

7

*A typical day*

**Secretary**

**A TYPICAL DAY**

8.00	Arrive at work
8.15	Open letters and read them
8.30-10.00	Type answers to letters
10.00	Make coffee for the boss
10.05-12.15	Answer the phone and talk to customers
12.15-12.45	Have lunch
12.45-3.30	Read sales reports and type summaries
3.30-4.00	Answer the phone and talk to customers
4.00	Make coffee for the boss
4.05-5.30	Prepare daily accounts
5.30	Go home



**Boss**

**A TYPICAL DAY**

10.00	Arrive at work
10.05	Have coffee
10.30-11.00	Sign letters
11.00-12.00	Talk to other people in the office
12.00-3.30	Have lunch with a client
3.30-4.00	Read summaries of sales reports
4.05	Have coffee
4.30-5.30	Make phone calls
5.30-6.00	Check daily accounts
6.00	Go home



# A typical day

## Worksheet

7

### 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.