

**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

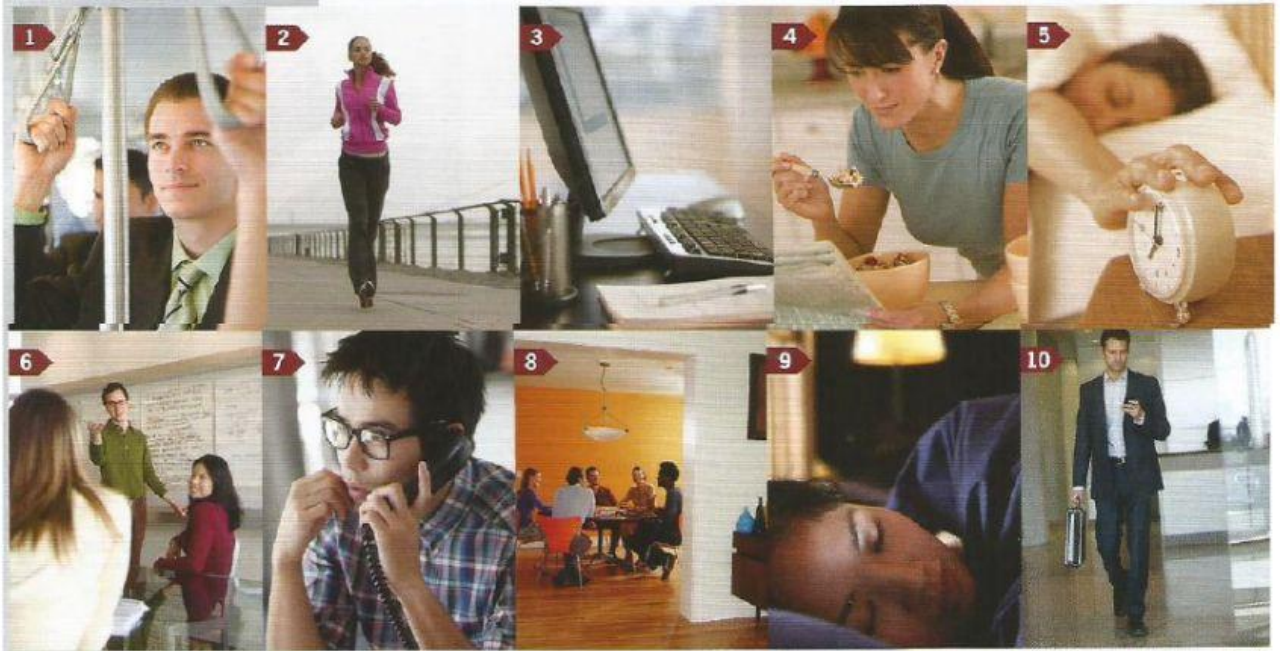
*I like / don't like ...   I think ... is ...   I think it's a good idea to ...*

## A day in your life

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

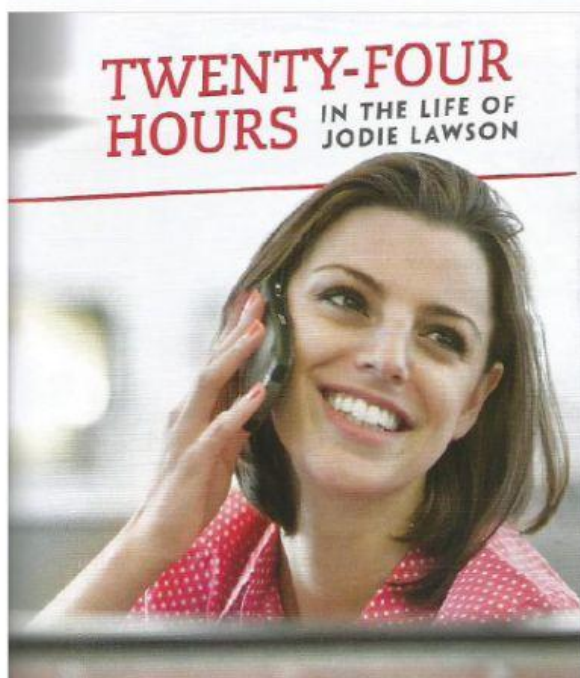
- a** turn on a computer ☐
- b** go to work ☐
- c** take a call ☐
- d** get up ☐
- e** have breakfast ☐

- f** leave work ☐
- g** see friends and family ☐
- h** go to bed ☐
- i** run ☐
- j** make a presentation ☐



## 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.

### 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   | <input type="text" value="3"/> |
| b | travel  | <input type="text"/>           |
| c | speak   | <input type="text"/>           |
| d | eat     | <input type="text"/>           |
| e | play    | <input type="text"/>           |
| f | see     | <input type="text"/>           |
| g | watch   | <input type="text"/>           |
| h | read    | <input type="text"/>           |
| i | cut     | <input type="text"/>           |
| j | turn on | <input type="text"/>           |
| k | spend   | <input type="text"/>           |

- |    |            |
|----|------------|
| 1  | a language |
| 2  | television |
| 3  | your desk  |
| 4  | breakfast  |
| 5  | tennis     |
| 6  | abroad     |
| 7  | a computer |
| 8  | friends    |
| 9  | an email   |
| 10 | costs      |
| 11 | time       |