

## My daily work routine

### True or False?

- She is a marketing director.
- Her company sells baby food.
- Her job is the same every day.
- She doesn't receive voicemail messages at work.
- Usually she meets with other members of her team on Friday morning.
- She has a coffee break at 12 p.m.
- She has a meeting of the executive team twice a month.
- She rarely holds video conferences with suppliers.
- She goes on a business trip only to New York.
- Her lunchtime usually takes an hour.
- She hardly ever eats at the staff canteen.
- She seldom has a lunch meeting with a team.
- She usually has only coffee at her desk.
- She occasionally goes for lunch with a client.
- She writes reports daily.
- She is out of the office by 5 p.m.
- She hardly ever works late.

**Make questions about these sentences:**

1. She's a marketing manager. (What?)
2. Her company sells cosmetics.(What?)
3. Her job is varied. (What?)
4. She arrives at work at 8:30 (When?)
5. The first thing she does in the office is check the e-mail, answer important messages and listen to voicemail messages.(What?)
6. She meets with other members of the team on Monday morning.(Who/with?) (When?)
7. They discuss ongoing projects and how to fix deadlines.(What?)
8. The meeting lasts for about an hour.(How long?)
9. The coffee break is usually at 10:30.(When?)

10. She has a meeting of an executive team once a month.(How often?) (Who/with?)

11. She rarely holds video conferences with suppliers.(How often?) (Who/with?)

12. She goes on a business trip to New York and Rome.(Where /to?) (What?)

13. She is on a business trip from time to time.(How often?)

14. She is seldom away.(How often?)

15. Generally, her lunchtime takes 45 minutes. (How long?)

16. She hardly ever eats at a staff canteen because she doesn't like the food there.  
(How often?) (Why?)

17. Sometimes she meets with a team for lunch.(How often?) (Who/with?)

18. She usually prefers to eat a sandwich at the desk.(What?) (Where?)

19. She writes reports weekly and monthly.(How often?) (What?)

20. Normally, she is out of the office by 6 p.m. (What time?)

21. She often works late. (How often?)

### What's missing?

- She \_\_\_\_\_ late.
- She is \_\_\_\_\_ office by 6 p.m.
- She eats a sandwich at her \_\_\_\_\_.
- She is seldom \_\_\_\_\_ a \_\_\_\_\_ trip.
- She hardly ever eats at a \_\_\_\_\_ because she doesn't like the food there.
- Her lunchtime \_\_\_\_\_ 45 minutes.
- She rarely \_\_\_\_\_ video conferences with suppliers.
- She \_\_\_\_\_ reports weekly and monthly.
- The coffee \_\_\_\_\_ is usually at 10:30.
- They discuss \_\_\_\_\_ projects and how to \_\_\_\_\_ deadlines.
- The meetings \_\_\_\_\_ for an hour.
- They \_\_\_\_\_ ongoing projects.
- Her job is \_\_\_\_\_.
- The \_\_\_\_\_ she does in the office is check e-mails.