A work plan





1 Which of these tasks do you do in your job?

answer the phone do research go to meetings make calls
process orders travel for work write reports

2 What type of meetings do you go to?

budget client management planning project

3 Read the calendar and to-do list. Match th

Susan's calendar

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
11.00		Client meeting	[1]**Budget** meeting		Factory
12.00			Management meeting		
1.00					
2.00	Project planning meeting				Client meeting
3.00					

LIVEWORKSHEETS

SUSAN'S TO-DO LIST

Before planning meeting:
- [2]**Book** a meeting room
- Create a [3]**brief**
- Send out the [4]**agenda**

Before budget meeting:
- Get data from production
- [5]**Calculate** production costs

Before management meeting:
- Prepare a [6]**presentation**
- Get an [7]**update** from each team member

a instructions for a work task
b new information
c to make a reservation
d a plan about money
e to work with numbers to find an answer
f a list of things to talk about in a meeting
g a talk about a project, work task, etc.

4 Complete the sentences with the words in bold from Exercise 3.

1 She needs to _____ a room for ten people for the meeting.
2 Money isn't a problem. The _____ says we have $10,000 for the project.
3 The _____ says the meeting starts at 10 a.m. and we have five points to discuss.
4 The work isn't difficult. The _____ gives instructions about the job.
5 Jo and Sam have a new project. Their _____ about it was interesting.
6 How is your new job? Can you give me an _____ on it?
7 We need to prepare a budget. Please _____ the costs before the meeting.

Scheduling meetings

5A Read the emails and number them in the correct order.

A ___

Hi David,

Thanks for your message.

I usually meet clients on Tuesdays and on Wednesday 27 March I have a management meeting all afternoon. How about Thursday 28 March at 11.00 a.m.? We can meet for an hour.

Best regards,

Susan

B ___

Hi Susan,

Sorry, I work at home on Thursday mornings. Is Thursday afternoon at 1.00 p.m. OK? Shall we meet in your office?

Best regards,

David

C 1

Hi Susan,

I hope you are well.

As you know, we need to have a new project planning meeting by Friday 29 March. I'm available all day on Tuesday or Wednesday. Are you available on those days?

Best regards,

David

D ___

Hi Susan,

Perfect. See you at 2.00 p.m. on Thursday, in your office.

Best regards,

David

E ___

Hi David,

I have a planning meeting at 1.00 p.m. How about Thursday afternoon at 2.00 p.m.? We can meet in my office.

Best regards,

Susan

LIVEWORKSHEETS

B Mark the new project planning meeting on David's calendar.

1.00	1 o'clock
2.15	two-fifteen
3.30	three-thirty
4.45	four-forty-five
12.00	noon/midday (day)/ midnight (night)
a.m.	morning
p.m.	afternoon

David's calendar

	Mon 25	Tue 26	Wed 27	Thu 28	Fri 29
10.00				Work at home	
11.00					
12.00					
1.00					
2.00					
3.00					

6A 1.01 **Listen to a conversation between David and Susan. Write the work tasks in the correct place on David's calendar.**

• Presentation • Phone call • New project planning meeting (new time)

B 1.02 **Complete the sentences with the words in the box. Then listen and check your answers.**

about available busy date fine see shall then

1 We need to change the _____ of the new project planning meeting.
2 Are you _____ on Friday 29th, in the morning?
3 How _____ Friday afternoon?
4 Sorry, I'm afraid I'm _____ then.
5 Friday lunchtime is good. _____ we meet in your office?
6 I usually have lunch at 1 o'clock. How about _____ ?
7 Yes, that's _____ . Then we can go to lunch for about an hour.
8 _____ you then.

3 1.01 **Listen to the conversation between Jan and Nadia and complete the sentences with the dates and times in the box.**

1.30 3.00 8 9 10 11 11.15 13

1 Nadia has a meeting with new clients on ___th September.
2 Nadia is available on Wednesday ___th, but Jan is busy.
3 Nadia has a phone call with the Madrid office at ___ p.m. and a management meeting at ___ p.m.
4 Jan needs to send his report before ___ a.m.
5 Nadia can finish her meetings by ___ a.m.
6 The budget meeting is at ___ a.m. on ___th September.

4 **Listen again. Where is the budget meeting?**

LIVEWORKSHEETS

7. You are going to schedule a meeting

Student A

1 You need to schedule a planning meeting by Friday 29 March with Student B. Write an email.

- Say that you need to have the meeting for one hour.
- Say when you are available.
- Ask when Student B is available.

Monday 25 March
At factory all day (every week)
Tuesday 26 March
Wednesday 27 March
Sales meeting (all day)
Thursday 28 March
Management meeting (all day)
Friday 29 March

2 Read Student B's email and write a reply. Try to agree a time and place to meet.

3 Continue exchanging emails until you agree a time for the two meetings.

LIVEWORKSHEETS

Student B

1 **You need to schedule a budget meeting by Friday 29 March with Student A. Write an email.**

- Say that you need to have the meeting for one hour.
- Say when you are available.
- Ask when Student A is available.

Monday 25 March
Tuesday 26 March
At the factory (every week)
Wednesday 27 March
Client meetings – all day
Thursday 28 March
Friday 29 March
Morning: Working at home

2 **Read Student A's email and write a reply. Try to agree a time and place to meet.**

3 **Continue exchanging emails until you agree a time for the two meetings.**

LIVEWORKSHEETS

The working day

Match the words and pictures showing different jobs.

actor/actress	doctor	journalist	nurse
police officer	sales clerk	student	teacher



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____

1. Which job(s) help people?
2. Which job(s) can you do at home?
3. Which job(s) make a lot of money?

Alice is talking about her working day. Listen to Alice and decide what job she does.

