

Present simple writing task



Do you work? What is your job **title**? What is your **daily routine** at work?

First think about your **job description**.

What are your **likes** and **dislikes** about your job?

What are your responsibilities or duties each day?

What uniform do you have to wear?

What hours do you work?

What qualifications, experience and skills do people need to do this job?

To answer these questions write in full sentences and paragraphs.

This exercise will help you if you have to make a personal statement for an application form, CV or job interview in the future.