

## Getting to know each other.

Make a short introduction of yourself.

Find out about your colleagues and share the information with us:

- where they come from
- where they live
- what their job position is
- what they like about their work
- if they are married or single
- if they have any children
- if they have any brothers or sisters
- what hobbies they have
- how many languages they speak
- if they like learning English
- if they prefer watching films or reading books
- how much time they spend online every day

Let's check the question forms by putting the sentences into the correct order.

<https://wordwall.net/resource/46958737>

## My daily routine

Read the text about your teacher's daily routine and complete the gaps with the right word. Say what her day looks like. Then make a similar description of your day.

<https://wordwall.net/resource/46880715>

## Work skills Talking about your job

1  1.5 Listen to three people introducing themselves. Complete the table.



	Junko	Linda	Karl
1 Job			
2 Company			
3 Department			
4 Responsibilities			
5 Full- / Part-time			
6 Hours per week			
7 Colleagues, other people			
8 Place of work			
9 Travel			

## Generali ČP lesson 1

### 2 Complete the questions with the words below. Now work in pairs. Take turns to ask and answer questions about your jobs. Complete the answers.

Can Do (x2) How many What What type Where Which Who (x2)

- 1 \_\_\_\_\_ do you do?  
I'm a / an \_\_\_\_\_.
- 2 \_\_\_\_\_ do you work for?  
I work for \_\_\_\_\_. / I'm self-employed. / I work freelance.  
/ I run my own company.
- 3 \_\_\_\_\_ of company is it?  
It's a / an \_\_\_\_\_.
- 4 \_\_\_\_\_ department are you in?  
I work in the \_\_\_\_\_ department.
- 5 \_\_\_\_\_ you work full-time?  
Yes, I do. / No, I don't. I work part-time.
- 6 \_\_\_\_\_ hours do you work a week?  
I work about \_\_\_\_\_.
- 7 \_\_\_\_\_ do you work with?  
I work with \_\_\_\_\_.
- 8 \_\_\_\_\_ do you usually work - in an office?  
I usually work \_\_\_\_\_.
- 9 \_\_\_\_\_ you travel much for work?  
Yes, I travel \_\_\_\_\_. / No, I don't.
- 10 \_\_\_\_\_ you tell me what you do in your job?  
I'm responsible for \_\_\_\_\_. This involves \_\_\_\_\_.

Watch a short video about Robert Palliser talking about his work. Which of these activities does Robert do in the florist shop every day?

[https://www.youtube.com/watch?v=-r\\_HV4WJ1Xo](https://www.youtube.com/watch?v=-r_HV4WJ1Xo)

create arrangements
work alone
grow flowers
hire staff
have lunch
make bouquets
read letters
handle customers

deal with suppliers
do deliveries
get bouquets
take orders
open boxes
get phone calls
deal with people

Complete the sentences with the correct preposition.

<b>AT</b>	<b>OF</b>	<b>OUT</b>	<b>WITH</b>	<b>INTO</b>	<b>ON</b>
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1. I'm a florist and I work \_\_\_\_\_ Scott's Flowers in New York City.
2. My job consists \_\_\_\_\_ making bouquets.
3. I deal \_\_\_\_\_ suppliers and customers on the phone and in the store.
4. I handle customers who come \_\_\_\_\_ the store.
5. I also handle suppliers and customers \_\_\_\_\_ the phone.
6. We deal with our suppliers \_\_\_\_\_ Europe, even South America.
7. I spend very little time \_\_\_\_\_ my own in the store.

Work in pairs - Summarise what you know about Rob Palliser.

## Work skills Talking about your job

1 Eva (E) and Jakob (J) are interviewed about their jobs. Complete the questions. Then guess what their jobs are.

*Example* Who do you work for?

E I work freelance.

J I'm self-employed.

1 How many hours \_\_\_\_\_?

E Sometimes 60, sometimes none.

J Usually between 50 and 60.

2 Who \_\_\_\_\_?

E I often work with famous people.

J I work with my employee.

3 Where \_\_\_\_\_?

E I work in lots of different places.

J I work outside a lot.

4 Do \_\_\_\_\_?

E Yes, I often travel in my job.

J No, I don't.

5 What \_\_\_\_\_?

E I'm responsible for making actors look good or look right for their role.

