

Business English 7: Routines



1. Use the vocabulary below to complete the table.

walk	ferry	metro	bicycle	bus	car
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I go to work by...

1. 	2. 	3. 
4. 	5. 	6. 

How do you go to work?

Present Simple

Adverbs of Frequency

Adverbs of frequency give you more information about how often something happens. Look at the examples below.

Note: The adverb comes before the verb but after the verb BE (am/is/are)

Adverbs	Example
100% always	I always go to work by car.
90% usually	You usually start work at 9 o'clock in the morning.
50% sometimes	He sometimes eats pasta for lunch.
10% rarely	She is rarely late for work. (Note: Adverb before the verb BE)
0% never	They never have meetings in the evening.



2. Work with a partner. Ask and answer questions about your routines using the prompts below. Take notes about your partner and share them with the class.

For example: How often do you go to the gym?

I never go to gym.

100% always 90% usually 50% sometimes 10% rarely 0% never

How often do you...

- | | |
|--------------------------|--------------------------------|
| ..go to work by bike? | ..have business meetings? |
| ..eat chicken? | ..have computer problems? |
| ..cook at work? | ..have business lunches? |
| ..send emails? | ..wake up before 6am? |
| ..have meetings? | ..meet colleagues for drinks? |
| ..drink coffee? | ..go to work by bus? |
| ..work late? | ..eat pasta for lunch? |
| ..work at the weekend? | ..give presentations at work? |
| ..go to the gym? | ..finish work after 6pm? |
| ..speak English at work? | ..make photocopies at work? |
| ..eat in the canteen? | ..take a 1 hour break at work? |

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3. Alice, Becky and Julien work at DRT Limited. Read about their daily routines below and answer the following questions.



Alice Williams

Hi, my name is Alice. I work in marketing at DRT.

I sometimes start work at nine o'clock in the morning and I sometimes start later. The first thing I do is make a big coffee and read emails.

I always have lots of meetings in the afternoon so I am always talking to different people. I am never sitting in front of the computer for too long.

I usually finish work at six o'clock in the evening and I go home by walk. I live ten minutes away from the office which is great.



Becky Thomas

Hi, my name is Becky. I work in Human Resources (HR) at DRT.

I love my job because I have many different things to do. Also, I often help people when they have problems.

I start work very early. I usually arrive at the office at six o'clock in the morning, I rarely start work after seven o'clock. The office is very quiet at this time so I have time to go over my emails and get some work done. Also, it means I finish early. I never finish work after half past three in the afternoon. Which is perfect because I often go home by car and don't have traffic.



Julien Berns

Hi, my name is Julien. I work in accounts at DRT.

I always go to work by metro, I like to take the metro because I have some time for myself. I usually eat an apple on the metro and read my book.

I usually start at work at half past eight in the morning. I work in an open office with three other people. I send lots of email every day. I think I usually send around fifty emails per day.

I always finish work at half past five and I catch the metro back home at quarter to six in the evening.

1. What time does Alice start work?

2. How does Alice go home after work?

3. What is Becky's last name?

4. Which department does Becky work in?

5. Why does Becky like her job?

6. How does Julien go to work?

7. What time does Julien start work?

8. How many emails does Julien send every day?



4. Now work with a partner and answer the following questions.

- | | |
|---------------|--|
| 100% always | 1. What do you do? |
| 90% usually | 2. Which department do you work in? |
| 50% sometimes | 3. Which company do you work for? |
| 10% rarely | 4. Where do you work? |
| 0% never | 5. How do you go to work? |
| | 6. What time do you usually start work? |
| | 7. What time do you usually finish work? |





5. Use the prompts below to make true sentences about you.

For example: I **usually** **take** a shower **in the morning**.

Or

In the morning I **usually** **take** a shower.

100% always	90% usually	50% sometimes
10% rarely	0% never	

have a shower	for breakfast	read a book
cook dinner	send emails	get emails
meetings	by walk	by car
watch a movie	go to the cinema	eat sushi
travel for work	go on holiday	go to the gym
meet friends	drink coffee/tea	drink beer/wine

in the morning	in the afternoon	in the evening
at <i>nine</i> o'clock	at quarter past <i>nine</i>	at half past <i>nine</i>
at quarter to <i>nine</i>	at/on the weekend	in <i>April</i>
every day/week/month/year	in summer/autumn	in winter/spring

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