

Lesson 7 | Working Life | Vocabulary & Present Tenses**Task 1 Listening: Mark's Working Day**

Listen to Mark and choose True or False for the statements below:

1. The speaker is 34 years old.
2. He has two children.
3. He works as an office clerk.
4. He starts work at 8:30.
5. He answers phone calls every day.
6. He is responsible for invoices.
7. He attends meetings every day.
8. He usually eats lunch with his colleagues.
9. At the moment, he is working on a new database.
10. Right now, he is focusing on accuracy and time management.

Task 2 Information Gap Activity

Work in groups (A and B) and prepare questions to find out the missing information.

Example:

Student A: What's her name? – Her name is Anna

Student B: How old is Anna? – She is 29.

STUDENT A

My name is (0) _____. I'm 29 years old. I am single and I live alone. I work as an (1) _____ in a small office. My position includes many different responsibilities, so my days are never boring.

I usually arrive at work at (2) _____. I always organise my desk and check my task list. I often schedule meetings and send messages to colleagues. I deal with (3) _____ every day and file papers carefully. I frequently communicate with customers by email and phone. I'm responsible for (4) _____, so I regularly check what we need. I usually support my manager and help the team with daily tasks.

I (5) _____ prepare simple reports and update spreadsheets. I rarely work late, but I always finish my tasks on time. I usually stay calm, even when the office is busy.

At the moment, I am preparing for (6) _____. I am printing files and checking information. Today I am also helping a new colleague, so I am explaining office procedures.

Right now, I am (7) _____. I am working carefully because accuracy is very important in my job.

Questions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

STUDENT B

My name is Anna. I am (0) _____ years old. I am single and I live alone. I work as an administrative assistant in a small office. My position includes (a) _____, so my days are never boring.

I usually arrive at work at 9 o'clock. I always organise my desk and check (b) _____. I often schedule meetings and send messages to colleagues. I deal with documents every day and file papers carefully. I frequently communicate with customers by (c) _____. I am responsible for office supplies, so I regularly check what we need. I usually support (d) _____ and help the team with daily tasks.

I sometimes prepare simple reports and update spreadsheets. I (e) _____ work late, but I always finish my tasks on time. I usually stay calm, even when the office is busy.

At the moment, I am preparing for an important meeting. I am printing files and checking information. Today I am also helping a (f) _____, so I am explaining office procedures. Right now, I am answering phone calls and writing notes. I am working carefully because (g) _____.

Question:

- a.
- b.
- c.
- d.
- e.
- f.
- g.

Listening Task Script

My name's Mark and I'm 34 years old. I'm married and I have a daughter. I work as an office clerk in a logistics company. My job is quite busy, but I like it because it's organised and clear.

I usually start work at 8:30. I often check my emails first and reply to urgent messages. I regularly update documents and enter data into the system. Every day, I answer phone calls and give basic information to clients. I sometimes help my colleagues with paperwork or simple problems. I'm responsible for invoices, so I always check the details carefully. I usually work independently, but I also work as part of a team.

Once or twice a week, I attend meetings, where I usually take notes and follow instructions from my supervisor. I always try to meet deadlines and follow office rules. At lunchtime, I usually eat with my colleagues and talk about work or family.

At the moment, I'm working on a new database. I'm entering data and checking old files. Today, I'm answering a lot of emails because the office is very busy. My manager is asking for updates, so I'm preparing a short report. Right now, I'm focusing on accuracy and time management because these are important in my job.