

English in everyday situations

Module 5: The first week at work

6 Exercises · Duration: 20 min.

The first week at work

English

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at nine, half past five

Form	Example	Meaning
at	Work starts at nine.	Give the start time.
thirty	Half past five is five thirty.	Explain the clock time.
forty-five	A quarter to nine is eight forty-five.	Explain quarter to nine.
from	We work from nine to half past five.	Introduce the beginning of a time range.
in	I work in the morning.	Name a part of the day.
at	Jack plays at night.	Use the fixed preposition with night.

Use **at** for a clock time: **at nine, at half past five**. British **half past five** is 5:30. **A quarter past nine** is 9:15; **a quarter to nine** is 8:45.

You can read a timetable directly: **nine twelve, seventeen forty**. Ordinary speech often uses twelve-hour times plus context: **five forty in the afternoon**.

Use **from ... to ...** or **from ... until ...** for a range: **from nine to half past five**. **In the morning/afternoon/evening** differs from the fixed phrase **at night**.

always, usually, sometimes, never

Form	Example	Meaning
on	The meeting is on Thursday.	Give the weekday of the meeting.
every	I come here every day.	State that you come daily.
always	I always arrive early.	Say the early arrival happens every time.
always	I'm always on time.	Put the frequency word after be.
never	I never arrive late.	State that you are not late at any time.
eat	I sometimes eat cake.	Describe an occasional routine.

Use **on** with weekdays and specific days: **on Monday, on Saturday evening**. Use **every** without another preposition: **every Monday, every day**.

Frequency adverbs normally come before an ordinary main verb: **I always arrive early, I sometimes eat cake**. They usually follow **be**: **I'm always on time**.

Never already gives a negative meaning. Say **I never arrive late**, rather than adding **don't**. At this level choose a clear routine and one frequency word.

get up, have a shower, like reading

Form	Example	Meaning
get	I get up at half past six.	Describe your usual waking routine.
a	I have a shower.	Use the ordinary British phrase.
reading	I enjoy reading.	Say reading is an enjoyable activity.

Form	Example	Meaning
Then	First I have a shower. Then I have breakfast.	Put breakfast after the shower in the sequence.
goes	Jack goes to bed in the morning.	Describe Jack's routine.
breakfast	I have breakfast at seven.	Name the routine meal without an article.

Describe a routine with present simple verbs: **I get up at half past six, I have a shower, I go to work.** British **have a shower** is a natural everyday phrase.

After **like/love/enjoy**, an **-ing** activity is common: **I like reading, I love cooking, I enjoy running.** **Like to read** is also possible; **enjoy** needs the **-ing** form.

Keep the sequence clear with **first, then** and **after that**: **First I have a shower. Then I have breakfast.** Meals in general usually take no article: **have breakfast, have lunch.**

I'm looking, he's sleeping

Form	Example	Meaning
looking	I'm looking for the key now.	Describe an action happening now.
is	Milo is sleeping.	Describe Milo's current action.
Are	Are you working now?	Ask about the listener's current activity.
isn't	He isn't sleeping.	Negate a current action with be.
running	I'm running in the park.	Use the correct ing spelling of run.
plays	Jack plays every night.	Use the simple present for a routine.

Build the present continuous with present **be** plus an **-ing** form: **I'm looking, you're working, he's sleeping.** It describes an action happening now or around now.

Compare **I work every day** with **I'm working now.** Common spelling changes are **take → taking, run → running, lie → lying.** A short one-syllable consonant-vowel-consonant verb often doubles its final consonant.

For questions put **be** first: **Are you working?** For negation keep **not** with **be**: **He isn't sleeping.** Do not add **do/does** to this pattern.

come here, don't sleep

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.

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.

GRAMMAR**G1) NOTICE THE PATTERNS**

Underline the form described in this unit.

- 1 Work starts at nine.

Meaning: Give the start time.

- 2 The meeting is on Thursday.

Meaning: Give the weekday of the meeting.

- 3 I get up at half past six.

Meaning: Describe your usual waking routine.

- 4 I'm looking for the key now.

Meaning: Describe an action happening now.

- 5 Come here, please.

Meaning: Ask someone to come closer.

- 6 Lukas is my neighbour. He's from Hamburg.

Meaning: Refer to the learner as your neighbour.

- 7 Lena is my neighbour. She's from Hamburg.

Meaning: Refer to the learner as your neighbour.

- 8 Lukas is here. He lives in Millbrook.

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

- 9 Lena is here. She lives in Millbrook.

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

- 10 A quarter to nine is eight forty-five.

Meaning: Explain quarter to nine.

- 11 I always arrive early.

Meaning: Say the early arrival happens every time.

12 I enjoy reading.

Meaning: Say reading is an enjoyable activity.

G2) CHOOSE THE FORM

Choose the right word for the gap.

1 Work starts _____ nine.

- ☐ A in
- ☐ B at
- ☐ C on

Meaning: Give the start time.

