# Daily Routine & Office Life

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

UNIT1

## READING PASSAGE: Laura's Daily Routine

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

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

| | |
|---|---|
| ☐ 1. Invoices | ☐ A. People you work with every day. |
| ☐ 2. Suppliers | ☐ B. Organize paper files or electronic folders. |
| ☐ 3. Book a meeting room | ☐ C. Reserve a space for a corporate meeting. |
| ☐ 4. Canteen | ☐ D. Companies that sell products/services to you. |
| ☐ 5. File documents | ☐ E. Official bills asking clients for payment. |
| ☐ 6. Colleagues | ☐ F. The dining area/cafeteria inside a company. |

## SECTION 2: Reading Comprehension (True / False )

1. Laura works in a bank. T/F

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

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

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

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

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

2. I check and answer emails every morning.
→ She

3. I organize meetings for my manager.
→ Laura

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

5. I finish work at 5:30 p.m.
→ Laura

6. I go to bed early during the week.
→ She

## SECTION 4: Present Simple – Negative Form

`[don't/doesn't + verb]`

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

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

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

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

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

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

## SECTION 5: Present Simple – Questions & Short Answers

`[Do/Does ...]`

1. **(Laura / work / in a transport company?)**
Question: . . .
Short Answer: . . .

2. **(she / write / invoices / for Accounting?)**
Question: . . .
Short Answer: . . .

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

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

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