

Work and play

1 At work

Tick the things that you do in your work.

make phone calls	☐	write emails in English	☐
talk to clients	☐	attend meetings	☐
send faxes	☐	photocopy documents	☐
print documents	☐	deal with suppliers	☐
make coffee	☐	give presentations	☐
prepare invoices	☐	write letters	☐
go on business trips	☐	interview job candidates	☐

Work in pairs. Ask and answer questions with 'Do you?', for example:

'Do you make phone calls in your job?'

2 Free time

Write the correct activity below each picture.

cook
go to the gym

go jogging
meet friends

go shopping
read

go skiing
watch TV



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____

3 What do you do in your free time?

Richard and Julie work for the same company, but they have very different lifestyles! Read their conversation below.



Richard



Julie

- Julie:** So, what do you do in your free time?
- Richard:** Well, I **often** watch TV in the evening. What about you?
- Julie:** I go jogging, and I **sometimes** meet friends in the evening.
- Richard:** How often do you go jogging?
- Julie:** I go jogging every morning. And you?
- Richard:** I **hardly ever** go jogging. Maybe once a year!
- Julie:** Do you cook?
- Richard:** No, I **never** cook. I **always** order pizza. And you?
- Julie:** I cook every day. I love cooking!
- Richard:** How often do you travel?
- Julie:** I travel twice a year. In winter, I **usually** go skiing. Do you travel?
- Richard:** Yes, I do. Every summer. But I **rarely** travel in winter.

Write the words **in bold** in the chart:

never → _____ → _____ → *sometimes* → _____ → _____ → *always*

0%

100%

4 Adverbs of frequency

Look at the rules for using adverbs of frequency.

- Use adverbs of frequency (always, usually, often, rarely, etc.) to answer the question *How often ...?*
- Adverbs of frequency go *before* all verbs (except *be*), for example
*I **always** go shopping on Sundays.*
- Adverbs of frequency go *after* the verb *be*, for example
*I am **never** late for work.*

Look at the sentences below. Add an adverb of frequency to make them true for you. Compare with a partner. Example:

I read in the morning --> I **hardly ever** read in the morning.

1. I read a newspaper in the morning.
2. I go skiing in winter.
3. I meet friends in the evening.
4. I talk to clients at work.
5. I am late for my English lessons.
6. I write emails in the morning.
7. I am hungry in the evening.

5 Once/twice/three times a ...

Answer the questions about Richard and Julie:

1. How often does Julie go jogging?
2. How often does Richard go jogging?
3. How often does Julie travel?

Now answer the questions about you using 'once/twice/three times a ...', 'every ...' or 'never'.

1. How often do you go on business trips?
2. How often do you read a book?
3. How often do you attend meetings?
4. How often do you send faxes?
5. How often do you travel?
6. How often do you drink coffee?

6 How healthy are you?

Work in pairs. Interview your partner.

1. How often do you cook?
a. Hardly ever .. 1 b. Sometimes .. 2 c. Often 3 d. Every day 4
2. How often do you go jogging?
a. Never 1 b. Rarely 2 c. Sometimes .. 3 d. Often 4
3. Do you smoke?
a. Yes 1 b. Sometimes .. 2 c. Rarely 3 d. No 4
4. How often are you stressed?
a. Always 1 b. Often 2 c. Sometimes .. 3 d. Never 4
5. How often do you watch TV?
a. Every day 1 b. Often 2 c. Sometimes .. 3 d. Never 4
6. Do you go to the gym?
a. Never 1 b. Rarely 2 c. Sometimes .. 3 d. Often 4

Add the scores together and compare with the key:

Your lifestyle is ...

22-24..... very healthy

18-22 healthy

13-17..... OK

6-12..... not very healthy