

Course: Business English

Level 1

Day №7

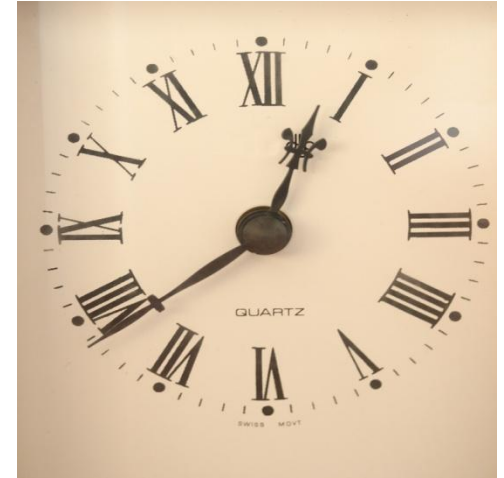


How important is time to you?

Language Focus

Match these items to the email messages below.

- | | |
|---------------------|------------------|
| 1. Twenty after six | |
| 2. Quarter to nine | 4. Ten to ten |
| 3. Noon | 5. Two o'clock |
| | 6. Half past six |

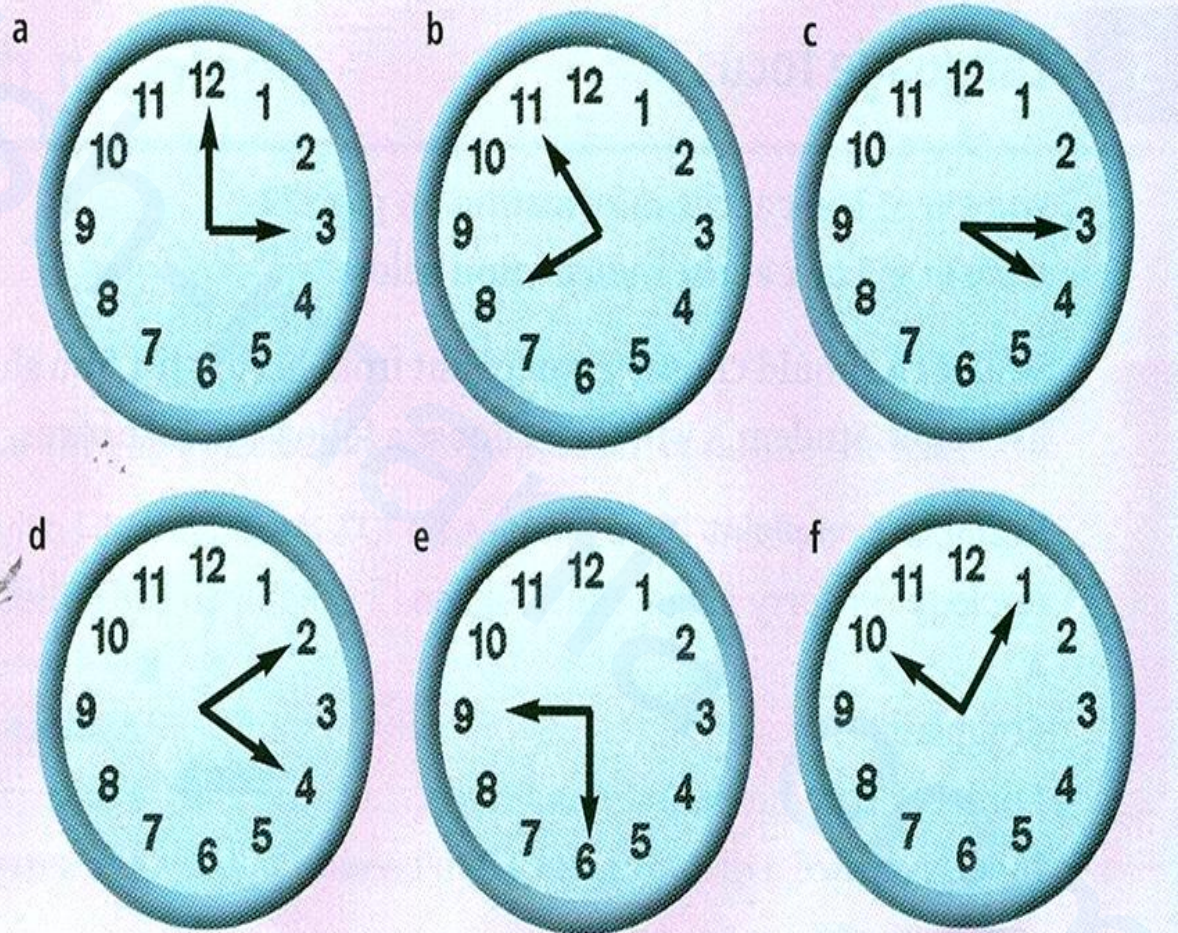


- | | |
|---|---|
| A Date: Fri, 30 Jun 2000 20:45:51 +0900
X-Sender: mami@fastnet.or.jp | D Date: Mon, 30 Jul 2000 18:20:04 +0700
X-Sender: sugunya@siamnet.co.th |
| B Date: Wed, 11 Nov 2000 14:00:28 +0100
X-Sender: florence@normandie.net.fr | E Date: Fri, 06 Aug 2000 06:30:27 +1000
X-Sender: Thomas@surfcity.co.au |
| C Date: Sun, 23 Dec 2000 09:50:12 -0500
X-Sender: justin@nyc.com | F Date: Sat, 21 Feb 2000 12:00:03 -0800
X-Sender: schultz@lawide.com |

VOCABULARY 1

a. Match the times to the clocks.

- 1. seven fifty-five
- 2. nine thirty
- 3. twenty past two
- 4. quarter after four
- 5. three o'clock
- 6. five after ten



My Daily Grind



Breaks and Overtime Work



When do most people take lunch in your country?



Is working late common in your country?

Fill in the blanks.

Michael Devas, New York

Start work: 9:30 am

Lunch: _____

Leaves work: 7:30 pm

Weekend: _____



Marcel Marquez, Madrid, Spain

Start work: _____

Lunch: 2:00 – 5:00 pm

Leaves work: _____

Weekend: Sundays



Sharon Davies, Los Angeles

Start work: _____

Lunch: _____

Leaves work: 6:00 pm

Weekend: _____



Julie Edwards, Florida

Start work: 8:00am

Lunch: _____

Leaves work: 5:30 pm

Weekend: _____



When is the best time to call each?



Time Zones

SPEAKER 1: Hi! My name's Michael Devas, and I'm from New York City. The trains here are always crowded in the morning, so I go to work late and leave late. I leave home at 8:30, when the trains are OK, and I start work around 9:30. I usually have lunch at one o'clock, which means I have a long afternoon. I leave my office at about 7:30. I sometimes work on Saturday when we are busy.

