



WORK AND PLAY



Scan to review worksheet

Expemo code:
1611-13NB-SS2P



1

At work

Tick the things that you do in your work.

- | | |
|--|---|
| <input type="checkbox"/> make phone calls | <input type="checkbox"/> write emails in English |
| <input type="checkbox"/> talk to clients | <input type="checkbox"/> attend meetings |
| <input type="checkbox"/> use Zoom | <input type="checkbox"/> photocopy documents |
| <input type="checkbox"/> print documents | <input type="checkbox"/> deal with suppliers |
| <input type="checkbox"/> make coffee | <input type="checkbox"/> give presentations |
| <input type="checkbox"/> prepare invoices | <input type="checkbox"/> write letters |
| <input type="checkbox"/> make business trips | <input type="checkbox"/> interview job candidates |

Work in pairs. Ask and answer questions with 'Do you?', for example:

'Do you make phone calls in your job?'

2

Free time

Look at the activities below. Write the correct activity under each picture on the next page.

- | | | |
|--------------|------------|---------------|
| cook | go jogging | go shopping |
| meet friends | go skiing | read |
| | | go to the gym |
| | | watch TV |



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____

3

What do you do in your free time?

Richard and Julie work for the same company, but they have very different lifestyles! Read their conversation below.



Richard



Julie

- Julie:** So, what do you do in your free time?
- Richard:** Well, I **often** watch TV in the evening. What about you?
- Julie:** I go jogging, and I **sometimes** meet friends in the evening.
- Richard:** How often do you go jogging?
- Julie:** I go jogging every morning. And you?
- Richard:** I **hardly ever** go jogging. Maybe once a year!
- Julie:** Do you cook?
- Richard:** No, I **never** cook. I **always** order pizza. And you?
- Julie:** I cook every day. I love cooking!
- Richard:** How often do you travel?
- Julie:** I travel twice a year. In winter, I **usually** go skiing. Do you travel?
- Richard:** Yes, I do. Every summer. But I **rarely** travel in winter.



Write the words **in bold** in the chart:

never → _____ → _____ → sometimes → _____ → _____ → always

0%

100%

4

Adverbs of frequency

Look at the rules for using adverbs of frequency.

- Use adverbs of frequency (always, usually, often, rarely, etc.) to answer the question *How often ...?*
- Adverbs of frequency go *before* all verbs (except *be*), for example
*I **always** go shopping on Sundays.*
- Adverbs of frequency go *after* the verb *be*, for example
*I am **never** late for work.*

Look at the sentences below. Add an adverb of frequency to make them true for you. Compare with a partner. Example:

I read in the morning → I **hardly ever** read in the morning.

1. I read a newspaper in the morning.
2. I go skiing in winter.
3. I meet friends in the evening.
4. I talk to clients at work.
5. I am late for my English lessons.
6. I write emails in the morning.
7. I am hungry in the evening.

5

Once/twice/three times a ...

Answer the questions about Richard and Julie:

1. How often does Julie go jogging?
2. How often does Richard go jogging?
3. How often does Julie travel?



Now answer the questions about you using 'once/twice/three times a ...', 'every ...' or 'never'.

1. How often do you make business trips?
2. How often do you read a book?
3. How often do you attend meetings?
4. How often do you send faxes?
5. How often do you travel?
6. How often do you drink coffee?

6**How healthy are you?**

Work in pairs. Interview your partner.

1. How often do you cook?
a. Hardly ever...1 b. Sometimes...2 c. Often3 d. Every day4
2. How often do you go jogging?
a. Never1 b. Rarely2 c. Sometimes...3 d. Often4
3. Do you smoke?
a. Yes1 b. Sometimes...2 c. Rarely3 d. No4
4. How often are you stressed?
a. Always1 b. Often2 c. Sometimes...3 d. Never4
5. How often do you watch TV?
a. Every day1 b. Often2 c. Sometimes...3 d. Never4
6. Do you go to the gym?
a. Never1 b. Rarely2 c. Sometimes...3 d. Often4

Add the scores together and compare with the key:

Your lifestyle is ...

22-24..... very healthy

18-22 healthy

13-17..... OK

6-12..... not very healthy



Key

1. At work

Go through the different tasks, checking and explaining meaning. Translate or check understanding of 'deal with' (correspond with, talk to etc. as part of your job). Students tick the tasks that they do in their work and then ask questions in the present simple. Discourage 'Yes' or 'No' answers. With a weaker class, students can give short answers, e.g. 'Yes, I do'/'No, I don't'. With a stronger class, encourage further questions, e.g. 'Who do you call?', 'What do you talk about?', 'Who do you talk to?', 'Where do you go/travel?', etc. However, discourage questions with 'How often?'. This structure will be covered in the next few exercises.

2. Free time

Students can work alone and check in pairs or work in pairs. Go through the answers with the class. Model pronunciation.

- | | | | |
|------------------|---------------|----------------|-----------------|
| 1. watch TV | 2. go jogging | 3. go shopping | 4. meet friends |
| 5. go to the gym | 6. read | 7. go skiing | 8. cook |

3. What do you do in your free time?

Students read the dialogue in pairs. Encourage correct pronunciation and intonation. After they have finished you can ask which activities Richard and Julie do from Exercise 2.

never → hardly ever → rarely → sometimes → often → usually → always

4. Adverbs of frequency

Students work individually and compare with a partner. When they have finished ask individual students to report their partner's habits to the class by asking 'How often does ... read in the morning?' etc.

5. Once/twice/three times a ...

Use the first part of this exercise to present the structures 'every morning/day/year etc.' and 'once/twice/three times a day/week/month/year'. For the second part, students can write down their answers individually and then work in pairs. They swap worksheets with a partner. Student A asks the questions and check student B's answers. When finished, they swap roles.

1. every morning
2. once a year
3. twice a year

6. How healthy are you?

Students interview each other. Encourage them to give full answers and use both adverbs of frequency and the structures from Exercise 4, e.g. 'I hardly ever cook. I cook once a month.' or 'I cook once a month. I usually eat in restaurants.' Students total their scores and compare with their other classmates.