



Daily Routine

Useful phrases:

- At ten I usually...
- After that, I often...
- If I don't take the bus, I...
- Whenever my boss is gone, I...
- Usually after my lunch break...
- By around 5:30...

Describe your responsibilities at work:

- I am in charge of....
- I need to make sure....
- Whenever there are... it is my job too...
- If I don't finish, my team can't...

Example:

I usually get up at 6:30, wash my face and brush my teeth. My workplace is far away from my home, so it takes me about an hour to get there by subway. I don't have time to make breakfast myself, typically, but luckily there is a really good convenience store on the way to the subway, so I can grab a sandwich or something. I get to my office by around 7:30, which is before the rest of the staff. Because work doesn't actually start until 8, I've got free time to relax, have a cup of tea, and watch videos or read. It helps me center myself before the busy day ahead. So, then I need to start my daily responsibilities. I am in charge of making sure that everyone in the office has a checklist of things to finish by the end of the day. I also need to send out emails to different departments to remind them of monthly events and various deadlines.

I'm usually done with all that by 11, which is just about lunchtime. Since there's no cafeteria in the building, I go out to a restaurant near the office. Everybody gets a 1-hour lunch break. Honestly, I prefer eating alone, but sometimes I eat with some of my colleagues. If I'm really busy and don't have time for lunch, I may just get a snack from the vending machine. I know it's not healthy, but you gotta do what you gotta do.

Assignment:

Record yourself explaining your typical routine. Don't forget to mention specific times, and use as much detail as you can. Remember to use the phrases from this lesson.