4.2 The Working Day Starts



Connie: "I'm a secretary. My working day starts at 9 o'clock. I have to be at the office by 9 am. I try to come 5 minutes earlier. I'm never late for work. I usually arrive on time. Sometimes I show up late because of the traffic jam."



Go through tons of paper work.

Ex 5. *Unfortunately, the translation of the phrases in the Memory Box has got mixed up. Put the Russian phrases in the right order.*

MEMORY BOX

THE WORKING DAY STARTS

1.	**arrive at the office at... /5 minutes earlier**	☐	пить кофе на рабочем месте
2.	**be/come on time**	☐	пойти на ланч в столовую/ кафетерий
3.	**be/show up (5 minutes) late**	☐	болтать с коллегами
4.	**turn on the computer**	☐	прийти на работу в.../на 5 минут раньше
5.	**look through the mail**	☐	пойти на прогулку
6.	**check the e-mail**	☐	пойти на ланч куда-либо

LUNCH BREAK

7.	**have lunch break at...**	☐	«выскочить» за бутербродом
8.	**go out for lunch**	☐	приходить вовремя
9.	**go down to the canteen/ cafeteria for lunch**	☐	проверить электронную почту
10.	**go out to get oneself a sandwich**	☐	опоздать на 5 минут
11.	**have coffee at one's desk**	☐	просмотреть почту
12.	**chat with the colleagues**	☐	перерыв на ланч в...
13.	**go out for a walk**	☐	включить компьютер

LIVEWORKSHEETS

Ex 6. *How does Connie's working day start? Make sentences with the verbs on the left and the phrases on the right. Some variants are possible.*

1. First of all she turns on	a)	she goes out for a walk in the park.
2. Then she looks through	b)	her e-mail.
3. She checks	c)	for the lunch break.
4. She reads	d)	she has a cup of coffee at her desk.
5. By the time she has answered the mail, it's time	e)	the computer.
6. Usually she goes out	f)	to the cafeteria to chat with the colleagues.
7. When she has much work	g)	the faxes.
8. Sometimes she goes down	h)	to get herself a sandwich.
9. When the weather is fine	i)	the mail.
10. Sometimes she goes out	j)	for lunch.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Ex 7. *What does Connie think about her work? Complete the sentences with* MUST *or* HAVE TO. *Sometimes both variants are possible.*

1. I must come to my office on time, I don't want to lose the job. 2. I ..... get up at 7 o'clock to come five minutes earlier. 3. I ..... finish reading the mail before lunch, I want it to be ready by Mr Watson's arrival. 4. When I have much work, I ..... go out for lunch an hour later. 5. The boss says you ..... look impeccable (безукоризненный) at the office. 6. I ..... type the letters carefully, I hate to make mistakes. 7. I ..... eat my lunch at my desk today, we expect an important call from our partners. 8. Sometimes when we have a meeting I .... stay at the office longer. 9. The weather is so nice today, I'd like to go out for a walk I ..... be through with the mail before lunch.

Ex 8. *Translate the sentences from Russian into English.*

1. Я нашла этого котёнка, когда гуляла в парке.
   I found this kitten when I was walking in the park.
2. Она нашла это письмо, когда просматривала почту.
   .....
   .....
3. Мы пили кофе, когда позвонил директор.
   .....
4. Компьютер прекратил работать, когда я проверяла свою почту.
   .....
5. Когда я печатала эти документы, позвонили наши клиенты (customers).
   .....
6. Когда рабочий день начался, я всё ещё стояла в пробке (wait in the traffic jam).
   .....

Grammar



THE PAST CONTINUOUS AND THE PAST SIMPLE TENSE

We often use **the Past Simple** and **the Past Continuous** together to say that something happened in the middle of something else (some action in progress):

PAST SIMPLE
↓
PAST CONTINUOUS

- **I was driving** to work when the accident **happened**.

LIVEWORKSHEETS

Ex 9. *Each of the sentences below contains a mistake. Correct the mistakes.*

1. Hilary is in the bathroom, washing up her hair. .....
2. Can you drop me out on your way to work, please? .....
3. My children go to school with the bus. .....
4. I'm tired. Let's go to home. .....
5. No more television now! It's time to go to the bed. .....

4.3 After School/Work



Liz: After school I sometimes go shopping or just walk around town for a while. When I come home, I usually relax for some time. I listen to the radio, watch TV or chat with my friends. I get a quick snack and start doing my homework. We usually have dinner in the evening at about 7 o'clock.

LIVEWORKSHEETS

Ex 10. *Sally's mother always calls her on Saturday morning to know how her daughter's week was, if she managed to do everything she had planned. Translate Sally's answers from Russian into English.*



Mother: Hello, Sally, how are you?

Sally: (1) Здравствуй, мама. Спасибо, у меня все в порядкё. Но я очень устала. Это была очень загруженная (busy) неделя. .....
.....
.....
.....

Mother: I know, dear. You made such impractical (невыполнимый) plans for the week, didn't you?

Sally: (2) Да, ты права, но всё это надо было сделать. В понедельник у меня был назначен визит к врачу. (have an appointment with)
.....
.....

Mother: That's the first thing I wanted to ask you about. What did the doctor say?

Sally: (3) Всё хорошо, мама. Врач разрешил мне ходить в фитнес-центр два раза в неделю.
.....

Mother: I'm so glad, dear. Keeping fit is so important for you, you work so much. And did you watch that new film with Kevin Costner on Tuesday evening?

Sally: (4) Конечно, я получила огромное удовольствие. .....
.....

Mother: What did you do on Wednesday evening? Did you have your colleagues over for dinner?

Sally: (5) Да, конечно. Это был очень приятный вечер .....
.....

Mother: I'm so sorry I couldn't help with the dinner. When did you do the shopping?

Sally: (6) Я купила всё к обеду после визита к врачу. .....
.....
.....

Mother: Sally, and when are you going to the Fitness Centre? What would you like to do there?

Sally: (7) Первое занятие было в четверг. Я занимаюсь аэробикой (do aerobics). .....
.....
.....

Mother: That's great! Did you meet Tom on Friday evening as usual?

MEMORY BOX

AFTER WORK

come/get home from work at
be tired/hungry
cook/have dinner
go out for dinner
go shopping/do the shopping
watch TV/a film/a movie
listen to the radio
go to the theatre/the cinema
read a book/a magazine
go to a fitness centre/a swimming pool
take a bicycle ride
play tennis
meet friends
have an appointment with
have a date
go to bed early/have an early night

LIVEWORKSHEETS

Sally: (8) Конечно, мама. Мы ходили в театр, я же тебе говорила об этом на прошлой неделе. .....
.....

Mother: Sorry, dear. Sometimes I forget things, you know.

Sally: (9) Прости, мама. Я должна бежать. Сегодня суббота. У меня теннис в 11.00. Пока!
.....
.....

Mother: Bye, dear. Have a nice day!

LIVEWORKSHEETS