

SCENE 25 • NUMBER 7

Rules for Milo

Friday, 16:00: cat check. Milo has come to work every day since Wednesday.
Tom has written a notice for the kitchen wall.

141 Words · 5 Exercises · Duration: 15 min.

The first week at work

English

Read & listen online



LEARNING GOAL

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

Tom = ■ Lena (Lukas) = ○

- Friday, four in the afternoon. The check for Milo.
- He's here. He comes with me every day now.
- And he is never late.

He looks at Milo, who is asleep on the printer.

- Here is the notice. For the kitchen wall.
- Rules for Milo. First: he arrives at nine. Second: he eats at twelve and five. Do not go on the computer! Do not go on the printer!
- The fourth rule is very important.
- How many times does he get food?
- Twice. Exactly twice.
- What does he do in the afternoon?
- He usually sleeps. Do not sleep at work!
- I don't sleep at work!
- Please write a message to everyone.
- Hello everyone. Milo is now our office cat. The rules are in the kitchen.
- Good. Here is rule seven.
- Seven? Where are five and six?
- Milo is already on his chair. Tom strokes him, carefully, with one finger.*
- Later. On Fridays Milo may sit on my chair.
- On your chair?
- Yes. Today is Friday.

Vocabulary

DOING THINGS

write write

SMALL WORDS

often often

HERE AND THERE

since since

EVERYDAY THINGS

notice notice

message message

DATES AND EVENTS

times times (three times a day)

afternoon afternoon

LISTENING & UNDERSTANDING

L1) WHO SAYS IT

Read the dialogue again. Who says these words? Tick the right person.

1 Friday, four in the afternoon. The check for Milo.

- ☐ A Tom
- ☐ B Lena

2 He usually sleeps. Do not sleep at work!

- ☐ A Tom
- ☐ B Lena

L2) WHAT DOES IT MEAN

Tick the right English meaning.

1 And he is never late.

- ☐ A And he is never late.
- ☐ B Friday, four in the afternoon. The check for Milo.
- ☐ C Twice. Exactly twice.

2 Please write a message to everyone.

- ☐ A Seven? Where are five and six?
- ☐ B The fourth rule is very important.
- ☐ C Please write a message to everyone.

L3) HOW DO YOU SAY IT

Tick the right English sentence.

1 The fourth rule is very important.

- ☐ (A) Friday, four in the afternoon. The check for Milo.
- ☐ (B) Good. Here is rule seven.
- ☐ (C) The fourth rule is very important.

2 Good. Here is rule seven.

- ☐ (A) Good. Here is rule seven.
- ☐ (B) Yes. Today is Friday.
- ☐ (C) Later. On Fridays Milo may sit on my chair.

L4) PUT THE WORDS IN ORDER

Write the words in the right order on the line.

- 1**

- 2**

L5) WHAT HAPPENS FIRST

Number the lines in the order they come in the scene.

- ☐ Good. Here is rule seven.
- ☐ He's here. He comes with me every day now.
- ☐ On your chair?
- ☐ He usually sleeps. Do not sleep at work!
- ☐ The fourth rule is very important.

SCENE 25 • WORDS

Rules for Milo

Rules for Milo

4 Exercises • Duration: 10 min.

The first week at work

English

Read & listen online



since
since



notice
notice



times
times (three
times a day)



afternoon
afternoon



write
write



message
message



touch
touch

Words

FROM THE SCENE

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**touch**

touch

Milo touches my leg.

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

What does it mean?

1 afternoon

- ☐ A grandfather
- ☐ B door
- ☐ C afternoon

2 times

- ☐ A new
- ☐ B address
- ☐ C times (three times a day)

3 touch

- ☐ A beautiful
- ☐ B touch
- ☐ C today

4 since

- ☐ A nose
- ☐ B you're welcome
- ☐ C since

5 message

- ☐ A message
- ☐ B long
- ☐ C metre

6 often

- ☐ A bathroom
- ☐ B included
- ☐ C often

W2) COMPLETE THE CONVERSATION

Fill the gaps with the words from the box.