J I produce food.

6 Do \_\_\_\_\_?

E Yes, I love it.

J Yes, I do.

Eva's job \_\_\_\_\_

Jakob's job \_\_\_\_\_

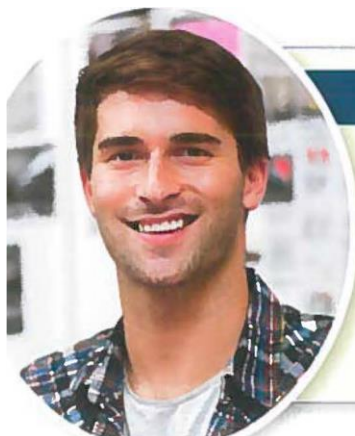
Work in pairs. Student A read about Petra, student B, read about Craig. Tell each other about the person.

6 Work in pairs. Student A read about Petra. Student B read about Craig on page 20.



### Petra

Petra lives and works in Florence in Italy. She speaks Italian and fluent English and German. She works part-time for Global Tours, a travel agent. It's a new company, so at the moment she is trying to develop the business and attract more customers. She thinks that Asia is a growing market so she is targeting Chinese and Korean customers. This week, she is planning a two-day tour of the Palio di Siena. Currently, she is studying for a degree in Business Studies in her spare time. She studies most weekends and doesn't have much free time.



### Craig

Craig works full-time for Global Tours. At the moment, he is booking a tour to St Petersburg. Craig is living with a friend in a small town near Florence in Italy, but he wants to move into the city when he has enough money. He loves visiting museums and art galleries and often visits the Uffizi Museum in Florence. His Italian is OK, but he wants to be fluent so he's studying in the evening. He goes to a local school twice a week.

## Focus

### Match the tenses with the examples.

Present Simple (PS)      Present Continuous (PC)

I'm **trying** to find them a hotel.

The Palio di Siena horse race **takes place** twice a year.

What **are you doing**?

The race usually **takes** less than two minutes.

Do you **need** any help?

### Complete the rules.

We use the \_\_\_\_\_ to talk about facts and regular events.

We use the \_\_\_\_\_ to talk about events happening now or around the present time.

We don't usually use the \_\_\_\_\_ with verbs like *be, want, need, like, and understand*.

We use phrases like *now, currently, at the moment, still, and this (week)* with the \_\_\_\_\_.

We use phrases like *every (week), usually, and on (Sundays)* with the \_\_\_\_\_.

▶ For more details and practice, go to the Review section on page 26.

## PRACTICE 5 Complete the sentences with the correct form of the verbs in brackets.

- 1 A What \_\_\_\_\_ (you / do) at the moment?  
B \_\_\_\_\_ (I / plan) a new tour of famous houses in London.
- 2 A \_\_\_\_\_ (you / know) what Awa Odori is?  
B Yes, \_\_\_\_\_ (it / be) a dance festival in Japan.
- 3 A Have you found a place to live yet?  
B No, \_\_\_\_\_ (I / still stay) at a friend's house.
- 4 A Where \_\_\_\_\_ (be) Richard?  
B \_\_\_\_\_ (he / be) on a business trip.  
A Which hotel \_\_\_\_\_ (he / stay) at?  
B \_\_\_\_\_ (he / stay) at the Continental.
- 5 A What time \_\_\_\_\_ (you / get) up?  
B At about 7 o'clock.
- 6 A How \_\_\_\_\_ (your project / go)?  
B \_\_\_\_\_ (it / go) really well, thanks.
- 7 A Is John around?  
B Yes, I think \_\_\_\_\_ (he / photocopy) some reports.
- 8 A Have you finished your report yet?  
B No, \_\_\_\_\_ (I / write) it now.

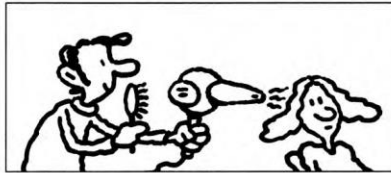
## Work in pairs and ask each other the following questions.

- What are you doing right now?
- Where are you sitting?
- What are you facing?
- Which language are you speaking?
- What are you wearing?
- Which online platform are you using?
- What are you thinking about?
- Who are you talking with?
- What are you working on these days?
- Are you holding anything in your hands?
- Are you watching anything good these days?
- What are you looking forward to these days?
- Is it raining/ snowing/or is the sun shining right now?

