

**UNIT 1 > Working day**

**Lesson 1.1 Daily tasks**

**Vocabulary A** Choose the correct word to complete the sentences.

- 1 She *arrives / goes* to meetings every day.
- 2 He often has to *process / analyse* orders.
- 3 I *do / write* emails every day.
- 4 I always *start / make* work at 9 o'clock.
- 5 In our job we *answer / analyse* data every day.
- 6 He often *writes / processes* reports.
- 7 They sometimes *do / make* research about new products.
- 8 I rarely *travel for / travel about* work.
- 9 We usually *finish / stop to* work at 6 p.m.
- 10 We don't *make / speak* calls to customers.

**Communicative grammar B** Choose the correct word to complete the sentences.

- 1 I *'m / aren't* a Sales Manager.
- 2 She *doesn't / don't* go to meetings.
- 3 You *are / is* an IT Specialist.
- 4 He always *arrive / arrives* at 8 o'clock.
- 5 They never *go / goes* to meetings.
- 6 We *is / are* Production Engineers.
- 7 I rarely *finishes / finish* work before 6 p.m.
- 8 You never *have / has* meetings with the manager.

**C** Write sentences using the information in the box and the prompts.

	go to meetings	start work at 8 o'clock	answer the phone
<b>Liz</b>	often	always	usually
<b>Johan</b>	sometimes	rarely	never
<b>David and Beth</b>	always	usually	sometimes

- 1 Liz / go to meetings \_\_\_\_\_
- 2 Johan / start work at 8 o'clock \_\_\_\_\_
- 3 David and Beth / answer the phone \_\_\_\_\_
- 4 Liz / start work at 8 o'clock \_\_\_\_\_
- 5 Johan / answer the phone \_\_\_\_\_
- 6 David and Beth / go to meetings \_\_\_\_\_
- 7 Liz / answer the phone \_\_\_\_\_
- 8 Johan / go to meetings \_\_\_\_\_
- 9 David and Beth / start work at 8 o'clock \_\_\_\_\_