

Routines, Dates and Time

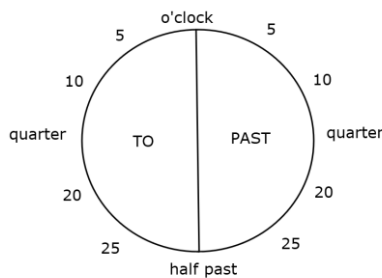


1. Read the events below and put them in the correct order.

- _____ a. When I get to work at 6 o'clock I make a coffee, switch on my computer, and check my emails.
- _____ b. Before I turn off my computer I always check my calendar for the next day.
- _____ c. I usually have a team meeting after breakfast.
- _____ d. At half past seven I have some breakfast. I usually have some fruit and cereal.
- _____ e. In the afternoon I sometimes go to the warehouse and make sure everything is ok.
- _____ f. I often start work early, half past six.
- _____ g. I always have lunch at the canteen with my colleagues. We usually go at around noon.
- _____ h. I usually finish work at half past three and go home by bike.
- _____ i. In the morning I usually go to work by bike. I leave the house at half past five.



2. How to tell the time.



<i>Time</i>	<i>The Fast Way</i>	<i>The Long Way</i>	<i>Time</i>	<i>The Fast Way</i>	<i>The Long Way</i>
2:00	It's two.	It's two o'clock.	2:35	It's two thirty-five.	It's twenty-five to three.
2:05	It's two-oh-five	It's five past two.	2:40	It's two forty.	It's twenty to three.
2:10	It's two ten.	It's ten past two.	2:45	It's two forty-five.	It's quarter to three.
2:15	It's two fifteen.	It's quarter past two.	2:50	It's two fifty.	It's ten to three.
2:20	It's two twenty.	It's twenty past two.	2:55	It's fifty-five.	It's five to three.
2:25	It's two twenty-five.	It's twenty-five past two.	3:00	It's three.	It's three o'clock.
2:30	It's two thirty.	It's half past two.			

am - in the morning
pm - in the afternoon



3. What time is it?

- | | |
|-----------------|------------------|
| 1. 3:30pm | 5. 2:00pm |
| 2. 5:55am | 6. 8:45am |
| 3. 7:15pm | 7. 10:45pm |
| 4. 1:10pm | 8. 1:50pm |



4. Work with a partner. Ask and answer the following questions.

For example: *I usually wake up at around 7 o'clock (in the morning).*

1. What time do you wake up?
2. What time do you go to work?
3. What time do you have lunch?
4. What time do you finish work?
5. What time do you _____ ?
6. What time do you _____ ?
7. What time do you _____ ?



5. Fill in the gaps below to complete the spelling of the days of the week.

- | | |
|-------------------|-----------------|
| 8. M_ _ day | 5. F_ _ day |
| 9. _ u _ _ day | 6. _ _ _ _ rday |
| 10. W _ _ _ _ day | 7. _ _ nday |
| 11. T_ _ _ _ day | |

6. Work with a partner and answer the following questions.

- When is the weekend?
- What is your favourite day of the week? Why?
- What is your least favourite day of the week? Why?
- What is the first day of the week?
- Which days do you usually work?
- Which days do you usually have off work?
- Are shops in your country open on Sundays?
- Does your company run at the weekend?
- Do you sometimes work at the weekend?



7. In business a *quarter* is a three month period on a company's financial calendar. Complete the following table.

Q1: January
 Q2: April
 Q3: July
 Q4: October

- Which months are the busiest at your company?
- Is your company ever closed for a couple of weeks (shut down) ? If so, when?
- Which is the coldest month in your country?
- Which is the warmest month in your country?



8. Look at the table below and practice reading the *ordinals* with your class.

1 st	first	11 th	eleventh	20 th	twentieth	21 st	Twenty-first
2 nd	second	12 th	twelfth	30 th	thirtieth	22 nd	Twenty-second
3 rd	third	13 th	thirteenth	40 th	fortieth	23 rd	Twenty-third
4 th	fourth	14 th	fourteenth	50 th	fiftieth	24 th	Twenty-fourth
5 th	fifth	15 th	fifteenth	60 th	sixtieth	25 th	Twenty-fifth
6 th	sixth	16 th	sixteenth	70 th	seventieth	26 th	Twenty-sixth
7 th	seventh	17 th	seventeenth	80 th	eightieth	27 th	Twenty-seventh
8 th	eighth	18 th	eighteenth	90 th	ninetieth	28 th	Twenty-eighth
9 th	ninth	19 th	nineteenth			29 th	Twenty-ninth
10 th	tenth						

**Note: For the numbers: twenty, thirty, forty, fifty etc. notice that we at a longer sound at the end. Read them as 'twen-tee-ith', 'thir-tee-ith', etc.*



9. Take a look at Pablo's calendar below and complete the sentences on the following page.

AUGUST 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 11am drive to Paris	2 12:30pm visit warehouse	3 9:15am production presentation	4 2:45pm drive to Toulouse	5 11:35am meeting with CEO	6
7	8 2:20pm meeting with China	9	10 4:15pm Update Spain office	11	12	13
14	15	16 12:15pm lunch with Jeff	17	18 9am-4pm all-day seminar	19 6:45pm dentist appointment	20
21	22 3pm presentation	23	24 10:45am interview new production manager	25	26	27
28	29 3:20 meeting with Carla	30	31			

For example:

1. *Pablo is interviewing a new production manager on the 24th at 10:45am/quarter to eleven in the morning.*
2. Pablo is having lunch with Jeff
3. Pablo is going to an all-day seminar
4. Pablo is driving to Paris
5. Pablo is giving a presentation about production
6. Pablo is having a conference call with China
7. Pablo is updating with Spanish offices
8. Pablo is going to the dentist
9. Pablo is having a meeting with Carla
10. Pablo is giving a presentation in the afternoon
11. Pablo is driving to Toulouse
12. Pablo is visiting the warehouse
13. Pablo is having a meeting with the CEO



10. Work with a partner and discuss the following questions.

- In your country is it typical to start work early or late?
- In your country is it typical for people to work quite late?
- When is the next public holiday?
- Do people work long hours where you come from?
- How long are lunch breaks in your country?
- Do people usually eat at their desk, at a canteen, or at a restaurant ?
- Do people usually have a big lunch or a big dinner in your country?
- What time do you usually have dinner?