

1) Read what this person says about his/her typical working day:

My day is very busy because I work full time as a secretary in an office. I start my day at 7:00 in the morning. After breakfast, I wash my face, brush my teeth and call my friend.

I travel to work by train and I start to work at 9. From 9 to 12, I answer the phone, plan events and photocopy important letters.

I stop working at 12 to eat my lunch with my friend in the cafeteria. I finish work at 5:30 but I am not tired. After work, I cook a meal in the evening and after dinner I listen to music, watch TV and play the guitar.

2) Write what this person did or didn't do yesterday

Yesterday...

My day _____ very busy because I work full time as a secretary in an office. I _____ my day at 7:00 in the morning. After breakfast, I _____ my face, _____ my teeth and _____ my friend.

I _____ to work by train and I _____ to work at 9. From 9 to 12, I _____ the phone, _____ events and _____ important letters.

I _____ working at 12 to eat my lunch with my friend in the cafeteria. I _____ work at 5:30 but I _____ tired. After work, I _____ a meal in the evening and after dinner I _____ to music, _____ TV and _____ the guitar.