IGCSE ESL 0511

1. Lead-in discussion

Talk with a partner. You may already use this grammar without noticing it.

No.	Question
1	What do people usually do in a part-time job?
2	What are you working on at school this week?
3	Describe a job where people deal with customers every day.
4	What skills are you developing at the moment?

2. Grammar in context

Read the text. The bold phrases show the grammar used in a natural topic context.

A Week of Work Experience

During work experience, students often learn how a workplace **operates**. A receptionist usually **answers** phone calls, welcomes visitors and deals with customers politely.

This week, our class **are completing** short placements in local businesses. I **am helping** in a small office, where the team prepares reports and organises meetings.

My supervisor says that employers **look for** reliable people who communicate clearly. At the moment, I **am improving** my confidence by speaking to different members of staff.

3. Notice the pattern

Use the present simple for routines, facts and permanent situations. Use the present continuous for actions happening now or around now.

Use	Form / signal	Example
Present simple	routine/fact	A receptionist answers phone calls.
Present continuous	happening now/around now	I am helping in a small office this week.
Time signals	usually, often, every day	Employers often look for reliable people.
Temporary signals	now, at the moment, this week	I am improving my confidence at the moment.

4. Build accurate sentences

Complete each sentence using the grammar focus. Then write two examples of your own.

No.	Prompt	Use	Your answer
1	A receptionist / answer / phone calls every day.	present simple	
2	I / complete / work experience this week.	present continuous	
3	Employers / look for / reliable workers.	present simple	
4	She / improve / her interview skills at the moment.	present continuous	

1. _____

2. _____

5. Use it in exam answers

Complete the tasks using the grammar focus naturally.

Task	What to do
Speaking	Describe a job routine and something someone is doing at work this week.
Writing	Write a paragraph about work experience using both present simple and present continuous.
Reading	Underline present simple and present continuous forms in the context text.

6. Common mistakes

Correct the mistakes.

No.	Mistake	Your correction
1	A receptionist is answering calls every day.	
2	I complete work experience this week.	
3	Employers are look for reliable workers.	
4	She improving her confidence at the moment.	

7. Topic discussion questions

Use these for pair work, small-group discussion, or speaking-test warm-up practice.

1. What skills do employers usually look for?
2. What are you trying to improve at the moment?
3. Do part-time jobs teach useful skills?
4. What does a good employee do every day?

Present Simple and Continuous at Work

4. Build accurate sentences

1. A receptionist answers phone calls every day.
2. I am completing work experience this week.
3. Employers look for reliable workers.
4. She is improving her interview skills at the moment.

Own answers will vary. Check that the grammar focus is accurate and natural.

6. Common mistakes

1. A receptionist answers calls every day.
2. I am completing work experience this week.
3. Employers look for reliable workers.
4. She is improving her confidence at the moment.

Notes for checking

1. Present simple: routine/fact - A receptionist answers phone calls.
2. Present continuous: happening now/around now - I am helping in a small office this week.
3. Time signals: usually, often, every day - Employers often look for reliable people.
4. Temporary signals: now, at the moment, this week - I am improving my confidence at the moment.