



PREPARE TO WRITE

A paragraph about work

GET READY Look at the article about Nina and Julia's work experience on page 42. Find examples of full stops (.), capital letters (A, B, C) and apostrophes (').

Full stops – These are at the end of a sentence.

Capital letters – Use these after a full stop. Also use them for names, days of the week and months, and for the word 'I'.

Apostrophes – These are for contractions (*I've got*) and for possessives (*Jane's dog*).

Read the paragraph about a teenager's day at work. Add full stops, capital letters and apostrophes.

My friend sarahs got a job in a café in the centre of town the cafés called the silver fish and the managers name is bill on saturday, sarah started at 9.00 am she cleaned the floors and served customers after that she helped the cook make soup it was really busy but sarah enjoyed the day

Nina: I was really happy about working in a café, because I'd like to be a cook one day. But I didn't do any cooking at all. Instead I served food and drinks to the customers, cleaned the tables and washed the floor. The café opened at 7 am and closed at 6 pm, but my working hours were 6 am to 2 pm. The staff were friendly, but we didn't have much time for talking. We were all really busy!

Julia: I worked in the office of a TV company. At first, I was upset about that. My plan was to work in a TV studio, not in an office. But the staff were all very nice to me, and I learned a lot about the business. I started at 10 am and finished at 6 pm. In the morning, I opened all the letters. Then I helped my boss with different jobs. Sometimes I answered the phone. Other times he asked me to use the computer to look for information he needed. I was often so busy that I only had ten minutes for lunch!

PLAN Talk to someone you know who has a job. Ask them about what they did one day last week. Make notes using some or all of these verbs:

close	enjoy	finish	open	start
stop	travel	use	work	

WRITE Write a paragraph about the person's day. Write about 50 words.

IMPROVE In pairs, read your paragraph and your partner's. Check for mistakes with punctuation.

WRITING

A paragraph about work

1 Read the text and answer the questions.

1 Where did the writer's dad work?

2 Did he enjoy his job?

My dad's first job

My dad worked in an office in a school. he started work at 8 o'clock and he finished at 3 o'clock He didnt earn much money, but the people were very friendly and he liked the students my dad used a computer at work for the first time in 1981 my dads job was fun because it was busy.

2 Read the text again and add the punctuation below.

- a** three capital letters
- b** three full stops
- c** two apostrophes

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3 You are going to write about a job that John did. Look at the questions and match them to John's answers.

- | | | |
|--|-------|---|
| 1 Where did you work? | _____ | a yes, it was hard work but fun – the people were friendly |
| 2 What time did you start and finish? | _____ | b in a fish factory |
| 3 Did you earn a lot of money? | _____ | c blue trousers and a blue jacket |
| 4 What did you wear? | _____ | d no |
| 5 Did you enjoy your job? | _____ | e 6 o'clock and 2 o'clock |

4 Write a paragraph about John's job. Use the information in Exercise 3 and write about 50 words. Remember to use capital letters, full stops and apostrophes correctly.
