

ENGLISH WORKSHEET: Daily Routine & Office Life

LIVEWORKSHEETS READY

Present Simple (Affirmative, Negative, Questions) & Adverbs of Frequency

Student: _____

Date: _____

Group: _____

READING PASSAGE: Laura's Daily Routine

[Read & Answer]

Hello, my name is Laura and I'm 24 years old. I work as an office administrator in a transport company. My job is important because I help many departments, like Human Resources, Sales, Accounting and Logistics. I support my manager and work with my colleagues every day.

I always start work at 9 a.m., but I usually arrive ten minutes early. First, I check and answer emails, then I often organize meetings for my manager and prepare reports for the Accounting department. I sometimes call suppliers and I frequently answer phone calls from clients. I also book meeting rooms, make photocopies, update the company database and write invoices. I rarely welcome visitors, but when I do, I always offer them coffee or water.

I usually have a short breakfast before work: I drink coffee and eat toast. At 1:30, I have lunch with my colleagues in the canteen. In the afternoon, I often file documents, complete forms, and sometimes help the IT department with basic problems. I usually finish work at 5:30 p.m.

After work, I usually go to the gym or play tennis. I often meet friends for a snack or a drink. At home, I sometimes watch TV or read. I always have dinner with my family, relax, and I never go to bed late during the week. I like my job because it is organized, dynamic, and useful for my future.

SECTION 1: Vocabulary Matching

Syntax: join:1, join:2...

Match the vocabulary word on the left with its correct definition on the right.

join:1 1. Invoices

join:6 A. People you work with every day.

join:2 2. Suppliers

join:5 B. Organize paper files or electronic folders.

join:3 3. Book a meeting room

join:3 C. Reserve a space for a corporate meeting.

join:4 4. Canteen

join:2 D. Companies that sell products/services to you.

join:5 5. File documents

join:1 E. Official bills asking clients for payment.

join:6 6. Colleagues

join:4 F. The dining area/cafeteria inside a company.

SECTION 2: Reading Comprehension (True / False & Correction)

Syntax: choose: / text box

1. Laura works in a bank. choose:T/*F

Correction: She doesn't work in a bank. / She works in a transport company.

2. Laura usually arrives at work at 8:50 a.m. choose:*T/F

3. She welcomes visitors every single day. choose:T/*F

Correction: She doesn't welcome visitors every day. / She rarely welcomes visitors.

4. She has lunch with her colleagues in the canteen at 1:30 p.m. choose:*T/F

SECTION 3: Present Simple – Affirmative (3rd Person Singular)

Syntax: [exact answer]

Rewrite the sentences changing "I" to "Laura" or "She". Pay attention to verb endings (-s, -es, irregulars).

1. I start work at 9:00 a.m.

→ Laura starts work at 9:00 a.m.

2. I check and answer emails every morning.

→ She checks and answers emails every morning.

3. I organize meetings for my manager.

→ Laura organizes meetings for her manager.

4. I have lunch in the canteen at 1:30.

→ She has lunch in the canteen at 1:30.

5. I finish work at 5:30 p.m.

→ Laura finishes work at 5:30 p.m.

6. I go to bed early during the week.

→ She goes to bed early during the week.

SECTION 4: Present Simple – Negative Form

Syntax: [don't/doesn't + verb]

Complete the sentences using **don't** or **doesn't** and the verb in brackets.

1. Laura doesn't start (not / start) work at 10:00 a.m.

2. She doesn't work (not / work) in the Sales department.

3. Laura and her colleagues don't eat (not / eat) lunch at an expensive restaurant.

4. She doesn't go (not / go) to bed late on weekdays.

5. Clients don't visit (not / visit) the office very often.

SECTION 5: Present Simple – Questions & Short Answers

Syntax: [Do/Does ...]

1. (Laura / work / in a transport company?)

Question: Does Laura work in a transport company?

Short Answer: Yes, she does.

2. (she / write / invoices / for Accounting?)

Question: Does she write invoices for Accounting?

Short Answer: Yes, she does.

3. (Laura and her colleagues / finish / work at 8:00 p.m.?)

Question: Do Laura and her colleagues finish work at 8:00 p.m.?

Short Answer: No, they don't.

4. (Laura / play / football / after work?)