2 The meeting is _____ Thursday.

- ☐ A at
- ☐ B in
- ☐ C on

Meaning: Give the weekday of the meeting.

3 I _____ up at half past six.

- ☐ A gets
- ☐ B getting
- ☐ C get

Meaning: Describe your usual waking routine.

4 I'm _____ for the key now.

- ☐ A looks
- ☐ B look
- ☐ C looking

Meaning: Describe an action happening now.

5 _____ here, please.

- ☐ A Coming
- ☐ B Comes
- ☐ C Come

Meaning: Ask someone to come closer.

6 Lukas: Lukas _____ my neighbour. He's from Hamburg.

- ☐ A am
- ☐ B are
- ☐ C is

Meaning: Refer to the learner as your neighbour.

7 Lena: Lena _____ my neighbour. She's from Hamburg.

- ☐ A am
- ☐ B is
- ☐ C are

Meaning: Refer to the learner as your neighbour.

8 Lukas: Lukas is here. _____ lives in Millbrook.

- ☐ A We
- ☐ B He
- ☐ C They

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

9 Lena: Lena is here. _____ lives in Millbrook.

- ☐ A She
- ☐ B We
- ☐ C They

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

10 A quarter to nine is eight _____.

- ☐ A fifteen
- ☐ B forty-five
- ☐ C thirty

Meaning: Explain quarter to nine.

11 I _____ arrive early.

- ☐ A yesterday
- ☐ B always
- ☐ C never

Meaning: Say the early arrival happens every time.

12 I enjoy _____.

- ☐ (A) to read
- ☐ (B) reading
- ☐ (C) read

Meaning: Say reading is an enjoyable activity.

G3) COMPLETE A SHORT MESSAGE

Fill the gaps with the words from the box.

at in

Work starts _____ nine.

Meaning: Give the start time.

on in

The meeting is _____ Thursday.

Meaning: Give the weekday of the meeting.

get gets

I _____ up at half past six.

Meaning: Describe your usual waking routine.

looking look

I'm _____ for the key now.

Meaning: Describe an action happening now.

Come Comes

_____ here, please.

Meaning: Ask someone to come closer.

is are

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

Meaning: Refer to the learner as your neighbour.

is are

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

Meaning: Refer to the learner as your neighbour.

He They

Lukas: Lukas is here. _____ lives in Millbrook.

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

She They

Lena: Lena is here. _____ lives in Millbrook.

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

forty-five fifteen

A quarter to nine is eight _____.

Meaning: Explain quarter to nine.

always never

I _____ arrive early.

Meaning: Say the early arrival happens every time.

reading read

I enjoy _____.

Meaning: Say reading is an enjoyable activity.

G4) BUILD USEFUL SENTENCES

Put the words in order.

1 Work starts nine. at

Meaning: Give the start time.

2 is meeting on The Thursday.

Meaning: Give the weekday of the meeting.

3 at I six. get past up half

Meaning: Describe your usual waking routine.

4 I'm the looking now. for key

Meaning: Describe an action happening now.

5 Come here, please.

Meaning: Ask someone to come closer.

6 from is Hamburg. He's my neighbour. Lukas

Meaning: Refer to the learner as your neighbour.

7 She's neighbour. my is from Hamburg. Lena

Meaning: Refer to the learner as your neighbour.

8 here. is Millbrook. lives He in Lukas

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

9 here. She Millbrook. is in Lena lives

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

10 forty-five. eight nine A is quarter to

Meaning: Explain quarter to nine.

- 11 I always arrive early.

Meaning: Say the early arrival happens every time.

- 12 enjoy reading. I

Meaning: Say reading is an enjoyable activity.

G5) WHAT WOULD YOU SAY?

Choose the right words for the situation.

1 Give the start time. You say:

- ☐ A Work starts in nine.
- ☐ B Work starts at nine.

2 Give the weekday of the meeting. You say:

- ☐ A The meeting is on Thursday.
- ☐ B The meeting is in Thursday.

3 Describe your usual waking routine. You say:

- ☐ A I get up at half past six.
- ☐ B I gets up at half past six.

4 Describe an action happening now. You say:

- ☐ A I'm looking for the key now.
- ☐ B I'm look for the key now.

G6) CONNECT MESSAGES AND MEANINGS

Match the pairs.

- | | |
|--|---|
| ① Lena is here. She lives in Millbrook. | ① Give the weekday of the meeting. |
| ② A quarter to nine is eight forty-five. | ② Describe an action happening now. |
| ③ I'm looking for the key now. | ③ Describe your usual waking routine. |
| ④ Work starts at nine. | ④ Ask someone to come closer. |
| ⑤ Come here, please. | ⑤ Refer to the learner as your neighbour. |
| ⑥ The meeting is on Thursday. | ⑥ Refer back to Lukas or Lena with the appropriate pronoun. |
| ⑦ I get up at half past six. | ⑦ Explain quarter to nine. |

- 8 Lena is my neighbour. She's from Hamburg.
- H Give the start time.