

Describing my day at work

COMMUNICATION

LEVEL
Lower-intermediate

NUMBER
EN_BE_2112X

LANGUAGE
English

lingoda



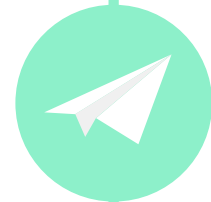


Goals

- Can use short phrases and sentences to describe the schedule of a working day.
- Can use adverbs that are useful to describe a day's schedule.



I **start work** at 10am so I **leave for work** at 9.30. I **take a long lunch break** and I **finish work** about 4pm.
Life is great!





Preview and warm-up

In this lesson you are going to learn how to talk about your **day at work** and the **tasks** that you **normally** do.



I **usually start work** at 8am.



Months of the year





Vocabulary review

Monday

Tuesday

Wednesday

Thursday

Friday

weekday

weekend

What time?





Telling the time



Two o'clock or two pm

Eleven fifteen or quarter past eleven



Eight thirty or half past eight

Three forty five or quarter to four





Categorise

Put the months of the year under the correct season.

March

September

May

July

June

January

November

February

October

April

December

August

Spring

Summer

Autumn

Winter



Days of the week

What is your favourite day of the week?
Which day don't you like?





What time is it?

Practise saying what time it is. Try to say it two different ways for each clock.





New words

always

I **always** have breakfast at home.

every day

I write emails **every day**.

usually

I **usually** have lunch at work.

normally

I **normally** have meetings on Monday morning.

busy

If you are **busy** you have a lot of things to do.



I am very **busy** today.

before

after

Before means earlier than.
After means later than.



I go to the gym **before** work.



I have a meeting **after** lunch.

full

empty

If you have a lot to do, your schedule is **full**.
If you do not have a lot to do, your schedule can be **empty**.



My schedule is **full**!



Complete the sentences

Put the adverbs into the correct place in each sentence.

1. I wake up at 7am. (always)
2. Ellen has a meeting at 9am. (every day)
3. John has lots of emails to write in the afternoon. (usually)
4. I walk to work. (normally)



Speaking

What do you always
do at work?

What do you do every
day at work?

What do you usually
do in the mornings in
the office?

What do you normally
do in the afternoons
in the office?



Writing

Write sentences about 2 things you usually do before work and 2 things you usually do after work.

go to the gym

meet friends



A notebook page with horizontal lines for writing. The page is white with a light blue binding on the left side. There are several faint, circular watermarks on the page.



Speaking

Answer these questions with your classmates.



1

Which day of the week is usually busy for you?

2

Talk about a day when you have a full schedule.

3

Which month of the year do you normally have an empty schedule?

to leave for work

When you **go out of your house** to go to work, you **leave for work**.



I **leave for work** at 7am.

to start at

to finish at

People who work in offices usually **start work** in the morning and **finish work** in the afternoon.



I **start** work **at** 9am.



He **finishes at** 3pm.

to take a lunch break

Most people **take a lunch break** to **eat** in the middle of the day.



They **take a lunch break** at 1pm.

to work from 9 - 5

It is common to **work from 9-5** if you have an **office job** in the UK.



I **work from 9-5.**



Fill in the gaps

Fill in the gaps with phrases from the previous pages.

1. I work _____ , the same as a lot of people in the UK.
2. I _____ at 8.30am, because I _____ at 9am.
3. I _____ at 12.30 for half an hour. Sometimes I go to a restaurant.
4. At 5pm, I _____ and I take a bus home.





Speaking

**Is it normal to
work from 9-5 in
your country?
What hours do
people in offices
work?**





Speaking

Describe what is happening in the pictures.



He is leaving...



They are having...

weekdays

The **weekdays** are Monday – Friday.

Monday Montag Lunes Lundi	Tuesday Dienstag Martes Mardi	Wednesday Mittwoch Miércoles Mercredi	Thursday Donnerstag Jueves Jeudi	Friday Freitag Viernes Vendredi	Saturday Samstag Sábado Samedi
1	2	3	4	5	6
8	9	10	11	12	13
16	17				

I work on **weekdays**.

to be at work

If you are **at work** you are at your office.



I am **at work** today.

to work from home

If you **work from home** you do your job at home.



I am **working from home** today.

early

late

Doctors sometimes start work **early** and finish work **late**.



I start work **early**.

