



**MATERIA:** LENGUA EXTRANJERA

**TURNO:** TARDE

**CURSO:** 5° AÑO

**CICLO:** ORIENTADO

**DIVISION:** 1ra, 2da

**DOCENTES:** Pompeya Contreras.

**ACTIVIDAD N°:** 5

**DESDE:**

**CONSULTAS:**

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**TEMA:** Daily Routines.

**Objetivo:** Trabajar el vocabulario relacionado a las rutinas y ejercitar el presente simple

## Atención 5°2° TT

La Profe Carolina Sanso Checa es la profe de 5°2° TT, a partir de mayo, de todas maneras trabajamos juntas, así que no se preocupen por los trabajos que ya enviaron a mi correo. Seguimos en contacto y pueden consultarme de todas maneras.

A cuidarse, saluditos de codo,  
Prof .Pompeya Contreras

### DAILY ROUTINES

Name:  
Curso:  
A.- Read the article. Say if the following sentences are true or false (leer el texto y luego decir si las oraciones son verdaderas o falsas)

# HOT-DESKING

Do you start work and leave the office at the same time every day or do you work flexible hours? Do you have your own desk?

In many companies these days, employees share office space and work flexible hours. In IBM, for example, 60% of the staff 'hot-desk', or share their desks. Employees clear their desks before leaving work so they become free for other colleagues to use. In other companies, employees reserve their work space in advance for the next day. The companies say these systems are more flexible, save space and cut costs.

However, many workers find desk-sharing more stressful than traditional office organization. They prefer to have their own personal space and feel uncomfortable about sharing. A recent study claims that daily routine and office rituals help to create a happy working atmosphere. For example, some people like to drink from a favourite cup and put their name on personal office equipment. The study, by the recruitment firm Office Angels, says that some office workers are more productive with regular working hours and a personalized work space.

- a. In IBM, all of the staff share desks \_\_\_\_\_
- b. Hot-desking is the same as job sharing \_\_\_\_\_
- c. In IBM, employees reserve their desk the day before. \_\_\_\_\_
- d. The article says that sharing desks reduces costs. \_\_\_\_\_
- e. The study says that some people are less productive when they have their own desks. \_\_\_\_\_

B.- A day in your life

B1:\_ Unir los verbos con las imagenes

## A day in your life

**1** Match the words and phrases (a-j) to the photos (1-10).

<ul style="list-style-type: none"> <li>a turn on a computer <input type="checkbox"/></li> <li>b go to work <input type="checkbox"/></li> <li>c take a call <input type="checkbox"/></li> <li>d get up <input type="checkbox"/></li> <li>e have breakfast <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>f leave work <input type="checkbox"/></li> <li>g see friends and family <input type="checkbox"/></li> <li>h go to bed <input type="checkbox"/></li> <li>i run <input type="checkbox"/></li> <li>j make a presentation <input type="checkbox"/></li> </ul>
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B2.- Write 5 sentences using the verbs in exercise B1. Use present simple. Escribir 5 oraciones en presente simple usando los verbos del ejercicio B1


- 1.- \_\_\_\_\_
- 2.- \_\_\_\_\_
- 3.- \_\_\_\_\_
- 4.- \_\_\_\_\_
- 5.- \_\_\_\_\_

C.- Complete the text with the words in the box. Completar el texto con las palabras del recuadro( begin, enjoy, involve, leave, like, listen, make, read, run, take, turn on)

2 Complete the text with the verbs in the box in the correct form.

begin	enjoy	get up	involve	leave	like
listen	make	read	run	take	turn on

**TWENTY-FOUR HOURS IN THE LIFE OF JODIE LAWSON**



Jodie Lawson, Young Businessperson of the Year, is the managing director of roundpegsquare.com, an Internet-based recruitment agency. Her day (a) \_\_\_\_\_ at 7.15 when the alarm goes off. But she doesn't often (b) \_\_\_\_\_ straight away. She lies in bed and (c) \_\_\_\_\_ to the news on the radio.

She usually goes to work by bus, but she sometimes (d) \_\_\_\_\_. She likes running and finds it relaxing. It (e) \_\_\_\_\_ her about 35 minutes to get to work - about the same as the bus.

When she gets to the office, she (f) \_\_\_\_\_ the computer, (g) \_\_\_\_\_ her emails and has breakfast - a bowl of cereal. Her morning always (h) \_\_\_\_\_ meetings, taking calls from clients and dealing with emails. Most days, she has lunch at her desk, but sometimes she goes out with a client, or (i) \_\_\_\_\_ a lunchtime presentation.

In the afternoon, she is usually out of the office visiting clients. She (j) \_\_\_\_\_ work around seven, but quite often goes to an evening meeting. To relax, she (k) \_\_\_\_\_ to see her friends and family, and (l) \_\_\_\_\_ going away at the weekend and getting out of the city. She goes to bed between 11 and midnight.

D.- Complete the text with the words in the box. Completar el texto con las palabras del recuadro

Answer - arrive - do - end - find - receive - replies Reply - replying - send - switch - writes
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3 Complete the text with the words in the box.



answer arrive do end find receive replies  
reply replying send switch writes

## THE TRUTH ABOUT

# EMAIL



The advantage of the traditional letter is that people know when to (a) \_\_\_\_\_ the correspondence. For example, A (b) \_\_\_\_\_ to B with a request for information. B (c) \_\_\_\_\_. A writes back to B to say thank you. End of story.

The problem with email is that it is too fast and too easy. The communication never ends. You (d) \_\_\_\_\_ at your office and (e) \_\_\_\_\_ on your computer. You (f) \_\_\_\_\_ 40 new emails. You start (g) \_\_\_\_\_ to them. Other people (h) \_\_\_\_\_ your answers and reply to them. By the time you are ready to (i) \_\_\_\_\_ off your last reply, there are another 40 emails to read and reply to. It never stops.

People think that you need to (j) \_\_\_\_\_ to all emails in the same way that you (k) \_\_\_\_\_ all phone calls. Probably around 90% of emails are unnecessary. Electronic mail is a wonderful invention, but in fact it means you never (l) \_\_\_\_\_ any work. It's impossible with so many emails to answer!

Enviar la tarea por mail, en asunto escribir Actividad N°5 Nombre completo y curso. Esperamos sus trabajos!!

Stay at Home!!  
Take care!!