3 **Put each verb in brackets into the present simple or present continuous.**

a) I hear (hear) that you have been promoted. Congratulations!
b) British people ..... (drink) more and more wine, apparently.
c) I hope Sarah will be here soon. I ..... (depend) on her.
d) Please be quiet, David. You ..... (forever/interrupt).
e) Hey, you! What ..... (you/think) you're doing?
f) Could you come here please? I ..... (want) to talk to you now.
g) Jane is away on holiday so Linda ..... (handle) her work.
h) To be honest, I ..... (doubt) whether Jim will be here next week.
i) You've only just started the job, haven't you? How ..... (you/get on)?
j) Pay no attention to Graham. He ..... (just/be) sarcastic.

4 **Put each verb in brackets into the present simple or present continuous.**

I work in a large office with about thirty other people, most of whom I (1) know (know) quite well. We (2) ..... (spend) most of the day together, so we have all become friends. In fact, most of my colleagues are so interesting, that I (3) ..... (think) of writing a book about them! (4) ..... (take) Helen Watson, for example. Helen (5) ..... (run) the accounts department. At the moment she (6) ..... (go out) with Keith Ballantine, one of the sales representatives, and they (7) ..... (seem) very happy together. But everyone – except Helen apparently – (8) ..... (know) that Keith (9) ..... (fancy) Susan Porter. But I (10) ..... (happen) to know that Susan (11) ..... (dislike) Keith. 'I can't stand people who never (12) ..... (stop) apologising all the time!' she told me. 'And besides, I know he (13) ..... (deceive) poor Helen. He (14) ..... (see) Betty Wills from the overseas department.' And plenty of other interesting things (15) ..... (currently/go on). For instance, every week we (16) ..... (experience) more and more problems with theft – personal belongings and even money have been stolen. When you (17) ..... (realise) that someone in your office is a thief, it (18) ..... (upset) you at first. But I (19) ..... (also/try) to catch whoever it is before the police are called in. I'm not going to tell you who I (20) ..... (suspect). Well, not yet anyway!