5 Do you work better when you have your own space and personal things near you? Or do you like to have a new place to work each day? Tell your partner. Use the words in the box and the phrases below.

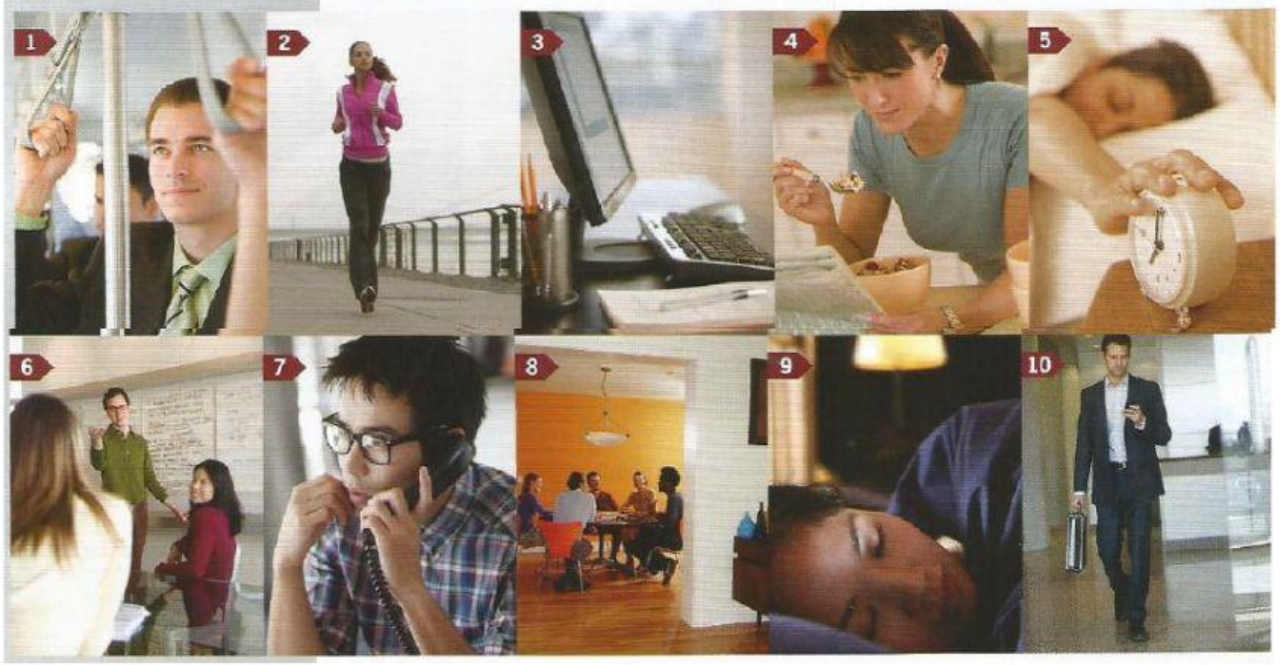
flexible hours	hot-desking	personalized work space	regular working hours
reserve a desk	routine	stressful	

