

**4**

*How often ...?*

**Frequency check**

	<b>You</b>	<b>Partner A</b>	<b>Partner B</b>	<b>Partner C</b>
Attend meetings				
Go to conferences				
Travel on business				
Give presentations or make speeches				
Use English for your job				
Socialise with other people from your company				
Socialise with your clients				
Go on training courses				
Work from home				
Arrive at work more than half an hour early				
Arrive at work more than fifteen minutes late				
Go home early				
Work late				
Work weekends				
Find you haven't got time for lunch				
Have more than two hours for lunch				
Have a coffee break mid-morning				

Teacher's Notes

*How often...?* Worksheet 4

NOTE: Pre-service students can do this activity, but can talk about their ideal job or the job they would like to have after their training.

**ACTIVITY**

Whole class: speaking

**AIM**

To ask how frequently people perform certain business activities.

**GRAMMAR AND FUNCTIONS**

*How often do you...?*

Adverbs and adverbial phrases of frequency: *always, sometimes, often, never, hardly ever, every (day), (once) a (week), now and then, most (mornings), once in a while*

**VOCABULARY**

*to attend meetings, to travel on business, to give a presentation, to make a speech, to socialise, to work from home, coffee break*

**PREPARATION**

Make one copy of the worksheet for each student in the class.

**TIME**

15-20 minutes

**PROCEDURE**

- 1 Tell the students that they are going to ask each other questions about their work routines and habits. (If necessary elicit/revise the question *How often do you...?* and adverbs of frequency.)
- 2 Give out the worksheets.
- 3 Each student completes the first column giving information about him or herself.
- 4 Each student then asks three other students the same questions. The activity continues until they have completed the forms.

**FOLLOW-UP**

In larger classes, students can then play a guessing game where they give facts about one of the people they interviewed to the rest of the group who have to guess who they are talking about.

*This person often goes to meetings and goes to a conference once or twice a year. He's hardly ever late for work.*