

COMMUNICATION

Writing a to-do list

LEVEL

Beginner (A1)

NUMBER

EN_A1_2012X

LANGUAGE

English



Learning outcomes

- I can prepare a to-do list using the infinitive form of verbs.
- I can talk about what I do for work in very simple terms.



I have so many things **to do**...

Really? You need organisation.
Try **writing down** a **to-do list**.
I do it all the time and it helps
me a lot!





Do you know what a to-do list is?





Making a to-do list

- We normally write a to-do list to **remember** tasks and plans.
- The information in the list always has to be clear and organised.
- Use the **infinitive form** of a verb to write a to-do list.

Verb	Object
Go	shopping.
Talk	to Simon.
Clean	the bathroom.



Making a to-do list

- To-do lists are useful for your **professional life** and also for your **personal routine**.
- You can have **two separate lists**: one for your **daily life** and another one at your **office**.

TIP: Include the **time** and the **date** in your to-do list to make it more effective.

Professional	Personal
Call Anna today	Pick up Nick from school today
Send an email to Peter	Walk the dog
Meeting at 1 PM	Yoga at 3 PM



Work

to work



I **work** as a teacher.

job



What's your **job**?

full-time

part-time

unemployed



I work **full-time**,
Monday to Friday, 40
hours a week.

I have a **part-time**
job. I only work in
the afternoons.

I have no job. I'm
unemployed.



Work

meeting



We are having a **meeting**.

team



I love the **team** I work with.

busy

The adjective **busy** can be used to talk about a person that has a lot to do.

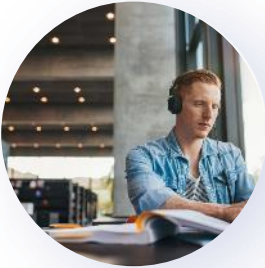
It can also be used to describe a place where there are a lot of people.



The restaurant where I work is always very **busy** at lunch time.



My work



I work forty hours per week. I'm a **full-time** employee.

I work twenty hours per week. It's a **part-time** job.





Find the opposite



employed

≠





Do you know these professions?

doctor

teacher

police officer

farmer

vet

cook

lawyer

firefighter

businesswoman



Match the sentences

1 I work every day.

2 I only work in the evenings and at weekends.

3 I haven't got a job.

4 I make lots of money.

a I'm unemployed.

b I am a full-time employee.

c My salary is great!

d I'm a part-time employee.



Speaking

Why do you think this person looks unhappy? How can she solve her problems?





About you

In breakout rooms, **talk** to a partner about the questions below.

Do you use to-do lists for work?

What about for your personal life?



Work

to write down



I **write down** important things
in my diary.

task



I have a lot of **tasks** to do
every day.



Work

to organise



I **organise** everything I need for the day.

to prioritise



It is very important **to prioritise** and do the most important things first.

to plan



I **plan** my tasks for the week every Monday morning.



My work



I **write down** everything I need to do.

I **organise** my **tasks** in a to-do list.





How do you write these activities on a to-do list?

1



2



3



4



5



Share your answer with
the rest of the class!



Write a to-do list

Write a list of **five professional** and **personal tasks** you need to do **tomorrow**.





End of the lesson

Idiom

to cut corners

Meaning: to do something in the easiest, cheapest, or fastest way

Example: I don't like cutting corners at work.



Additional practice



Complete the sentences

Fill in the **gaps** with either the word **work** or **job**.

- 1 I _____ for a big company.
- 2 I go to _____ at 8 AM every day.
- 3 My _____ is as a teacher.
- 4 I _____ in a school.
- 5 I have a part-time _____ at a supermarket.



Multiple choice



1 You should _____ your tasks and do the most important ones first.

a. prioritise

b. work

2 _____ your desk so you have everything you need.

a. Organise

b. Write down

3 I have four _____ on my to-do list today.

a. work

b. tasks

Your tasks

What **tasks** do you have to do in these places and at these times? **Tell** your classmates.



at work

at home

in the evening

at the weekend



Write a to-do list

**Imagine you are one of these people.
Write down a to-do list to help you
with your tasks.**





Answer key

P.12: Unemployed

P.14: 1) b, 2) d, 3) a, 4) c



Answer key



P.25: 1) work, 2) work, 3) job, 4) work, 5) job

P.26: 1) a, 2) a, 3) b



Summary

Writing a to-do list:

- We normally write a to-do list to **remember** tasks and plans.
- The information in the list always has to be clear and organised.
- Use the **infinitive form** of a verb to write a to-do list, e.g. *go, work, see*

Writing a to-do list:

- To-do lists are useful for your **professional life** and also for your **personal routine**.
- You can have **two separate lists**: one for your **daily life** and another one at your **office**.
- **TIP:** Include the **time** and the **date** in your to-do list to make it more effective.

Vocabulary for work and jobs:

- *full-time, part-time, unemployed*
- *meeting, team, busy*

Vocabulary to talk about tasks:

- *to write down*
- *to organise*
- *to prioritise, to plan*



Vocabulary

to-do list

to work

job

full-time

part-time

unemployed

meeting

team

busy

to write down

task

to organise

to prioritise

to plan