I like / don't like ... *I think ... is ...* *I think it's a good idea to ...*

A day in your life

1 Match the words and phrases (a–j) to the photos (1–10).

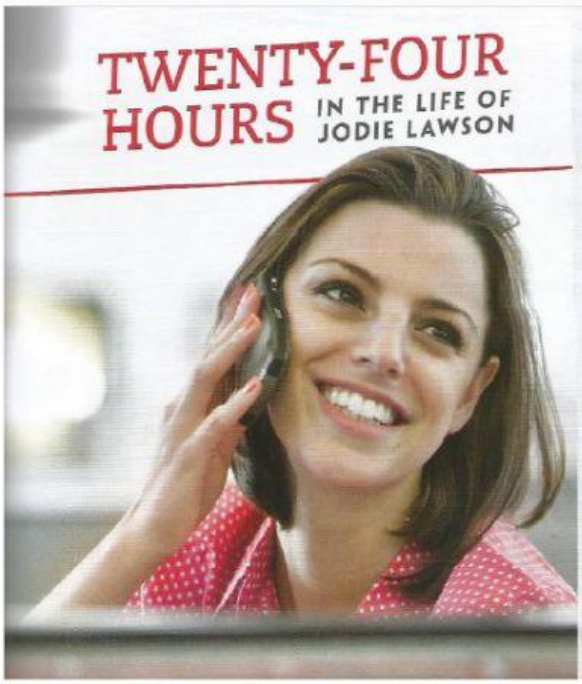
a	turn on a computer ☐	**f**	leave work ☐
b	go to work ☐	**g**	see friends and family ☐
c	take a call ☐	**h**	go to bed ☐
d	get up ☐	**i**	run ☐
e	have breakfast ☐	**j**	make a presentation ☐



LIVEWORKSHEETS

2 Complete the text with the verbs in the box in the correct form.

begin	enjoy	get up	involve	leave	like
listen	make	read	run	take	turn on



Jodie Lawson, Young Businessperson of the Year, is the managing director of roundpegsquare.com, an Internet-based recruitment agency. Her day (a) _____ at 7.15 when the alarm goes off. But she doesn't often (b) _____ straight away. She lies in bed and (c) _____ to the news on the radio.

She usually goes to work by bus, but she sometimes (d) _____. She likes running and finds it relaxing. It (e) _____ her about 35 minutes to get to work – about the same as the bus.

When she gets to the office, she (f) _____ the computer, (g) _____ her emails and has breakfast – a bowl of cereal. Her morning always (h) _____ meetings, taking calls from clients and dealing with emails. Most days, she has lunch at her desk, but sometimes she goes out with a client, or (i) _____ a lunchtime presentation.

In the afternoon, she is usually out of the office visiting clients. She (j) _____ work around seven, but quite often goes to an evening meeting. To relax, she (k) _____ to see her friends and family, and (l) _____ going away at the weekend and getting out of the city. She goes to bed between 11 and midnight.

3 1.25 Listen to an interview with Jodie Lawson and check your answers to 2.

4 Complete the questions (a–k) for the answers from the Jodie Lawson interview.

a What time *do you get up*?
My day begins at 7.15 when my alarm goes off, but I don't often get up then.

b _____ _____ _____ _____ for breakfast?
I have a bowl of cereal when I get to work.

c _____ _____ _____ _____ _____ work?
I usually take the bus.

d How _____ _____ _____ take?
It takes about 35 minutes.

e What's the first thing _____ _____ when _____ _____ _____ work?
I turn the computer on, read my emails and eat breakfast.

f _____ _____ a typical morning involve?
We always have meetings in the morning, and I also take clients' calls and deal with emails.

g Where _____ _____ _____ lunch?
I usually have it at my desk.

h What _____ _____ _____ _____ _____ afternoon?
I am usually out of the office. I visit clients.

i _____ _____ _____ you go home?
I leave work around seven, but I often go to an evening meeting.

j How _____ _____ _____?
Apart from running, I like to see my friends and family.

k What _____ _____ _____ _____ _____ bed?
Usually between 11 and midnight.

5 1.25 Listen to the interview again and check your answers to 4.

LIVEWORKSHEETS

Phrase bank: Routines

What time do you (start work)?
Do you work flexitime?
How often do you have meetings?
How do you relax?
I usually leave early on Friday.
He is always late for work.

Vocabulary

Collocations

1 Match the words and phrases (1–11) to the verbs (a–k).

a	clear	3	**1**	a language
b	travel		**2**	television
c	speak		**3**	your desk
d	eat		**4**	breakfast
e	play		**5**	tennis
f	see		**6**	abroad
g	watch		**7**	a computer
h	read		**8**	friends
i	cut		**9**	an email
j	turn on		**10**	costs
k	spend		**11**	time

LIVEWORKSHEETS