ESL PRACTICE WORKSHEET

Daily Routines, Frequency Adverbs & Time Expressions

Level A1 Elementary • Vocabulary & Word Order Practice

Name: _____

Date: _____ Class: _____

Score: _____ / 20

Word Order Rules:

- **Positive (+)**: Subject + **adverb** (always/usually/often) + **main verb** (e.g. *He always checks emails*)
- **Negative (-)**: Subject + **don't / doesn't** + **adverb** + **base verb** (e.g. *She doesn't usually drink tea*)
- **Verb 'BE'**: Subject + **be (am/is/are)** + **adverb** (e.g. *Alex is never late*)
- **Time Phrases**: Longer expressions go at the **end** (e.g. *every day, on Mondays, twice a week*)

Target Routine Verbs:

- *check emails* • *attend meetings*
- *write reports* • *call clients*
- *prepare presentations*
- *organize files* • *take a break*
- *arrive at work* • *leave the office*

Part A: Reading Comprehension — A Day in the Office with Alex

Alex is a project assistant at a design studio in London. On weekdays, he **always arrives** at the office at 8:30 a.m. First, he **checks his emails** and organizes his daily schedule. He **usually drinks** green tea at his desk. At 10:00 a.m., Alex and his colleagues **attend a project meeting**. They discuss new ideas and **prepare presentations** together **twice a week**. Alex **doesn't usually eat** lunch at his desk; he **often goes** to the cafeteria with friends. In the afternoon, he **calls clients** and **writes weekly reports**. He **is never** late for work deadlines because he plans carefully. On Fridays, the team finishes work early, and they **don't work at the weekend**.



Part B: Multiple Choice — Grammar & Word Order Check (Select the only grammatically correct sentence)

1. What does Alex do when he arrives at the office in the morning?

( ) [A] Alex checks always his emails in the morning.
( ) [B] Always Alex checks his emails in the morning.
( ) [C] Alex always checks his emails in the morning.
( ) [D] Alex checks his emails always in the morning.

2. How does Alex handle lunch during his workday?

( ) [A] Alex doesn't usually eat lunch at his desk.
( ) [B] Alex usually doesn't eats lunch at his desk.
( ) [C] Alex doesn't eat usually lunch at his desk.
( ) [D] Alex eats not usually lunch at his desk.

3. When does Alex's team prepare client presentations?

( ) [A] They prepare twice a week presentations together.
( ) [B] They prepare presentations together twice a week.
( ) [C] Twice a week they presentations prepare together.
( ) [D] They twice a week prepare presentations together.

4. Which sentence correctly describes Alex's punctuality with deadlines?

( ) [A] Alex is never late for work deadlines.
( ) [B] Alex never is late for work deadlines.
( ) [C] Alex isn't never late for work deadlines.
( ) [D] Never Alex is late for work deadlines.

5. Which sentence correctly describes the team's weekend routine?

( ) [A] They work not at the weekend.
( ) [B] At the weekend they work never.
( ) [C] They don't work at the weekend.
( ) [D] They don't work never at the weekend.

LIVEWORKSHEETS

Part C: Sentence Construction — Positive (+) and Negative (-) Practice

*Build complete present simple sentences with the words provided. Watch your **verb conjugation** and **word order**!*

[+] Positive **1.** Mark / always / arrive at work / at 8:45 a.m. (verb: *arrive*)

Answer: Mark _____

[-] Negative **2.** Sarah / not / usually / drink coffee / in the afternoon (verb: *drink*)

Answer: Sarah _____

[+] Positive **3.** The team / often / attend meetings / on Tuesday mornings (verb: *attend*)

Answer: The team _____

[-] Negative **4.** We / not / write reports / every day (verb: *write*)

Answer: We _____

[+] Positive **5.** Elena / usually / organize files / before lunch (verb: *organize*)

Answer: Elena _____

[-] Negative (be) **6.** Our office / not / be / often / noisy / on Fridays (verb: *be*)

Answer: Our office _____

[+] Positive **7.** David / sometimes / call clients / in the morning (verb: *call*)

Answer: David _____

[-] Negative (never) **8.** Carlos / never / forget / his laptop / at home (verb: *forget* — affirmative verb with *never*)

Answer: Carlos _____

[+] Positive **9.** They / prepare presentations / together / twice a week (verb: *prepare*)

Answer: They _____

[-] Negative **10.** Jessica / not / leave the office / after 6:00 p.m. / on weekdays (verb: *leave*)

Answer: Jessica _____

Part D: Personal Routine Challenge — Write About Your Own Habits

11. Write one positive sentence about your daily routine using *always* or *usually*:

_____

_____

12. Write one negative sentence about something you *don't often* or *never* do on weekdays:

_____

_____



LIVEWORKSHEETS