

Talking about Routines!



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OPEN BASIC
English Helpdesk

Objective

At Micron, you may need to:
describe your routine to....

a global co-worker
a vendor
a visitor to your site in English.

Learn some useful sentences in this workshop to help you do this successfully.

Point 1

Talking about things we do/don't do frequently.

To talk about things we do frequently, such as habits and routines, we use the present simple tense to form positive and negative sentences.

- I **work** in an office and organize training sessions for new staff.
- I **don't work** in the clean room.

Point 2

Forming Questions

When we need to ask questions, we can use “do”.

- **Do you work** on the weekend?
- **Do you monitor** equipment in the clean room?
- What **do you do** in QE?
- What time **do you start** work?
- Where **do you work**?
- How often **do you check** your emails?

Point 3

EXPLAINING WHEN YOU DO SOMETHING

To explain when we do something, we use 'in' (for parts of the day), 'on' (for days) and 'at' (for time).

We can also use words like 'then' 'before' and 'after that' to put tasks in an order.

- **In the morning**, I check my emails and **then** I provide troubleshooting support for equipment-related problems.
- **In the afternoon**, I work in the lab.
- **On Mondays**, I check my schedule for the week and **after that** I meet my colleagues to discuss the daily plan.
- I have a cup of tea **before** I start work **at 8:30**. I have lunch at 11:45 and I go home **at about 5:15**.

Point 4

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Point 5

EXPLAINING “How Often” you do something

To say how often we do something, we can use these words: *'always', 'usually', 'often', 'sometimes', 'hardly ever' and 'never'*.

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- **I always check my emails at 8:30.**
 - **I usually hold a meeting with my team around 10 o'clock.**
 - **I often provide troubleshooting support for equipment-related problems.**
 - **I sometimes prepare announcements to share site news.**
 - **I hardly ever have any free time.**
 - **I never eat my lunch in the cafeteria.**



I **usually** arrive at my desk **at about 8:20**. The first thing I do is check my emails and my daily schedule. **Then** I attend a meeting with my colleagues to discuss task priorities. **After that**, I start my work. **In the morning**, I **often** collaborate with a product manager and design software solutions based on current needs.

I have lunch **at around 11:45** and, **in the afternoon**, I **usually** write code and help build, test and debug software programs. I try to finish all my daily tasks **before** I check my emails again **at about 4:30** and I go home **at around 5:15**.

- Software Engineer





I start work **at 8:30**. I **usually** make myself a cup of coffee and **then** I check my emails and messages. **After that**, I prioritise my tasks for the day. There is no typical day as the job involves a wide variety of functions. For example, I **often** help to oversee new training and staff development programs.

I try to schedule most of my meetings **in the morning**, so I can focus on specific tasks **in the afternoon**. I **sometimes** need to help resolve workplace disputes and deal with aspects of workplace health and safety. I **hardly ever** finish on time, but I **usually** leave my office **before 6:30**

- People Services Manager



ACTIVITY 1



Describe your routine in a few simple sentences.

In the mornings, I...

On Mondays, I

I always...

I work in...

After lunch, I...

ACTIVITY 2



Ask another workshop participant questions about their daily routine.