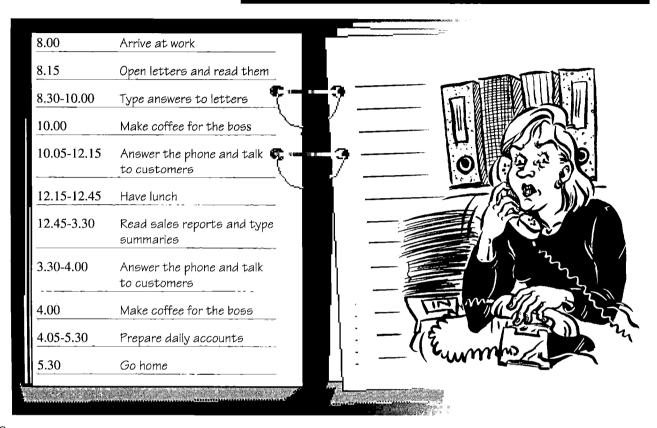


Reward Elementary Business Resource Pack

Secretary

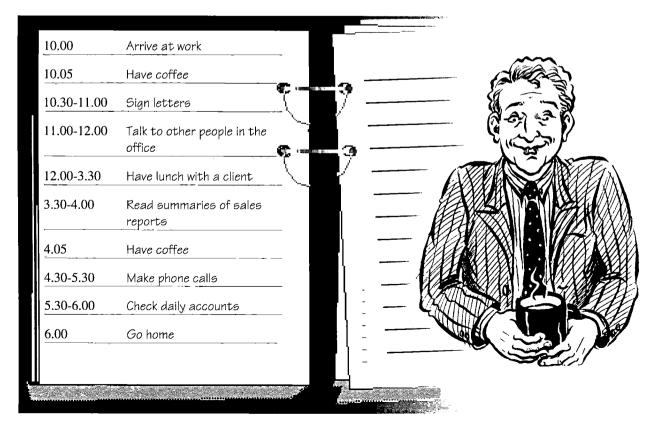
A TYPICAL DAY

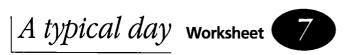




Boss

A TYPICAL DAY





ACTIVITY

Pairwork: reading, speaking

AIM

To exchange information about two schedules.

GRAMMAR AND FUNCTIONS

Times

Present simple

VOCABULARY

type, answer the phone, make phone calls, customer, summaries, sales report, daily, accounts, secretary, boss, sign letters

PREPARATION

Make one copy of the worksheet for each pair of students and cut it in two as indicated.

TIME

10 to 15 minutes

PROCEDURE

- 1 Write A typical day at the top of the board.
- **2** Ask the students to suggest a name. For example: *John*.
- **3** Write *John* under the title.
- 4 Ask questions: What time does John arrive at work? What does he do first when he arrives? What time does he have coffee in the morning? What time does he go for lunch? What time does he come back? What time does he finish work?
- **5** Write the students' answers on the board in note form. For example: 9:00 arrive at work.
- **6** Use the notes on the board as cues to elicit and drill the questions. For example: What's the question for this answer?
- 7 Divide the class into pairs.
- **8** Give out the worksheets, one half either *Secretary* or *Boss* to each student in each pair.
- **9** Allow a few minutes for reading and circulate helping with vocabulary.
- 10 Ask the students to describe without showing the worksheets - the typical days of the boss and the secretary to each other and see what differences there are.
- **11** When they've finished ask a few questions about the worksheets; What time does the boss start work? And the secretary?

FOLLOW-UP

Ask the students to write out their typical days as schedules and then describe them to each other.