

## B Grammar

### 1. Present simple

+	verb (I, you, we, they) verb + -s (he, she, it)	<i>I <b>live</b> in New York City.</i> <i>Emma <b>works</b> with John.</i>
-	<i>do not / don't + verb</i> <i>does not / doesn't + verb</i>	<i>We <b>don't need</b> any more files.</i> <i>He <b>doesn't share</b> an office.</i>
?	<i>do ... verb?</i> <i>does ... verb?</i>	<i>What <b>do</b> you <b>think</b> about the contract?</i> <i><b>Does</b> John <b>have</b> a printer?</i>

We use the **present simple** when we talk about:

- \* things that happen regularly

*Vina **has** her coffee break at 10 A.M.*

***Does** Juliet often **work** overtime?*

- \* a permanent situation

*The small inn **doesn't have** a printer.*

*She **lives** within walking distance of the office.*

- \* a general truth

*Customers **expect** friendly customer service.*

*Some businesses **don't keep** accurate records of their financial transactions.*

We use some words with the present simple to show how often the action happens.

always usually frequently often sometimes seldom rarely never

*She **doesn't always read** the morning newspapers.*

*He **often brings** her lunch to work.*

### 2 Imperatives

When we give an order or tell someone to do something, we use the infinitive without *to* and no subject.

***Call** me back with the correct figures.*

***Put** these papers into the blue folder, please.*

To make a negative imperative, we use *do not / don't* and the infinitive without *to*.

***Don't use** the photocopy machine. It's broken.*

### 3 Present continuous

+	<i>am / are / is + verb + -ing</i>	<i>Emma <b>is taking</b> a coffee break.</i>
-	<i>am / are / is not + verb + -ing</i>	<i>They <b>aren't talking</b> on the phone.</i>
?	<i>am / are / is ... + verb + -ing ... ?</i>	<i><b>Is</b> John <b>waiting</b> for the email?</i>

We use the **present continuous** when we discuss about:

- \* actions that are happening at the time of speaking

***I'm sending** her an electronic copy as an email attachment now.*

*Ken **isn't using** the fax machine at the moment.*

- \* actions that are temporary

*This week we **are offering** special discounts.*

***Are** you **advertising** a position for a sales agent?*

- \* changing situations or trends

***Are** stock prices **rising**?*

*The average working area **is becoming** safer.*

We often use these words with the present continuous to show when the action is taking place.

at this moment now currently today this week this month this year

*Margot **isn't working** on the inventory report **today**.*

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

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