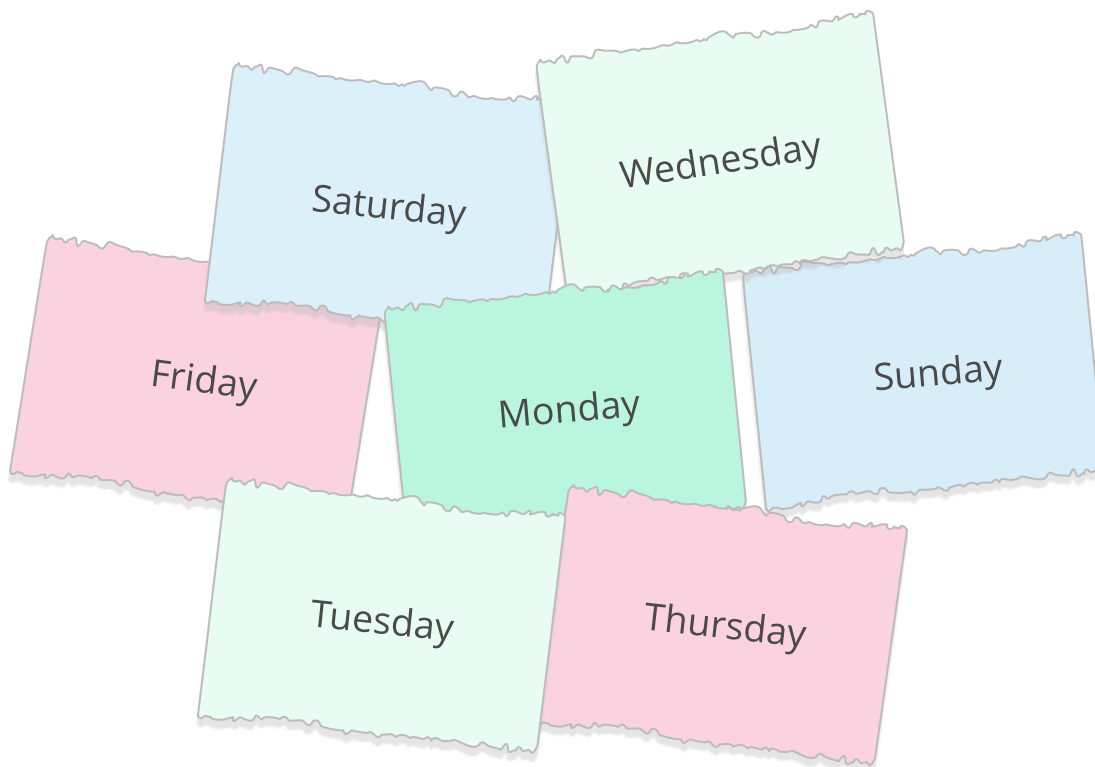


I am working **late**.



Weekdays

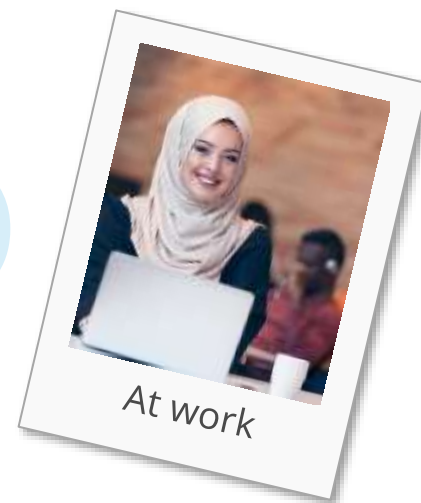
Which are the weekdays? Which are weekend days?





Speaking

How many hours
are you **at work** in
one day?



Do you sometimes
work from home?



Early or late

Do you think the people in these jobs start work early? Do you think they finish work late?



firefighter



restaurant critic



Speaking

Tell the class about your normal schedule.

- When do you leave for work?
- What time do you start work?
- Do you have a lunch break?



- What time do you finish work?
- Do you sometimes start work early or finish work late?





Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

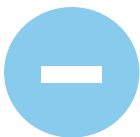
no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise p. 8

Spring: March, April, May. Summer: June, July, August. Autumn: September, October, November. Winter: December, January, February

Exercise p. 10

1. five pm/five o'clock, 2. nine fifteen/quarter past nine, 3. ten to six/five fifty, 4. twenty past six/six twenty, 5. five past five, 6. twelve thirty/half past twelve

