RUTINA

In the morning, I get up early.

I don't spend much time in the bathroom: I have a shower and I get dressed quickly.

Then, I go to the kitchen and have toast and a cup of coffee.

I take the bus to go to the office and usually, I get to work just before 9 o'clock.

At lunchtime, I sometimes go to a small restaurant with some colleagues.

If we're very busy, we stay in the office and have a sandwich.

I usually finish work around 5pm. When the weather is nice, I go home on foot.

In the evening, I sometimes do some housework.

Afterwards, I get comfortable in my favourite armchair and I read the newspaper or watch TV.

I often have dinner at home. I don't go out a lot during the week because I'm too tired!

I go to bed with a good book but I usually fall asleep immediately!

BUSQUEDA DE TRABAJO

(Brian): (talking to Emma)...I think I'm going to leave CRS Systems.

(Emma) Really! But what kind of job are you going to look for?

(Brian): I'm going to stay in computer science but I'm going to look for a job in a bigger company.

(Emma): And how are you going to find your 'ideal' new job?

(Brian): Well, first I'm going to select some interesting job offers on the Internet and in newspaper job ads.

(Brian): Then, I'm going to shortlist two or three of the most interesting ones and I'm going to send my CV and cover letter to the employers.

(Brian): Soon after that, I'll have interviews with different employers. Of course, I'll make a good impression and, in no time, I'll have a contract for a new job.

(Brian): After that, I'm going to leave CRS Systems!

(Emma): I see... It's a great plan but you must hurry up now or you'll be late for work...at CRS Systems!

HABLANDO DEL TRABAJO

(Henry): ...So, Brian, what exactly do you do?

(Brian): Well ... for example, when a potential customer contacts our company 'CRS Systems' to resolve a computer issue...

...I go onsite to the customer, analyse their computer systems,...

...I talk to the managing director and also to some employees. I take lots of notes and then...

...I look for solutions. Sometimes, I create a small custom-made program for the clients.

(Brian): I then make an offer, and if the client accepts it, they have to sign a contract!

(Henry): And, do you manage your projects yourself? (Brian): Yes, because they're small contracts with small and medium-sized businesses.

(Brian): When we deal with big companies, we work in teams, of course.

ACTIVIDADES FIN DE SEMANA

(Brian): Uggh... Thank God it's Friday evening! We've really got too much work right now. I'm so tired...

(Brian): What do you do to relax, Vincent?

(Vincent): Well, I really enjoy swimming. It's very relaxing. I go swimming at least twice a week...

(Vincent): ...I also like doing odd jobs around the house, that relaxes me too and it's different from office work! (Brian): How about you, Phil?

(Phil): Well, as you know, in general I hate doing sports...

Phil):...but I have a passion, I love hard rock! I play the drums in a band almost every evening!

(Brian): Really? So what do your neighbours think about the noise? (Phil): Oh, they haven't said anything(laughing) ... they probably like it ...

(Vincent): How about you, Brian? (Brian): Well, I play football and tennis with Mark, as you know. I like all kinds of physical sports.

(Vincent): And you, Mark? (Mark): I spend as much time as possible with my two young children. I also watch all the important tennis matches on TV with my mate Brian.

PLANES DEL DIA

(Brian): So, here's the plan for today: at 9:30 (half past nine), I'll pick you up at home.

At 10 o'clock, we'll be in the centre of town and we'll take a stroll around Market Square.

...then we'll go to see the photo exhibition at the West Berkshire Museum. I already have tickets, but we can also take a guided tour at 11:15 (quarter past eleven); it's up to you.

Between 12:30 and 12:45 (quarter to one), we can have lunch, perhaps in the old part of town, close to the Kennet and Avon Canal.

After that, we'll have a few hours to visit Donnington Castle just outside of Newbury or we could perhaps do some shopping in Queen's Road...

At 8 o'clock this evening, we'll go to the theatre and see a play. It's a comedy with one of your favourite actors.

We can have dinner either before or after the play, it's up to you.

How does this sound? (Emma): It sounds great!