

11 *How often*

In your job, how often do you...?



1 go to meetings



2 speak to customers



3 travel by train



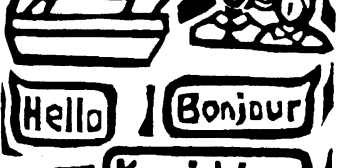
4 travel by air



5 use a computer



6 make international
phone calls



7 give presentations



8 use foreign languages



9 have business lunches



10 receive faxes

	You	Your partner	Your partner
1 go to meetings			
2 speak to customers			
3 travel by train			
4 travel by air			
5 use a computer			
6 make international phone calls			
7 give presentations			
8 use foreign languages			
9 have business lunches			
10 receive faxes			

every day ❖ every Monday ❖ never ❖ once a week ❖ twice a month ❖ three times a year

Teacher's Notes

How often Worksheet 11

ACTIVITY

Pairwork, groupwork (mill drill): reading, speaking

AIM

To exchange information about business activities.

GRAMMAR AND FUNCTIONS

Present simple questions

Frequency adverbials

VOCABULARY

go to meetings, speak to customers, travel by train, travel by air, use a computer, make international phone calls, give presentations, use foreign languages, have business lunches, receive faxes

PREPARATION

Make one copy of the worksheet for each student.

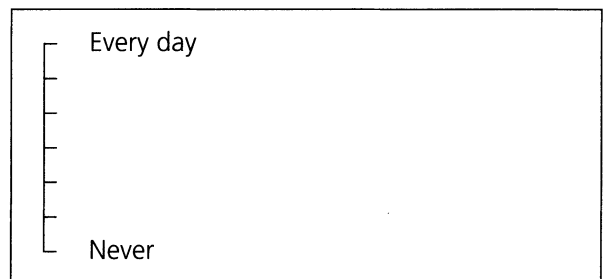
TIME

10 to 20 minutes

PROCEDURE

1 Write the following question on the board: *How often do you work late at the office?*

2 Check comprehension and put the following diagram on the board:



3 Elicit other possible answers to the question: *every Tuesday, once a week, twice a month, three times a year...* Write them in the diagram according to frequency. Drill for pronunciation if necessary.

4 Get the students to circulate, asking other people in the group the question: *How often do you work late at the office?*

5 Give out the worksheets.

6 Draw the students' attention to the question at the top of the worksheet and the prompts below. Do the first one with the whole class. Explain to the students that they have to choose their answers from the phrases at the bottom of the worksheet. Ask them to write their answers in the *You* column. Circulate, helping with vocabulary.

7 If necessary, drill the questions on the sheet.

8 Divide the class into pairs.

9 Get the students to ask each other the questions on the worksheet and write their partner's answers in the next column.

10 When each pair finishes, ask them to form new pairs with other students to complete the last column.

11 When the activity finishes, ask a few of the students questions from the worksheet: *Juan, how often does Anna go to meetings?*

FOLLOW-UP

Ask the students to write short texts based on the answers to the worksheets: *Juan goes to meetings once a week. He speaks to customers every day*