Present Simple and Continuous

PRESENT SIMPLE

- Regular activities and habits
  
  I usually send reports once a week. / As a rule she leaves work late.

- Permanent situations or facts
  
  We develop marketing strategies. / They sell top-quality products.

- Actions and events which are part of a timetable (future reference)
  
  The next ferry gets into Rotterdam at six o’clock tomorrow morning.

- With when, as soon as, after, if, etc. to talk about future time
  
  As soon as I arrive at the office, I’ll send you the invoice.

Common phrases: as a rule, generally (speaking), on the whole, once (a week / in a while), every (day, summer...), most of the time, usually, sometimes, never, often, rarely.

PRESENT CONTINUOUS

- Activities going on at the time of speaking
  
  I am working on our annual report. / She is waiting for you in the hall.

- Ongoing and unfinished activities
  
  His company is currently preparing their business plan for next year.

- Temporary situations or activities
  
  We are developing a new product. / The prices are falling at the moment.

- Gradual change and development
  
  In today’s world climate is changing rapidly.

- Appointments and arrangements in the future
  
  Peter is coming to present his new project next week.

Common phrases: currently, for the moment, at the moment, for the time being, (right) now, tomorrow.
<table>
<thead>
<tr>
<th>FORM</th>
<th>PRESENT SIMPLE</th>
<th>PRESENT CONTINUOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POSITIVE</strong></td>
<td>verb + -s / -es <em>(he, she or it)</em></td>
<td>am / is / are + verb + -ing</td>
</tr>
<tr>
<td></td>
<td><em>I</em> work</td>
<td><em>I</em> am <em>(‘m)</em> working</td>
</tr>
<tr>
<td></td>
<td>He/she/it <em>works / watches</em></td>
<td>He/she/it *is <em>(‘s)</em> working</td>
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<tr>
<td></td>
<td>We/you/they <em>work</em></td>
<td>We/you/they *are <em>(‘re)</em> working</td>
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<tr>
<td><strong>NEGATIVE</strong></td>
<td>do not / does not + verb</td>
<td>am / is / are + not + verb + -ing</td>
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<td></td>
<td><em>I</em> do not <em>(don’t)</em> work</td>
<td><em>I</em> am not <em>(‘m not)</em> working</td>
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<td></td>
<td>He/she/it <em>does not <em>(doesn’t)</em> work</em></td>
<td>He/she/it *is not <em>(‘s not / isn’t)</em> working</td>
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<td></td>
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<td>We/you/they *are not <em>(‘re not / aren’t)</em> working</td>
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<tr>
<td><strong>QUESTIONS</strong></td>
<td><em>(Wh...)</em> do / does + verb</td>
<td><em>(Wh...)</em> am / is / are + verb + -ing</td>
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<td><em>Do you work? Where do they work?</em></td>
<td><em>Am I working? Why am I working here?</em></td>
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<td></td>
<td><em>Does she work? How does it work?</em></td>
<td><em>Is he/she/it working?</em></td>
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All verbs in English are classified as either state or action verbs. State verbs express opinions, emotions, senses or possession (e.g. know, believe, understand, like, love, want, sound, taste, own...etc.) Action verbs describe things we do or things that happen (e.g. work, play, prepare, fall rise... etc.)

State verbs are rarely used in the continuous form, even when we are talking about temporary situations, e.g.:

\[ I \text{ like} \text{ his idea.} \quad I \text{ am liking} \text{ his idea.} \]

Some verbs can act as both state and action verbs depending on their meaning. When they act as action verbs they can take the present continuous, e.g.:

a) \textit{Think} as a state verb describing opinion – can't be used in the present continuous:

\[ I \text{ think} \text{ it's great.} \quad I \text{ am thinking} \text{ it's great.} \]

b) \textit{Think} as an action verb describing mental activity – can be used in both tenses:

\[ I \text{ think} \text{ about it every day.} \quad I \text{ am thinking} \text{ about it now.} \]