Listen again or read the text and decide if these sentences are true or false.

1. Alice goes to work an hour after she gets up.
2. Alice takes a shower in the morning.
3. Alice's job is easy.
4. Alice can relax in the summer.
5. Alice sometimes sleeps for six hours.

LIVEWORKSHEETS

How many phrases in the text use the verb get?

My name is Alice. I get up early at six o'clock, have breakfast, and go to work at a quarter to seven. I get to work before eight, and then I make coffee! I work from half past eight until a quarter past four, but I don't really finish until five o'clock. When I leave work, I'm tired but happy. I get home around six, and then I have dinner and take a shower. I also work in the evening - sometimes I don't go to bed until midnight! Do I work hard? Yes, I do. But I love the children. And I don't work in the summer!

Study the sentences below.

- I also **work** in the evening. Sometimes I **don't go to bed** until midnight!
- **Do** I **work** hard? Yes, I **do**.

We use present simple to talk about things that happen regularly, or routines.

verb to be	subject	Affirmative Short Answer	Negative Short Answer
Am	I	Yes, you are.	No, you aren't.
Are	you	Yes, I am.	No, I'm not.
Is	he	Yes, he is.	No, he isn't.
Is	she	Yes, she is.	No, she isn't.
Is	it	Yes, it is.	No, it isn't.
Are	we	Yes, you are.	No, you aren't.
Are	you	Yes, we are.	No, we aren't.
Are	they	Yes, they are.	No, they aren't.

noun or adjective?

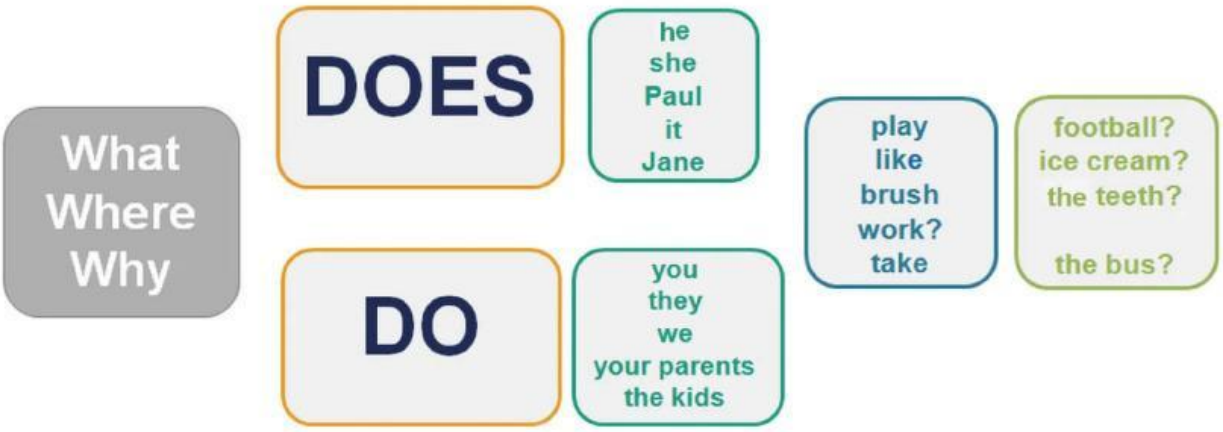
Present simple

Questions

Do	I / you / we / they	play chess?	✗	No,	I / you / we / they don't.
Does	he / she / it	play chess?	✗	No,	he / she / it doesn't.

Short answers

LIVEWORKSHEETS



Practice

Change the sentences to questions and write short answers based on the information about Alice.

Alice gets up at six.

1. _____

I make coffee at work.

2. _____

Alice works for six hours.

3. _____

Alice takes a shower after dinner.

4. _____

I go to bed early.

5. _____

Teachers work hard.

6. _____

Alice works in the summer.

7. _____

Teachers love children.

8. _____

LIVEWORKSHEETS

English is a musical language! We make our voices go up (rise) or go down (fall) to show what we're saying.

Questions with yes/no answers have a rising intonation in English - our voices go up at the end. Try saying these questions with this intonation.

1. Do you work hard?
2. Do you get up early?
3. Does your sister go to bed late?
4. Does your family eat dinner at seven?
5. Are you Spanish?
6. Is he your brother?
7. Am I the winner?
8. Are they your parents?

Practice in pairs – take turns to ask a question with the correct intonation and give a short answer.

Speaking/writing

Work in pairs. Interview your partner about their routine. Make yes/no questions using the verbs in the box. Then ask your partner and make a note of their answers. Write a short text about their routine.

Example: get up / six

- Do you get up at six? No, I don't. I get up at seven.
- Keiko is a student. She gets up at seven.

1. get up / six
2. have breakfast / every day
3. go to work or school / eight
4. get to work or school / nine
5. finish work or school / six
6. leave work or school / tired
7. have dinner / 7:30
8. go to bed / 10:45

LIVEWORKSHEETS

Extra practice/homework

Complete the text. Use the correct form of one of the verbs in the box. Be careful with negatives and questions.

cook	finish	get	not get home	work	write
get up	go to bed	not have	leave	live	

Alan is from England, but he _____[1] in Tokyo. "I'm a journalist for an English language magazine, and I _____[2] about life in Japan." Every morning, he _____[3] early and _____[4] home at 6:45. "I _____[5] breakfast - there's no time. My home is very far from my office, and I _____[6] to work two hours later." He _____[7] work at six. "My wife _____[8] before eight - she's a doctor. _____ she _____[9] hard? Oh yes!" They _____[10] dinner and _____[11] late - at 11 o'clock.

LIVEWORKSHEETS