



**WELCOME
TO THE
JULY 2024
OPEN BASIC
WORKSHOP**



**TALKING
ABOUT
ROUTINES**

At Micron, you may need to describe your routine in English to ...

- a global co-worker
 - a vendor
- a visitor to your site

**You might want to ask them questions about their routine,
too!**

**In this workshop,
we'll learn some useful language to help you do this successfully.**

Objectives

4 OBJECTIVES

- 1 Talk about things that you do **FREQUENTLY**
- 2 Form **QUESTIONS**
- 3 Explain **WHEN** you do something
- 4 Explain **HOW OFTEN** you do something

Objective 1

Talking about things we 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.

Objective 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?
- What **do you usually do** on Mondays?

Objective 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 **usually** go home **at about 5:15**.

Objective 4

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'.

- I **always** check my emails at 8:30.
- I **usually** hold a meeting with my team at 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.



It's time
for a quiz!



Read the 4 sentences
and decide which one is
the best answer.

Use the chat box
to type
'A', 'B', 'C', or 'D'

Question 1: Choose the correct sentence!

A I usually started work at 8:30.

B I usually start work in 8:30.

C I usually start work at 8:30.

D I usually started work on 8:30.

Question 2: Choose the correct sentence!

- A I check my emails then and I start work.
- B I check my emails and start then work.
- C I check my emails and then I start work.
- D I check my emails and then I started work.

Question 3: Choose the correct sentence!

- A I check my emails again before I go home.
- B I check my emails again after I went home.
- C I check my emails again and then before I go home.
- D I check my emails again and then after I went home.

Question 4: Choose the correct sentence!

A What do you time start work?

B What time do you start work?

C Do you start work what time?

D Do you what time start work?

Question 5: Choose the correct sentence!

A On the morning, I have meetings.


B Meetings I have on the morning.

C Meetings in the morning I have.

D In the morning, I have meetings.

Question 6: Choose the correct sentence!

- A Work you do in an office?
- B What do you work in an office?
- C Do you work in an office?
- D Where do work in an office?



**LET'S TAKE A
LOOK AT 2
EXAMPLES OF
PEOPLE TALKING
ABOUT THEIR
ROUTINE**



Software Engineer



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**.



People Services Manager

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**.

WORKSHOP ACTIVITY 1!

Using the present simple,
describe **your** routine
in a few short sentences.

On Mondays, I ... / In the mornings, I ...

... at about 9 o'clock / I usually ... / After lunch, I ... / Then, I ...

WORKSHOP ACTIVITY 2 !

Ask another workshop participant
questions about their
daily or weekly routine

*Do you work on the weekend? What time do you start work?
Where do you work? How often do you check your emails?
What do you usually do on Mondays?*



THANK YOU!