

**CLB 5 Work Schedule 1**

It is important to be able to fill in a schedule. Amira's boss asks her to fill in a schedule when she finishes work.

Instructions:

1. Read the notice about Amira's day at work.
2. Fill in the schedule to show what Amira does. Use the letter **o**.
3. Answer the questions.

NOTICE

Attention: All Staff

From: Management

Please read about our employee of the month:

Amira works part-time at Handy Bakery. She works after school for four hours every day. On weekdays, she cleans. On Saturdays or Sundays, Amira helps the customers in the bakery and



doesn't do any cleaning on those days. Her boss wants Amira to put an **o** on the days she helps customers and cleans on the schedule. The boss puts X's on the days he doesn't want Amira to do something. Amira loves the weekends. She likes helping the customers because she can practice her English.

Last week, Amira's schedule was the following. On Monday, Amira vacuumed the carpets and mopped the floors. Tuesday, she emptied the garbage and cleaned the windows. On Wednesday, she washed the tops of the fridges and emptied the recycling. On Thursday, there was no garbage to take out, so Amira dusted everywhere instead. She was going to also water all of the plants but then changed her mind after looking at the schedule. Amira did a great job of following instructions and coming to work with a great attitude every day!

Good Work Amira!

Schedule for September 6-12

Task	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Empty garbage							X
Vacuum							
Mop Floors							
Water Plants		X	X	X		X	X
Dust							
Clean windows	X						
Empty recycling							
Wash fridge tops							
Serve Customers					X		

1. What days will Amira help customers? _____

2. Why did Amira change her mind about watering the plants on Thursday?

3. What day should Amira not clean windows? _____

4. Do you think Amira can speak English quite well? **YES/ NO**

Explain your answer. _____

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