

### Daily Routine of an Engineer at a French Yeast Company

Every morning, I (1) \_\_\_\_\_ (arrive) at the office at 8:00 AM. As soon as I (2) \_\_\_\_\_ (get) to my desk, I (3) \_\_\_\_\_ (check) my emails and (4) \_\_\_\_\_ (review) the daily schedule. The team (5) \_\_\_\_\_ (meet) at 9:00 AM to discuss ongoing projects and any issues that (6) \_\_\_\_\_ (come) overnight.

After the meeting, I (7) \_\_\_\_\_ (work) on analyzing yeast samples in the laboratory. The testing process (8) \_\_\_\_\_ (involve) several steps, including testing the yeast's viability. the results. My colleagues (9) \_\_\_\_\_ (assist) me with various tasks, and together we (10) \_\_\_\_\_ (ensure) that the production quality is maintained.

In the afternoon, I (11) \_\_\_\_\_ (prepare) reports for the management team. These reports (12) \_\_\_\_\_ (show) our findings and (13) \_\_\_\_\_ (suggest) improvements. The management team (14) \_\_\_\_\_ (review) these reports and (15) \_\_\_\_\_ (provide) feedback.

Before leaving the office, I (16) \_\_\_\_\_ (complete) any last-minute tasks and (17) \_\_\_\_\_ (plan) for the next day. Finally, I (18) \_\_\_\_\_ (leave) the office around 6:00 PM, satisfied with the day's work.