SPEAKER 2: I'm Marcel Marquez. I live in Madrid, Spain. I'm the sales manager for a carpet-making company. I start work at 9:00 am. My company is very traditional, so we all have lunch at 2:00 pm. The factory and offices close for siesta time. Because we have a long break, we don't finish until 8:00 pm. I sometimes go to my office on Sunday afternoons because it is so quiet that I can get a lot of work done.

SPEAKER 3: Hi my name's Sharon Davies and I'm a graphic artist from L.A. I love my job because it's very flexible. I try to start work at 09:00, but I usually get there at 10:00. I always go to lunch at 1:00 because my friends' schedules are not flexible. I guess I leave work at about 6:00, but sometimes later. I don't go to the office on weekends because I can take my work home, if I need to.

SPEAKER 4: I'm Julie Edwards from Florida. I work for a company which builds small boats. I'm the Personal Assistant to the Managing Director. She likes to come in early to work, so I have to start at 8:00. I like to eat a sandwich for lunch at my desk, usually at 12:00, but sometimes I have to go to a restaurant with the boss. I leave work at 5:30 everyday and I never work on weekends because my company doesn't want to pay overtime.

Culture focus

Ken Murphy is a company manager living in Chicago. Read about his typical work week. How does his work week compare to yours?

I always try to get to the office early because I work better in the morning. I usually arrive at 7:30. I take a late lunch at 1:30 because the restaurants are less crowded then. I leave my office around 5:00 so I can spend some time with my kids before they go to bed. I never work on weekends.



How does his work week compare to yours?

***Thank you for
today!***

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