

# **Course: Business English**

## **Level 1**

Day №19



WAKE UP.  
SHOWER.



DRESS.  
EAT.



ACKNOWLEDGE  
WIFE.



ACKNOWLEDGE  
BOSS.



AND  
SIT.



AND  
SIT.



STAND MY  
GROUND.



GO  
HOME.



HOWE'  
OO

# What is a routine?

## Do you have one?



# Listening

Look at the pictures. There are two stories, but the pictures are mixed up.

Story A is what Miho Nakamura does every Monday at work.

Story B is what she did on her day off last Friday.

Separate the two stories and put the pictures in order.

The first one has been done for you.



Now tell each other the two stories.

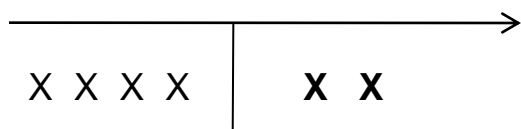


## Talking about routines

Something happens regularly. For example, everyday.

### *Simple present tense*

past                      now                      future



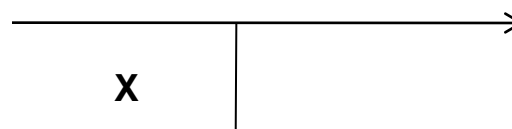
I read the newspaper every morning.

## Talking about past events

Something that happened once. For example, last week.

### *Simple past tense*

past                      now                      future



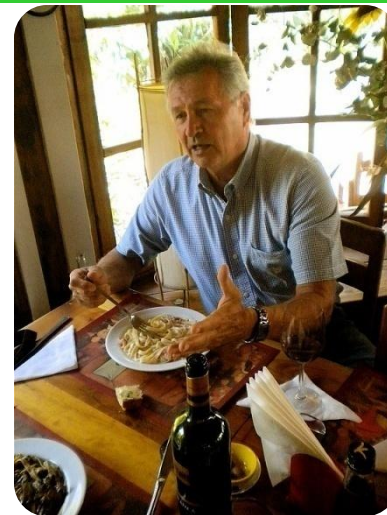
I saw your market research report last Tuesday.

**Choose the correct tense for the verbs in the sentences below.**

1. I \_\_\_\_\_ (*give*) a presentation last Thursday.
2. She usually \_\_\_\_\_ (*watch*) the news in the evening.
3. I sometimes \_\_\_\_\_ (*talk*) to foreign clients in English.
4. I don't usually bring lunch to work, but yesterday I \_\_\_\_\_ (*.id*)

# Tell me about what you do everyday.





## TALKING POINT

How often do you do these things? Write everyday ☐, sometimes ☐ or never ☐ in the spaces.

Go to a restaurant for lunch ☐ bring your own lunch ☐ have a meeting ☐  
talk to your boss ☐ drink coffee ☐ answer the telephone ☐

# Vocabulary

Match a word or phrase from list A with a word from list B.

Then put the phrases into the blanks under the pictures on page 49.

A

had	have
played	went
get back	take
leave	get
picked up	had
call	ate
take	

B

my clients	the office
in front of the TV	my friend
lunch	shopping
breakfast	home
a meeting	a break
home	tennis
lunch	

## Adverbs of frequency

*Always / all the time*  
*time to time*

*often / usually*

*sometimes / from*

*rarely / not often*

*never / not at all*

## Common verb partnerships

go	out home	get	up home back	take	the train a break
make	Plans An appointment	have	A meeting a meal a drink coffee lunch		

Can you think of any more 'partners' for the verbs?



***How often do you..?***



***Thank you for  
today!***

***I'm looking forward to  
seeing you again!***