

Words of module 5: The first week at work

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5 Exercises • Duration: 15 min.

The first week at work

English

Read & listen online ↗



LEARNING GOAL

I can tell the time, say when work starts and give my email address.

I can read a weekly plan and say what I do on which day and how often.

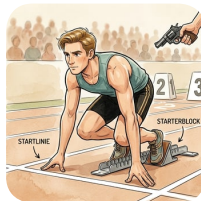
I can describe my day, say what I like doing in my free time and ask others about theirs.

I can say where something is in the office and ask people to do something.

I can read a short notice and write a short message to colleagues.



late
late



start
start



quarter
quarter



man
man



colleague
colleague



desk
desk



computer
computer



email
email



address
address



hour
hour (sixty
minutes)



minute
minute



grey
grey

Words

FROM THE SCENE

late

late

Late? It's only five to nine.

start

start

Work starts at nine. I arrive at quarter to nine. Every day.

quarter

quarter

Work starts at nine. I arrive at quarter to nine. Every day.

man

man

colleague

colleague

And you are the new colleague from number seven. With the cat.

desk

desk

Here is your desk. The computer is by the window. I sit next to you. Your surname, please.

computer**computer**

Here is your desk. The computer is by the window. I sit next to you. Your surname, please.

email**email****address****address****until****until**

Until when do we work?

hour**hour (sixty minutes)**

Eight hours of work?

minute**minute**

From nine until half past five. The break lasts thirty minutes.

grey**grey**

What is this? A grey hair. From Milo?

metre**metre**

Then one metre of distance, please.

week**week**

Here is the weekly plan. Monday is blue, Tuesday green, Wednesday yellow, Thursday red, Friday white.

Monday**Monday**

No. Monday soup, Tuesday fish, Wednesday soup, Thursday fish, Friday soup.

Tuesday**Tuesday**

No. Monday soup, Tuesday fish, Wednesday soup, Thursday fish, Friday soup.

Wednesday**Wednesday**

No. Monday soup, Tuesday fish, Wednesday soup, Thursday fish, Friday soup.

Thursday**Thursday**

What happens on Thursday at ten?

Friday**Friday**

What happens on Friday at four?

meeting**meeting**

A meeting with the boss. Every Thursday.
Always coffee, never tea.

never**never**

A meeting with the boss. Every Thursday.
Always coffee, never tea.

lunch**lunch**

Cake for lunch? Every day?

soup**soup**

Soup and bread. Sometimes cake too.

Sunday**Sunday****weekend****weekend**

What about the weekend?

usually**usually**

I usually eat eggs. What do you eat?

sometimes**sometimes**

No. Only sometimes.

o'clock**o'clock (at four o'clock)****check****check (a control)**

The check for Milo.

office**office****everywhere****everywhere**

You live in number seven. Milo goes everywhere.

walk**walk****get up****get up**

When do you get up?

shower**shower**

At half past six. I shower, then come here.

free**free (not busy)**

What do you like doing in your free time?

do**do**

What do you like doing in your free time?

read**read**

I like reading. Sometimes I cook. I also like running.

cook	cook (make food) I like reading. Sometimes I cook. I also like running.
run	run I like reading. Sometimes I cook. I also like running.
home	home
see	see
bag	bag Put him back in the bag. One metre of distance!
heavy	heavy Good morning. The bag is heavy. What is inside? A cat! Again?
put	put Put him back in the bag. One metre of distance!
back	back (come back) Put him back in the bag. One metre of distance!
behind	behind Behind the computer! In front of the printer! Now on the desk!
in front of	in front of
printer	printer Milo, come here. Do not go to the printer!
important	important
mouse	mouse My mouse!
give	give
paper	paper Paper and a pen, please.
rule	rule For the rules. Even an office cat needs rules.
since	since

notice

notice

Here is the notice. For the kitchen wall.

often

often

times

times (three times a day)

How many times does he get food?

afternoon

afternoon

What does he do in the afternoon?

write

write

Please write a message to everyone.

message

message

Please write a message to everyone.

NEW WORDS**change**

change

I change the plan.

wash

wash

I wash my hands.

lose

lose

I lose the key.

inside

inside

Milo is inside.

touch

touch

Milo touches my leg.

VOCABULARY & COMMUNICATION**W1) WHAT DOES IT MEAN?**

What does it mean?

1 quarter

- ☐ A cat
- ☐ B quarter
- ☐ C whose

2 computer

- ☐ A order
- ☐ B computer
- ☐ C lamp

3 colleague

- ☐ A spell
- ☐ B loud
- ☐ C colleague

4 late

- ☐ A late
- ☐ B only
- ☐ C sorry

5 minute

- ☐ A minute
- ☐ B love
- ☐ C bill

6 start

- ☐ A pay
- ☐ B year
- ☐ C start

W2) MESSAGES FROM THE MODULE

Match the pairs.

- | | |
|--|---|
| ① What happens on Thursday at ten? | ① Late? It's only five to nine. |
| ② He's here. He comes with me every day now. | ② He's here. He comes with me every day now. |
| ③ Lena is my neighbour. She's from Hamburg. | ③ What happens on Thursday at ten? |
| ④ Late? It's only five to nine. | ④ Refer back to Lukas or Lena with the appropriate pronoun. |
| ⑤ Sorry. You're afraid of cats, right? | ⑤ Sorry. You're afraid of cats, right? |
| ⑥ Good morning, Jack! Are you awake already? | ⑥ Refer to the learner as your neighbour. |

⑦ Lena is here. She
lives in Millbrook.

⑧ Good morning, Jack! Are you
awake already?

W3) RECALL THE CONVERSATIONS

Fill the gaps with the words from the box.

What Sorry Late Good

_____? It's only five to nine.

Meaning: Late? It's only five to nine.

Late Sorry Good What

_____ happens on Thursday at ten?

Meaning: What happens on Thursday at ten?

Sorry Good Late What

_____ morning, Jack! Are you awake already?

Meaning: Good morning, Jack! Are you awake already?

Late What Good Sorry

_____. You're afraid of cats, right?

Meaning: Sorry. You're afraid of cats, right?

What comes Late Good

He's here. He _____ with me every day now.

Meaning: He's here. He comes with me every day now.

What Late Good neighbour

Lukas: Lukas is my _____. He's from Hamburg.

Meaning: Refer to the learner as your neighbour.

What Late Good neighbour

Lena: Lena is my _____. She's from Hamburg.

Meaning: Refer to the learner as your neighbour.

What Good lives Late

Lukas: Lukas is here. He _____ in Millbrook.

Meaning: Refer back to Lukas or Lena with the appropriate pronoun.

What Good lives Late

Lena: Lena is here. She _____ in Millbrook.

Meaning: Refer back to Lukas or Lena with the appropriate pronoun.

W4) USE THE MESSAGES

Choose the right words for the situation.

1 Late? It's only five to nine. You say:

- ☐ A Late? It's only five to nine.
- ☐ B What happens on Thursday at ten?

2 What happens on Thursday at ten? You say:

- ☐ A What happens on Thursday at ten?
- ☐ B Good morning, Jack! Are you awake already?

3 Good morning, Jack! Are you awake already? You say:

- ☐ A Good morning, Jack! Are you awake already?
- ☐ B Sorry. You're afraid of cats, right?

4 Sorry. You're afraid of cats, right? You say:

- ☐ A He's here. He comes with me every day now.
- ☐ B Sorry. You're afraid of cats, right?

5 He's here. He comes with me every day now. You say:

- ☐ A He's here. He comes with me every day now.
- ☐ B Late? It's only five to nine.

W5) TOM, WHERE ARE YOU? IT'S A QUARTER TO TEN!

Fill the speech bubbles.



grey Tom Look front

Lena: _____, where are you? It's a quarter to ten!

Tom: Here, in _____ of the printer. My papers are inside!

Tom: But there's a _____ cat on the papers!

Lena: _____ at the notice on the wall. Rule four!

Meaning: 1. Tom, where are you? It's a quarter to ten!

2. Here, in front of the printer. My papers are inside!

3. But there's a grey cat on the papers!

4. Look at the notice on the wall. Rule four!