

LESSON 6

TYPICAL WORKDAY

KEY POINT WORK AND HOME ROUTINES

Do you have a busy work schedule?
Who does the housework in your household?
Do you use an agenda to keep track of your appointments?
Do you listen to the radio in your car?
Do you drink coffee in your car?

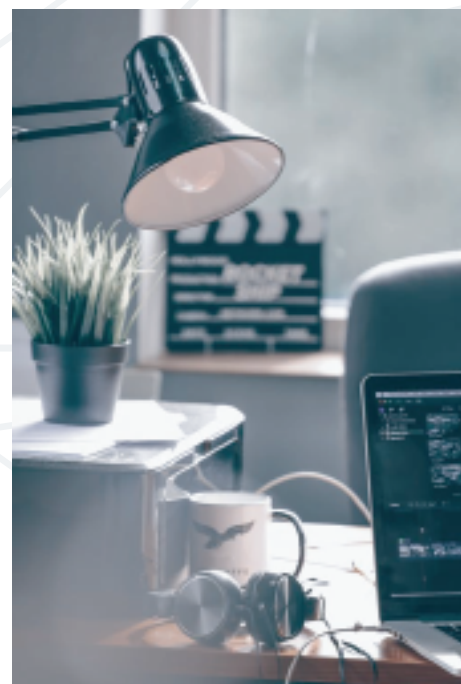
Do you have a busy morning routine when getting to work? Do you grab a quick breakfast and get out of the house by 7 AM sharp? Are you tied up in traffic on your commute to work? Read about a day in the life of Margot Rowe.



Objectives Develop language skills.
Time 60 Minutes
Vocabulary Routine
Key Points Work and home routines.
Grammar Passive
Review Previous Chapter

VOCABULARY AND EXPRESSION BUILDERS

Ring road (UK), beltway (USA) A road around the city.
There is a beltway around Washington.
Talk radio A radio show style in the USA.
Talk radio is very popular in the USA.
To grab To take quickly.
He wanted to grab a coffee.
Soccer Known as football internationally.
He plays soccer every week with his friends.
8 PM Sharp 8 PM precisely.
The meeting starts at 8 PM sharp.
To split They are sharing the project.
He doesn't want to split his lotto prize with his friends.
Coffee mug A coffee cup.
She has a special coffee mug for work.
To go over the numbers. To review the accounting.
The stayed late to go over the numbers before the audit.
Commute The trip to and from work every day.
My commute to work is about one and a half hours.
Gala A big event.
The gala was a great surprise.



VOCABULARY AND EXPRESSION BUILDERS

Sandwich stand A street vendor for sandwiches.
They get their lunch at the street sandwich stand every day.

Software Release A new version of software.
They issue new software releases every few years.
Traffic jams When traffic is so heavy it stops.
There are traffic jams on the way to work.

The beltway is often tied up at 8 AM and 6 PM.
I spilled coffee in the car when listening to talk radio yesterday.
I have a coffee mug in the office.
We have to go over the numbers to prep for the meeting.
The software release was planned for the next upgrade.



COMPREHENSION BUILDERS

Meet Margot Rowe

A typical day in the life of an American business woman.
This is the first in a series of articles about typical work days around the world.

Name: Margot Anne Rowe.
Profession: Key account manager.
Residence: Annapolis, Maryland.
Children: Kyle, Ayden, Alicia.
Marital Status: Second marriage and remarried to John.
Salary: \$130,000 in 2006.

Profile

Margot lives in Annapolis, Maryland which is 75 kilometers east of Washington DC. She works for a San Francisco California based software company as a key account manager for government contracts. She has two children from her first marriage, Kyle (17), and Ayden (14) and from her present marriage, Alicia (7). Her husband works part time as a writer at the local newspaper in Annapolis. He does most of the home care.

The following is a typical day for Margot.

6 AM

Margot is a classic American businesswoman. She is up at 6 to help with the children. John and her split the childcare and household activities, where she organizes breakfast and he takes them to school.

7 AM

She is on the road early because the traffic into Washington can be difficult on the beltway. She likes to listen to talk radio and she has a special coffee mug that she can use in her car which doesn't spill when she drinks and drives.

COMPREHENSION BUILDERS

8:30 AM to 5:30 PM

She is in the office by 8:30 and she will work through the day with an occasional break at the coffee machine. She goes out for lunch to a restaurant once a week and it is almost always with a client. Otherwise, she will grab a sandwich at the local sandwich stand if she hasn't brought a bag lunch made by her husband the night before.

5:30 to 6:45 PM

Getting home can be quite an event. There are always traffic jams on the way back. The expedition usually takes an hour and a quarter and if she has not taken the metro part of the way into town, she can be tied up in traffic for quite a while.

7 PM

When she arrives, dinner is on the table and it has been prepared by John who arrived earlier after picking up Alicia at 4 PM and driving her to her soccer practice. Kyle needs the car this evening for his American football practice at school which starts at 8 PM sharp. The football team is preparing for a trip they are taking to California in the spring and a regional championship for next month.