Friday never comes notice

_____, four in the afternoon. The check for Milo.

Meaning: Friday, four in the afternoon. The check for Milo.

comes notice never Friday

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

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

Friday notice comes never

And he is _____ late.

Meaning: And he is never late.

notice comes never Friday

Here is the _____. For the kitchen wall.

Meaning: Here is the notice. For the kitchen wall.

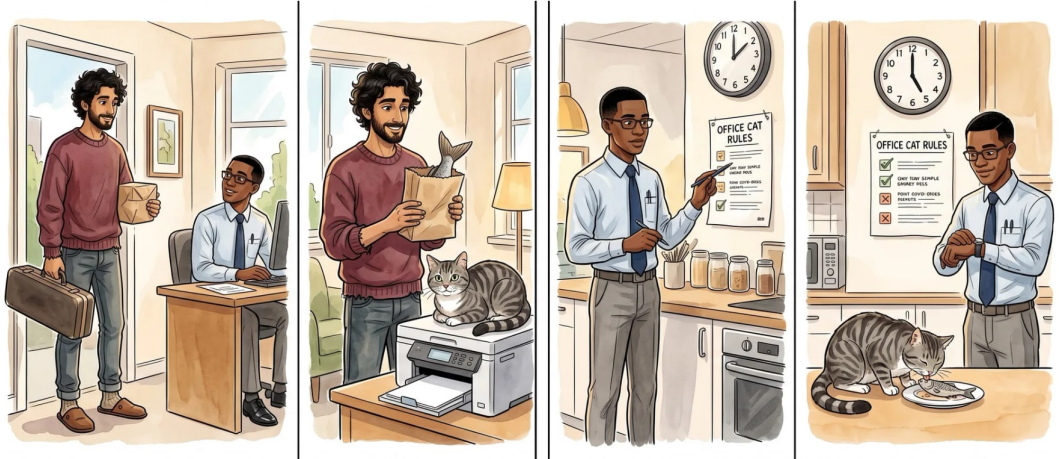
never Friday fourth comes

The _____ rule is very important.

Meaning: The fourth rule is very important.

W3) HELLO. ARE YOU OUR GUEST?

Fill the speech bubbles.



Rule Right Jack guest

Tom: Hello. Are you our _____?

Jack: Yes. I'm _____ from number seven. This is fish for Milo.

Tom: _____ two: the cat eats at twelve and at five.

Jack: _____! And it's five already.

Meaning: 1. Hello. Are you our guest?

2. Yes. I'm Jack from number seven. This is fish for Milo.

3. Rule two: the cat eats at twelve and at five.

4. Right! And it's five already.

W4) COMPLETE THE CONVERSATION

Fill the gaps with the words from the box.

never notice comes Friday

_____, four in the afternoon. The check for Milo.

Meaning: Friday, four in the afternoon. The check for Milo.

Friday notice never comes

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

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

never comes notice Friday

And he is _____ late.

Meaning: And he is never late.

comes Friday notice never

Here is the _____. For the kitchen wall.

Meaning: Here is the notice. For the kitchen wall.

comes Friday fourth never

The _____ rule is very important.

Meaning: The fourth rule is very important.

SCENE 25 • GRAMMAR

come here, don't sleep

Requests, commands and rules

6 Exercises · Duration: 20 min.

The first week at work

English

Read & listen online 



Requests, commands and rules

An imperative usually starts with the base verb and no subject: **Come here, Sit down, Write your name.** Add **please** to make a request more courteous.

For a negative command use **don't** plus the base verb: **Don't sleep at work, Don't touch the printer.** Do not use a person ending after **don't**.

Rules can also use **no** plus a noun or **-ing** activity: **No cats in bed, No sleeping at work.** Choose a short form that makes the rule clear.

Form	Example	Meaning
Come	Come here, please.	Ask someone to come closer.
Sit	Sit down, please.	Ask someone to take a seat.
sleep	Don't sleep at work.	Tell someone not to sleep at work.
Write	Write your name, please.	Ask someone to write a name.
sleeping	No sleeping at work.	Write a rule prohibiting sleeping.
Don't	Don't touch the printer.	Give a negative command.

