

# ROUTINE TASKS AT WORK

## Lesson: Routine Tasks At Work

**At the end of today's lesson, you will:**

- Be able to talk about routine tasks at work
- Be able to pronounce the sounds /ɪ/ and /i:/ correctly
- Be aware of some vocabulary relating to today's topic



Vietnam: 1800 6985 1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker



# Warm up

Answer the questions.

TOPICA NATIVE

1. What is your job?



2. What are your routine tasks at work?



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones

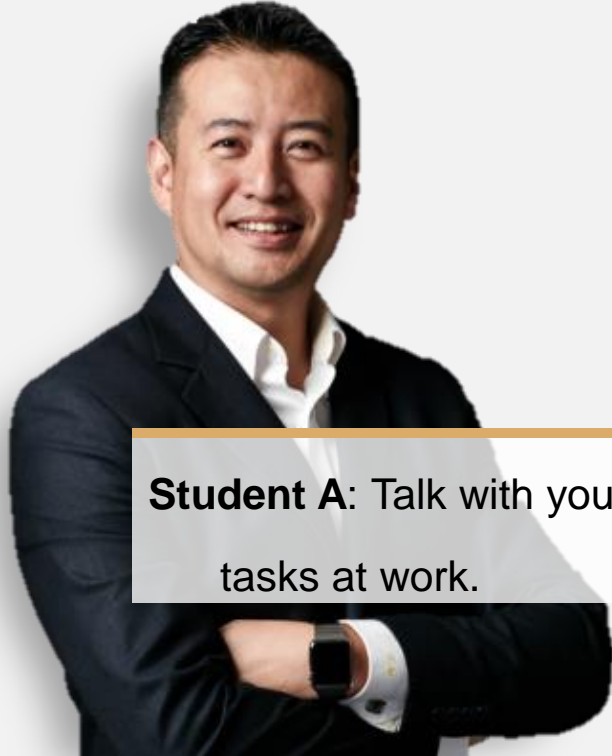


No speaker

3/10

# Free talk

Choose one role and act it out with your partner in 2 minutes.



**Student A:** Talk with your friend about your routine tasks at work.



**Student B:** You are student A's friend. Talk with him/her.



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



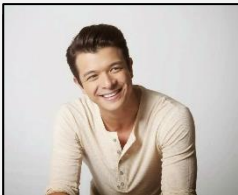
Use headphones



No speaker

# Dialogue

Learn how to talk about routine tasks at work.



**George**



**Melisa**

You look sad. Is everything okay?

Well, I'm thinking about quitting my job.

Why? I think it's a great job with a high salary.

No, it's not. **It's repetitive, unchallenging and uncreative.**

Really? **What are your routine tasks?**

My routine tasks are copying and pasting data into files, sorting and filing paperwork.

**I think you should think about how good you will feel when you finish your work.**

Yeah. Sometimes I do feel a sense of accomplishment.



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



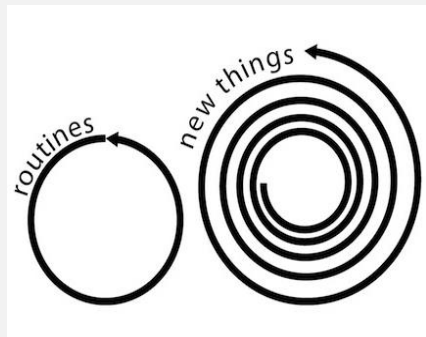
No speaker

# Speak Out Loud

TOPICA NATIVE

Learn how to pronounce the sounds /ɪ/ and /i:/ correctly.

Read all the words below:



**Routine**



**Think**



**Reason**



**Quit**



**Sheet**



**Creative**



**Screen**



**Finish**



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker

Learn how to pronounce the sounds /ɪ/ and /i:/ correctly.

## Common mistakes:

/ɪ/: ~~Rou~~tine, Think, ~~Rea~~son, ~~Qui~~t, ~~Shee~~t, Creative, ~~Scre~~en, Finish

## Correct pronunciation:

/ɪ/

- Think, Quit, Creative, Finish

/i:/

- Routine, Reason, Sheet, Screen



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker



Pair work: Choose a context and talk with your teacher in 2 minutes.

## Student:

**Talk with your teacher about your routine tasks at work.**

## Suggestions:

- ✓ It's repetitive, unchallenging and uncreative.
- ✓ What are your routine tasks?
- ✓ I think you should think about how good you will feel when you finish your work.



You should listen to music or try a new environment.



You should ask a colleague to help you out with your work.



You should find a better, faster, or unique way of doing your work.



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker



# Assessment

Here are some comments on your performance.

Student	Pronunciation	Grammar	Other
1.			
2.			
3.			
4.			
5.			
6.			



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker

# Homework

Complete the assignment below and find more in Related Lessons.

## Homework

- ✓ Pronunciation: **The sounds /ɪ/ and /i:/**
- ✓ Vocabulary: **Routine Tasks At Work**
- ✓ Finish your homework Vietnam: [here \(It doesn't apply to all students\).](#)
- ✓ Finish your homework Thailand: [here \(It doesn't apply to all students\).](#)



Click on the star to rate  
I am most satisfied



Teacher



Technical  
quality



Material

- ✓ Please don't forget to rate our lesson today.



Vietnam: 1800 6885/1800 6086  
Thailand: 021 054 246  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker