

UNIT 0

Objective: To recognize the use of present simple to talk about routines.



I. Answer the question: What vocabulary about routines do you know?

II. Listen to the audio and fill in the gaps.

help	answer	watch	need	go	welcome
prepare	have	update	read	relax	schedule
start	organize	finish	go	work	

I _____ as a secretary in a small office. I _____ work at nine o'clock every day.

In the morning, I _____ emails and phone calls. I also _____ documents and _____ meetings for my boss.

I usually _____ lunch at one o'clock. In the afternoon, I _____ reports and _____ files on the computer. I _____ visitors and _____ coworkers when they _____ information.

I _____ work at six o'clock. After work, I _____ home and _____. I sometimes _____ TV or _____ a book. I _____ to bed at around eleven o'clock.

III. Speaking: Answer the following questions according to the audio.

1. What time does he start work?
2. What does he do in the morning?
3. What does he do in the afternoon?
4. What does he do after work?
5. Does he like his job? Why?

You can use the following expressions...

- *He starts work at...*
- *He answers emails and...*
- *Yes, he does./No, he doesn't, because...*



GRAMMAR SECTION

CONJUGATION			
-ss, -x, -ch, -sh, -o	c+y	other verbs	have
add "es"	y-> i + es	add "s"	has

IV. Speaking: Tell me about you...

1. What time do you start your day?
2. What do you do in the morning?
3. Where do you work or study?
4. What do you do after work?
5. What do you do in the evening?

Optional support phrases:

- *I usually...*
- *I sometimes...*
- *I work as...*
- *After work, I...*

