**HOMEWORK**

**Task 1. (Video 1) Watch the video and mark who the statements are about (Speaker 1, Speaker 2, Speaker 3, Speaker 4)**

1. Mark Smith works from home.
2. Jon Gower drives to work.
3. Alan Cheesman works a lot with customers.
4. Kia HarleyRalph goes to work by tube.
5. Jon Gower chats with his colleagues in the morning.

**Task 2. (Video 1) Complete the sentences with the missing words. Watch the video again and check.**

1. I get up at 7 a.m.
2. I generally have my breakfast at the computer whilst check all of my emails.
3. I have a great breakfast.
4. I reach work by 8 o’clock.
5. Then I make a cup of tea.
6. I’m away from the office on a regular basis.
7. On a typical working day I make visits, talk to customers, place orders, take orders from customers.

**Task 3. Put the words in the correct order and make up sentences.**

1. wake/7/usually/up/I/at .

I usually wake up at 7.

1. a/break/colleagues/have/my/I/during/with/lunch/chat/my.

I have a chat with colleagues during my lunch break.

1. computer/my/spend/I/workday/the/most/on/of.

I spend most of my workday on the computer.

1. meetings/I/every/two/attend/day.

I attend two meetings every day.

1. office/about/arrive/8/I/the/at/o’clock/at.

I arrive at the office at about 8 o’clock.

1. go/a/sleep/read/before/to/I/book/I.

I read a book before I go to sleep.

**Task 4. Complete the sentences with prepositions (to, at, of…) where needed.**

1. I usually get up at about 8 a.m.
2. I get to work by car.
3. I arrive at the office at 9.30 a.m.
4. I reply to emails and then have a cup of coffee.
5. I attend meetings 3 times a week.
6. I go to English classes on Tuesday and Thursday.
7. I get home at around 7 p.m.

**Task 5. Write a paragraph about your typical working day (10-12 sentences).**

I usually wake up at about 8 a.m. Nowadays, I’m working from home, so I don’t need to hurry to work. I take a shower, get dressed and drink a cup of hot tea. Then I go to my desk and log onto my computer at around 9 a.m. I generally have my breakfast at the computer whilst check all of my emails. Then I attend online meeting with my colleagues. I spend most of my workday on the computer. I test applications, reply to emails, spend business analytic and communicate with colleagues. I have a 1-hour lunch break. I spend lunch time with my wife and daugther. Usually my working day ends at 6 p.m. Then I have dinner and spend my free time with my family. We can go to the swimming pool or just take a walk on the neighborhood. When we back home, we can surf the Internet, watch TV before bedtime. I usually go to bed at 11.00 p.m.