

Complete the rules with the following phrases.

future arrangements ongoing situations and actions ~~factual information~~
routine activities and habits temporary situations

We use the present simple to:

- give ...*factual information*.....¹
*Our company **produces** parts for the car industry.*
- talk about²
*I always **check** my e-mail first thing in the morning.*

Some verbs are almost always used in the present simple rather than the present continuous, for example *like, want, know, need*.

We use the present continuous to:

- describe³
*We're constantly **improving** the design of our products.*
- describe⁴
*She's **staying** in Frankfurt till the end of the month.*
- talk about⁵
*We're **opening** a new subsidiary next week.*

