



## 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.

### **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

#### 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.

#### **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?

#### **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).

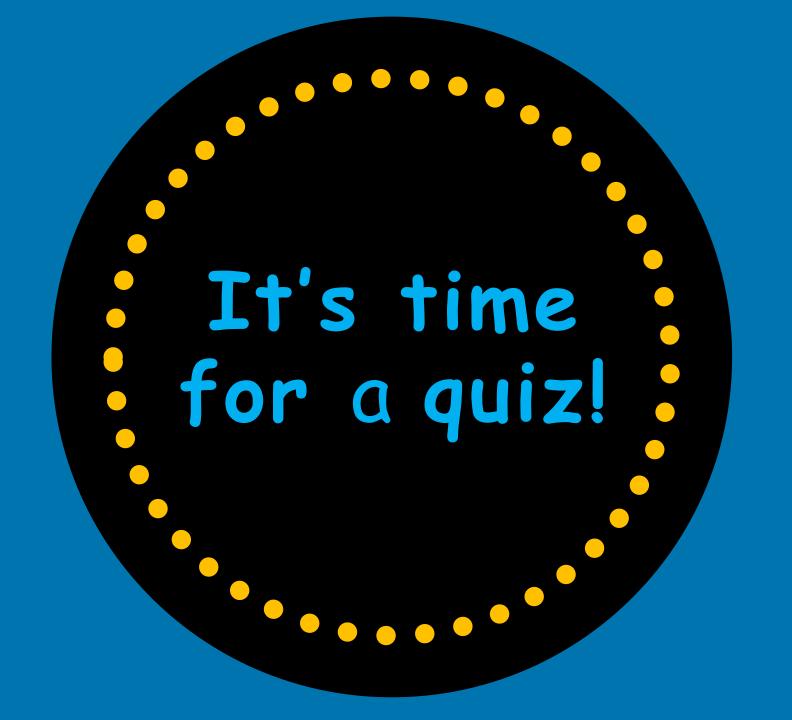
We can also use words like 'then' 'before' and 'after that' to put tasks in an order.

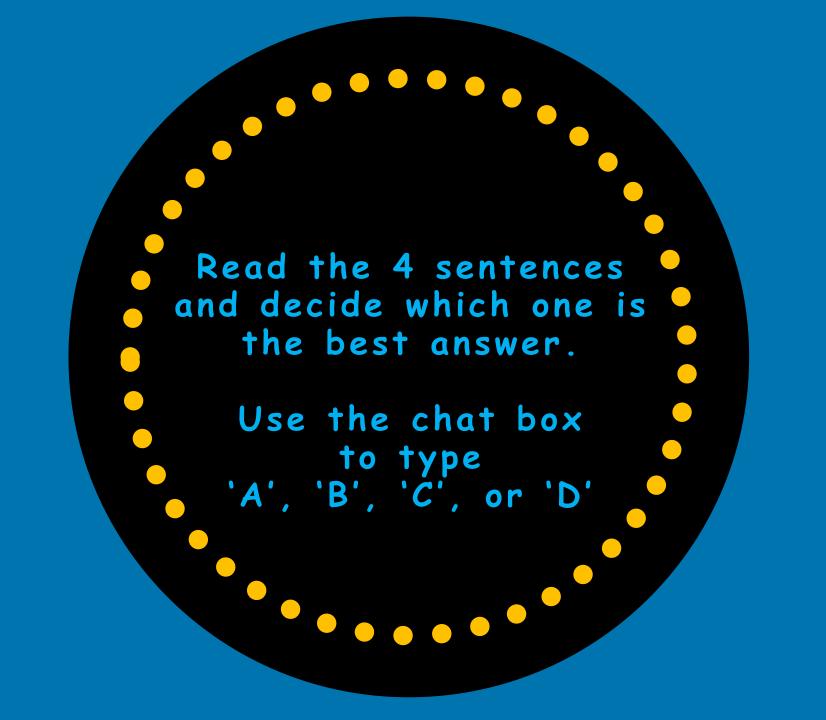
- In the morning, I check my emails and then I provide troubleshooting support for equipment-related problems.
- In the afternoon, I work in the lab.
- On Mondays, I check my schedule for the week and after that I meet my colleagues to discuss the daily plan.
- I have a cup of tea before I start work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

#### **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.





#### 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?





#### **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.



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

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On Mondays, I... / In the mornings, I...
... at about 9 o'clock / I usually ... / After lunch, I... / Then, I...
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# 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!