9 PM

Ayden and Alicia are finishing up their homework and Kyle is back just before 10 PM.

11 PM

John and Margot watch some news on the television and then it is lights out.
Next week we meet Alberto Gonzales from Guadalajara Mexico.

QUESTIONS

Herald Tribune Asian Edition

1. Margot lives in (Annapolis, Washington, San Francisco) _____.
2. She usually goes out for lunch (with clients, alone with friends) _____.
3. She usually (encounters traffic, has a smooth ride, takes a taxi) _____ when she goes home.
4. When she gets home her husband has (prepared dinner, taken the kids out, gone to football practice) _____.
5. They are to bed (early, late, after eleven) _____.

PART TWO

A day in the life of Margot Rowe
At the office.

Name Margot Rowe
Job Key Account Manager for a California based company
Company Cisco Systems
Office Location 1236 L Street
City Washington DC
Zip Code 22695
Phone Number 202-256-6589
Assistant's Name Fran

In the office.

The following is a typical day for Margot in the office. Her commute was not too bad considering how bad the beltway can be. When she arrived at her L street office she found the following on her agenda. She has appointments such as an important meeting with a senator on Capitol Hill followed by meeting with sales staff and a conference call. Her assistant is Fran who works in the office next to hers. Here is her day.

8 30 AM

Arrival at the office and check mail.
Remember to respond to RSVP for the Gala next week.
Ask Fran to get report from San Francisco.

10 AM

Conference call meeting with Jack Wallis concerning the Capital Hill Meeting.
Go over agenda with Jane first.

12:30 PM

Lunch with Colonel Frank at the Pentagon.
Don't be late!

3:00 PM

Meeting with sales team.
Go over numbers.
Confirm the director's appointment.

4:00 PM

Prep report for software presentation.
Find out if new software release is read.
Ask Fran to organize trip to London.

5:30 PM

Call John to see if I should pick up anything on the way home.

After work

On the way home Margot has to stop at the drug store. Then she has an appointment with her physio-therapist to fix her back problem. She will be at home by 7:30 PM exceptionally.

PART TWO

From Leisure and Vacation Magazine
Holiday rules in different countries.

Government rules for holidays vary according to country. Here are a few vacation numbers from cultures around the world.

Holidays in Spain

Spain offers 5 weeks holidays to their employees. This is legislated and it is a requirement by companies to offer to their staff. Most of Spain is on holiday during the month of July and August. Also, Easter is a big vacation time.

A Russian Vacation

The Russian government does not have a policy for holidays. They do not have holiday traditions as in Western European countries. The opening of travel and the increasingly robust economy are permitting for the former communist country's citizens to travel in larger and larger numbers. The destination of choice is still western Europe.

Holidays in Taiwan

The government of Taiwan obliges standard work contracts to offer two week minimum holidays. Usually, the Taiwanese take holidays during the summer but there are no coordinated holidays such as one specific month.

A few more vacation numbers:

- In Australia holidays are not required but four weeks is standard.
- Brazilians have up to 30 consecutive days holiday.
- In China holidays are not required.
- The French have five weeks.
- Mexico goes on holiday for one week a year.
- In the USA holidays are not required but typically they take ten days.

Leisure and Vacation Magazine

1. According to the report which country is best for holidays?

- Brazil
- China
- The USA

2. The Russian government _____ holidays.

- does not care about
- takes a lot of
- does not have a policy on

3. In Spain most people go on holiday in _____.

- December
- July and August
- The spring

4. In Taiwan there are _____ holidays.

- organized
- not coordinated
- standard

PART TWO

At the office

- 6) Is it important for Margot Rowe to have an agenda?
a) Yes because she has a busy schedule b) No because she has an assistant c) Sometimes
- 7) What is a gala event?
a) A meeting for politicians b) A meeting of VIPs c) A formal event
- 8) What is RSVP?
a) A music group. b) A request for a response to an invitation. c) A ticket for a show.
- 9) Does she go straight home?
a) Yes b) No c) Sometimes

GRAMMAR THE FUTURE PERFECT

Passive

The passive voice is used to take a person out of a subject.
It is very good for scientific writing.

Structure:

Subject + to be (conjugated in any tense) + verb past participle

The project is completed by the team.

Usually you can verify the passive voice by asking "by whom or by what"

Examples:

The job is being completed. (Passive) (Completed by whom / what = someone)

John completed the job. (Active) (Completed by whom / what = no answer)

1. Many contracts (to win) _____ by persistent work in the past.
2. The project (to not complete) _____ by the team before we leave.
3. Although he was not from the area, he (to admired) _____ by his colleagues for his competence.
4. It's a big company. Many projects (to do) _____.
5. Why (Tom /to fire) _____ from his job?
6. _____ the office _____ (to clean) by anyone yesterday?
7. The package (to send) _____ last week.
8. All flights (to cancel) _____ because of the storm. What should we do?
9. How _____ software _____ (to teach)?
10. How much of the damage (to cover) _____ by insurance?