

# 4

## Talking about your Schedule



### Asking when someone does something:

When do you usually go to work?  
What time do you finish work?  
When do you usually go to lunch?

### Saying when you do things:

I usually get to work around 7 in the morning.  
I aim to finish work at 4pm.  
I usually go to lunch at 12pm.

### Asking about duration of actions:

How long does it take to update the system?  
What's your typical working day?  
How long is your lunchbreak usually?

### Talking about the duration of actions:

It usually takes about 20 minutes.  
Typically, I work 7 hours everyday.  
I normally take 40 minutes for lunch.

### Asking what someone does at specific times:

What do you do on the weekends?  
What do you do after work on Thursdays?  
What do you do in the morning before work?

### Saying what you do at specific times:

I often go hiking or biking.  
After work on Thursday I have a coding class.  
I get a coffee on my way to the train station.

### Asking about the orders of actions:

What is the first thing you have to do?  
What's the next step in the process?  
What do we need to do before the meeting?

### Saying what the order of actions are:

First, we need to arrange a time to meet.  
Next, we need to check the shipping locations.  
Before the meeting, we need to check the slides.

### Asking how often someone does something:

How often do you go to headquarters?  
How often does the CEO come into the office?  
How often does the marketing team meet?

### Saying how often you do things:

I usually go into headquarters twice a month.  
The CEO comes into the office once a month.  
The marketing team meets every 3 months.

### Asking how often someone does something:

How many times a week do you have a meeting?  
How many times do you meet your boss?  
How many times do you check your emails?

### Saying how many times you do something:

We usually have 3 meetings a week.  
I meet with the boss once a week.  
I check my emails about 10 times a day.



After/before can connect to a noun, subject + verb, or a gerund.





**Put the words in the correct order to make the questions:**

1. Asking when someone does something: finish you do What time work?

\_\_\_\_\_

2. Asking about duration of actions: working your What's day? typical

\_\_\_\_\_

3. Asking about the order of actions: process? next the What's in the step

\_\_\_\_\_

4. Asking how often someone does something: often marketing How does team meet? the

\_\_\_\_\_

**Write the letter under the correct heading:**

A. I get a coffee on my to the train station.

B. The CEO comes into the office once a month.

C. I check my emails about 10 times a day.

D. I normally take 40 minutes for lunch.

**Saying how many times you do something:**

**Talking about your job:**

**Saying what you do at specific times:**

**Talking about the duration of actions:**

**Answer the question in complete sentences:**

1. What time do you finish work?

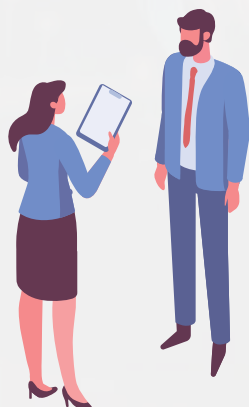
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2. What do you do after work on Thursdays?

\_\_\_\_\_

3. What is the first thing you have to do?

\_\_\_\_\_



**Speak Up!**

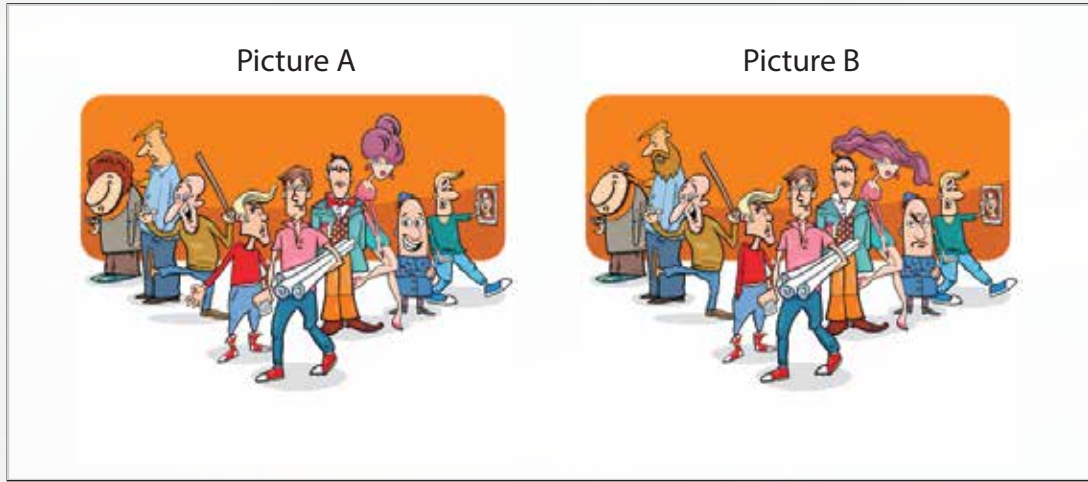
Your co-worker wants to know about your daily routine. Tell them:

- When you wake up?
- Go to work, have lunch?
- Go home and what you do after work?



### Speaking

Look at the two pictures. Find and explain the 6 differences.



For example: In picture A, the man has a hat. In picture B, the man has curly hair.

Look at the pictures. Which item does not belong? Why?

1.    A                       B                       C                       D



2.    A                       B                       C                       D



3.    A                       B                       C                       D