**A** Ask and answer questions.

How often do you go to the hairdresser's ...?

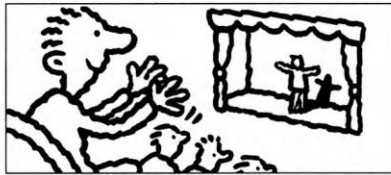
Once a week.  
What about you?



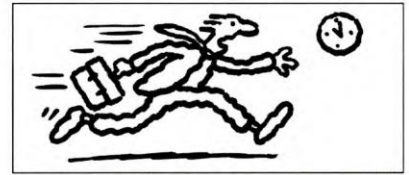
go to the hairdresser's



eat chocolate



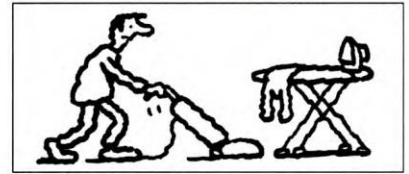
go to the theatre



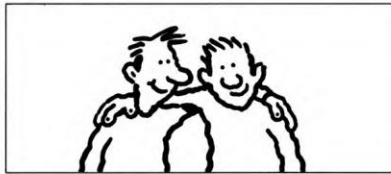
be late for work / school



get a taxi



do housework



see your best friend

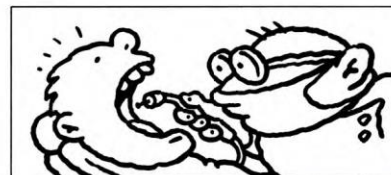


read the newspaper

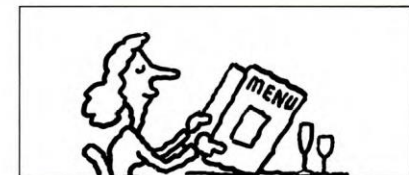
**B** Ask and answer questions.

How often do you go to the dentist's ...?

Hardly ever.  
What about you?



go to the dentist's



eat in a restaurant



go to the cinema



listen to classical music



have a holiday



cook



do sport or exercise



drink tea

## Short reading to practise present simple.

### Tom's Job

Tom works at a bank. He is the manager. He starts work every day at 8:00 am. He finishes work every day at 6:00 pm. He lives very close to the bank. He walks to work every day. His brother and sister also work at the bank but, they do not live close to the bank. They drive cars to work. They start work at 9:00 am. In the bank, Tom is the boss. He helps all the workers and tells them what to do. He likes his job. He is also very good at his job. Many customers like Tom, and they say hello to him when they come to the bank. Tom likes to talk to the customers and make them feel happy. Tom really likes his job.

### Tim and Kim

Tim Black is a doctor. He works at a hospital and his wife, Kim, is a teacher. She teaches music at a college. They get up at seven o'clock every morning. Kim sets the table, and we have breakfast. Kim likes toast and tea, but Tim doesn't. They leave home at a quarter past eight.

Tim starts to work at nine o'clock. He is very busy, so he can't have a break. At half past twelve, he has lunch at the hospital cafeteria. The food at the cafeteria is very good. Kim returns home at three o'clock in the afternoon, and Tim come back at five o'clock. Tim watches TV in the evenings, but Kim doesn't. She reads a book, or she listens to music. At weekends they go to the cinema or theatre. They both like shopping, so they usually go on shopping on Saturdays. They go on a holiday every summer.

### A bit of theory for those who are interested:

[Present simple explained](#)

[Present continuous explained](#)

### To practise the vocabulary of this handout, go to:

Quizlet set [Generali ČP lesson 1](#)

### Sources used:

Clive Oxenden, Latham-Koenig, C., & Seligson, P. (2010). *New English File: elementary. Teacher's book*. Oxford: Oxford University Press.

Grant, D. (2009). *Business result*. Oxford University Press.

Harding, K., Appleby, R. and Lane, A. (2020) *International Express: Pre-intermediate: Student's book: With pocket book*. Oxford: Oxford University Press.

<https://learnenglish.britishcouncil.org/>

<https://quizlet.com>

<https://wordwall.net>