Come here, please.

Ask someone to come closer.

Sit down, please.

Ask someone to take a seat.

Don't sleep at work.

Tell someone not to sleep at work.

Write your name, please.

Ask someone to write a name.

No sleeping at work.

Write a rule prohibiting sleeping.

Don't touch the printer.

Give a negative command.

GRAMMAR

G1) NOTICE THE PATTERNS

Underline the form described in this unit.

1 Come here, please.

Meaning: Ask someone to come closer.

2 Sit down, please.

Meaning: Ask someone to take a seat.

- 3 Don't sleep at work.

Meaning: Tell someone not to sleep at work.

- 4 Write your name, please.

Meaning: Ask someone to write a name.

- 5 No sleeping at work.

Meaning: Write a rule prohibiting sleeping.

- 6 Don't touch the printer.

Meaning: Give a negative command.

G2) CHOOSE THE FORM

Choose the right word for the gap.

- 1 _____ here, please.

- ☐ A Come
- ☐ B Coming
- ☐ C Comes

Meaning: Ask someone to come closer.

2 _____ down, please.

- ☐ A Sit
- ☐ B Sitting
- ☐ C Sits

Meaning: Ask someone to take a seat.

3 Don't _____ at work.

- ☐ A sleeping
- ☐ B sleep
- ☐ C sleeps

Meaning: Tell someone not to sleep at work.

4 _____ your name, please.

- ☐ A Writes
- ☐ B Writing
- ☐ C Write

Meaning: Ask someone to write a name.

5 No _____ at work.

- ☐ A sleep
- ☐ B sleeping
- ☐ C sleeps

Meaning: Write a rule prohibiting sleeping.

6 _____ touch the printer.

- ☐ A Not
- ☐ B Don't
- ☐ C Doesn't

Meaning: Give a negative command.

G3) COMPLETE A SHORT MESSAGE

Fill the gaps with the words from the box.

Come Comes

_____ here, please.

Meaning: Ask someone to come closer.

Sit Sits

_____ down, please.

Meaning: Ask someone to take a seat.

sleep sleeps

Don't _____ at work.

Meaning: Tell someone not to sleep at work.

Write Writes

_____ your name, please.

Meaning: Ask someone to write a name.

sleeping sleep

No _____ at work.

Meaning: Write a rule prohibiting sleeping.

Don't Doesn't

_____ touch the printer.

Meaning: Give a negative command.

G4) BUILD USEFUL SENTENCES

Put the words in order.

1 Come please. here,

Meaning: Ask someone to come closer.

2 please. Sit down,

Meaning: Ask someone to take a seat.

3 work. at sleep Don't

Meaning: Tell someone not to sleep at work.

4 your Write please. name,

Meaning: Ask someone to write a name.

5 sleeping work. No at

Meaning: Write a rule prohibiting sleeping.

- 6 printer. Don't the touch

Meaning: Give a negative command.

G5) WHAT WOULD YOU SAY?

Choose the right words for the situation.

1 Ask someone to come closer. You say:

- ☐ A Come here, please.
- ☐ B Comes here, please.

2 Ask someone to take a seat. You say:

- ☐ A Sits down, please.
- ☐ B Sit down, please.

3 Tell someone not to sleep at work. You say:

- ☐ A Don't sleep at work.
- ☐ B Don't sleeps at work.

4 Ask someone to write a name. You say:

- Ⓐ Write your name, please.
- Ⓑ Writes your name, please.

G6) CONNECT MESSAGES AND MEANINGS

Match the pairs.

- | | |
|----------------------------|--------------------------------------|
| Ⓛ Write your name, please. | Ⓐ Give a negative command. |
| Ⓜ Come here, please. | Ⓑ Ask someone to write a name. |
| Ⓨ Don't sleep at work. | Ⓒ Ask someone to come closer. |
| Ⓟ No sleeping at work. | Ⓓ Tell someone not to sleep at work. |
| Ⓢ Sit down, please. | Ⓔ Ask someone to take a seat. |
| Ⓣ Don't touch the printer. | Ⓕ Write a rule prohibiting sleeping. |