Exercise p. 15

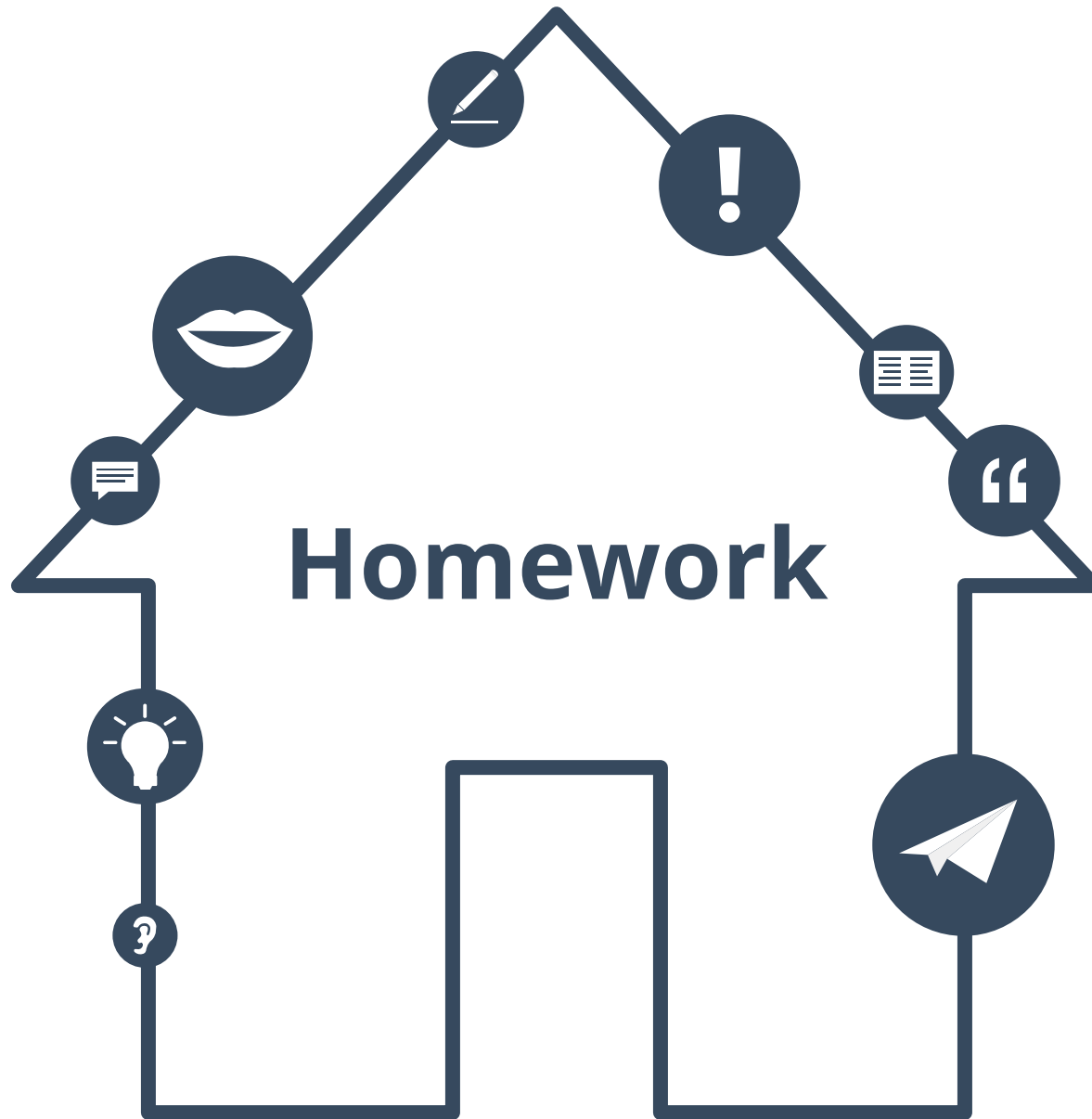
1. I always wake, 2. every day at 9am, 3. John usually has, 4. I normally work

Exercise p. 23

1. 9-5, 2. leave for work/start work, 3. take a lunch break, 4. finish work

Exercise p. 30

Weekdays: Monday, Tuesday, Wednesday, Thursday, Friday, Weekend: Saturday, Sunday





Fill in the gaps

I _____ work at 7am because I
_____ work at 7.30am. It's very
_____ for me! In the morning my
schedule is always _____. I have
lots of meetings and phone calls with
clients. I _____ about 1pm and I
normally eat with my colleagues in the
break room. In the afternoon I am not so
_____. I _____ at 4.30pm
and I take the train home.

start

busy

leave for

finish

early

**take a lunch
break**

full



Email writing

Write an email to a colleague describing your normal schedule at work.

-

□

×

To:

Subject: My schedule

Dear Ali,



Homework answer key

Exercise p. 38

leave for, start, early, full, take a lunch break, busy, finish



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