

Module 1 — My Job, My Day

Everything worth remembering from this module — read it once, then take the Final Quiz.

Grammar in a nutshell

Present simple (habits & facts)

We use the present simple for habits, routines, facts and timetables.

Positive form: *I / you / we / they + verb; he / she / it + verb + -s. → I work. / She works.*

Negative & questions: *Use do/does: I don't work, she doesn't work; Do you work?, Does he work? The main verb has no -s in questions/negatives.*

Spelling of -s: *go → goes, watch → watches, study → studies, have → has.*

Adverbs of frequency & question forms

Adverbs of frequency say how often; question words ask for information.

Adverbs of frequency: *always > usually > often > sometimes > rarely/hardly ever > never. They go before the main verb but after be. → She usually starts at 9. / He is never late.*

Question words: *what, where, when, who, why, how, how much/many, what time. → Where do you work? When is the meeting?*

Question word order: *Present simple: (Question word) + do/does + subject + base verb. With be: (Question word) + am/is/are + subject. → Where do you work? / Who is your boss?*

Watch out

~~✗ "My work is sales assistant."~~

✓ "I work as a sales assistant."

as + your job

~~✗ "I check always my list."~~

✓ "I always check my list in the morning."

always goes BEFORE the verb

Remember the -s for he/she/it: she works.

No -s after do/does: Does she work? (not works).

Frequency adverb goes after be but before other verbs.

Use do/does in present-simple questions: Where do you work?

Vocabulary of the module

WORD	MEANING	EXAMPLE
a shift	your work time, for example from 6 to 14	<i>"I work the morning shift, from six to two."</i>
on time	not late	<i>"The bus was on time, so I was too."</i>
a to-do list	a list of the things you must do today	<i>"I write a to-do list every morning."</i>
a lunch break	the time when you stop work and eat	<i>"My lunch break is at half past twelve."</i>
to get to work	to arrive at your job	<i>"I get to work at eight thirty."</i>
to leave work	to go home at the end of the day	<i>"I usually leave work at six."</i>
to spend time	to use time for something	<i>"I spend a lot of time on emails."</i>
a habit	a thing you do often, without thinking	<i>"Coffee at nine is my little habit."</i>

More words from the Reading

WORD	MEANING
to spend (time)	to use time for something

Useful Language — 15 phrases to keep

Saying what you do

- ▶ "I work as a sales assistant." — as + your job
- ▶ "I work for a small furniture company." — for + your company
- ▶ "I work in a warehouse." — in + your place or your area

Talking about your day

- ▶ "I start work at eight." — the first fact of your day
- ▶ "First I check the machines, then I open my emails." — first... then... — your morning in order
- ▶ "I finish at five and go home." — the happy end of the day

Saying how often

- ▶ "I always check my list in the morning." — always goes BEFORE the verb
- ▶ "We usually have a short meeting on Mondays." — usually = most days, not all
- ▶ "I never work on Sundays." — never is already negative — no extra not

Asking about someone's day

- ▶ "What time do you start?" — the do question — your best friend at A2
- ▶ "Do you work on Fridays?" — yes/no questions start with do
- ▶ "How often do you travel for work?" — how often = the frequency question

Short natural answers

- ▶ "It depends. Some days are quiet, some are crazy." — the most useful answer in English
- ▶ "Not always, but most of the time." — a soft, honest answer
- ▶ "Nine to five, same as you!" — connect your answer to the other person

Ready for the Final Quiz?

Tick what you can do. All of them? You are ready — you need 70%% to pass.

- ☐ I can say what you do: "I work as... / I work for... / I work in..."
- ☐ I can describe your normal day, from start to finish
- ☐ I can use always, usually, sometimes, never in the right place
- ☐ I can ask questions about someone's job and day ("What time do you start?")
- ☐ I can keep a simple conversation going with short, natural answers