

# Daily Routine & Office Life

Present Simple (Affirmative, Negative, Questions) & Adverbs of Frequency

## UNIT1

### READING PASSAGE: Laura's Daily Routine

Hello, my name is Laura and I'm 24 years old. I work as an office administrator in a transport company. My job is important because I help many departments, like Human Resources, Sales, Accounting and Logistics. I support my manager and work with my colleagues every day.

I always start work at 9 a.m., but I usually arrive ten minutes early. First, I check and answer emails, then I often organize meetings for my manager and prepare reports for the Accounting department. I sometimes call suppliers and I frequently answer phone calls from clients. I also book meeting rooms, make photocopies, update the company database and write invoices. I rarely welcome visitors, but when I do, I always offer them coffee or water.

I usually have a short breakfast before work: I drink coffee and eat toast. At 1:30, I have lunch with my colleagues in the canteen. In the afternoon, I often file documents, complete forms, and sometimes help the IT department with basic problems. I usually finish work at 5:30 p.m.

After work, I usually go to the gym or play tennis. I often meet friends for a snack or a drink. At home, I sometimes watch TV or read. I always have dinner with my family, relax, and I never go to bed late during the week. I like my job because it is organized, dynamic, and useful for my future.

### SECTION 1: Vocabulary Matching

Match the vocabulary word on the left with its correct definition on the right.

☐ 1. Invoices

☐ A. People you work with every day.

☐ 2. Suppliers

☐ B. Organize paper files or electronic folders.

☐ 3. Book a meeting room

☐ C. Reserve a space for a corporate meeting.

☐ 4. Canteen

☐ D. Companies that sell products/services to you.

☐ 5. File documents

☐ E. Official bills asking clients for payment.

☐ 6. Colleagues

☐ F. The dining area/cafeteria inside a company.

### SECTION 2: Reading Comprehension (True / False )

1. Laura works in a bank. ☒ T/F

2. Laura usually arrives at work at 8:50 a.m. ☒ T/F

3. She welcomes visitors every single day. ☒ T/\*F

4. She has lunch with her colleagues in the canteen at 1:30 p.m. ☒ T/F

### SECTION 3: Present Simple – Affirmative (3rd Person Singular)

Rewrite the sentences changing "I" to "Laura" or "She". Pay attention to verb endings (-s, -es, irregulars).

1. I start work at 9:00 a.m.

→ Laura

2. I check and answer emails every morning.

→ She

3. I organize meetings for my manager.

→ Laura

4. I have lunch in the canteen at 1:30.

→ She

5. I finish work at 5:30 p.m.

→ Laura

6. I go to bed early during the week.

→ She

### SECTION 4: Present Simple – Negative Form

[don't/doesn't + verb]

Complete the sentences using **don't** or **doesn't** and the verb in brackets.

1. Laura  (not / start) work at 10:00 a.m.

2. She  (not / work) in the Sales department.

3. Laura and her colleagues  (not / eat) lunch at an expensive restaurant.

4. She  (not / go) to bed late on weekdays.

5. Clients  (not / visit) the office very often.

### SECTION 5: Present Simple – Questions & Short Answers

[Do/Does ...]

1. (Laura / work / in a transport company?)

Question:

Short Answer:

2. (she / write / invoices / for Accounting?)

Question:

Short Answer:

3. (Laura and her colleagues / finish / work at 8:00 p.m.?)

Question:

Short Answer:

4. (Laura / play / football / after work?)