

UNIT 1 ➤ Working day

Lesson 1.1 Daily tasks

Vocabulary A Choose the correct word to complete the sentences.

- 1 She *arrives* / *goes* to meetings every day.
- 2 He often has to *process* / *analyse* orders.
- 3 I *do* / *write* emails every day.
- 4 I always *start* / *make* work at 9 o'clock.
- 5 In our job we *answer* / *analyse* data every day.
- 6 He often *writes* / *processes* reports.
- 7 They sometimes *do* / *make* research about new products.
- 8 I rarely *travel for* / *travel about* work.
- 9 We usually *finish* / *stop* to work at 6 p.m.
- 10 We don't *make* / *speak* calls to customers.

Communicative grammar B Choose the correct word to complete the sentences.

- 1 I *'m* / *aren't* a Sales Manager.
- 2 She *doesn't* / *don't* go to meetings.
- 3 You *are* / *is* an IT Specialist.
- 4 He always *arrive* / *arrives* at 8 o'clock.
- 5 They never *go* / *goes* to meetings.
- 6 We *is* / *are* Production Engineers.
- 7 I rarely *finishes* / *finish* work before 6 p.m.
- 8 You never *have* / *has* meetings with the manager.

C Write sentences using the information in the box and the prompts.

	go to meetings	start work at 8 o'clock	answer the phone
Liz	often	always	usually
Johan	sometimes	rarely	never
David and Beth	always	usually	sometimes

- 1 Liz / go to meetings _____
- 2 Johan / start work at 8 o'clock _____
- 3 David and Beth / answer the phone _____
- 4 Liz / start work at 8 o'clock _____
- 5 Johan / answer the phone _____
- 6 David and Beth / go to meetings _____
- 7 Liz / answer the phone _____
- 8 Johan / go to meetings _____
- 9 David and Beth / start work at 8 o'clock _____