

In This Unit

- Reading: Read about daily routines
- Writing: Describe your daily routine and the routines of other people
- Language: Phrases of time; Telling the time; Adverbs of frequency - *always, usually, sometimes, never*; Using *then*
- Vocabulary: Verbs of action - *go, study, leave, do, drive, etc.*; Transport; Meals; Places of work
- Punctuation: Capital letters

A READING

1a Read this passage about Fatima's day. Then complete the exercise on the next page.

Fatima is a computer programmer at an IT company in Oman. Every morning she gets up early and makes breakfast for the family. She leaves home at seven o'clock and takes a taxi to her office. She starts work at seven thirty. At a quarter past ten she has a break. She always has a cup of tea and a sandwich in the canteen at this time. At two o'clock she finishes work. She arrives home at about half past two and has lunch with the family. Fatima doesn't go out in the evening. She usually stays at home and reads or watches television.



- 1 How many sentences are there? _____
- 2 Underline the verbs. There are _____ verbs.
- 3 One verb is different. Write it here. _____
- 4 The other verbs are the same. They all end in the letter _____.

1b Now answer these questions.

- 1 What time does Fatima leave home?

- 2 When does she start work?

- 3 At what time does she have a break?

- 4 When does she have lunch?

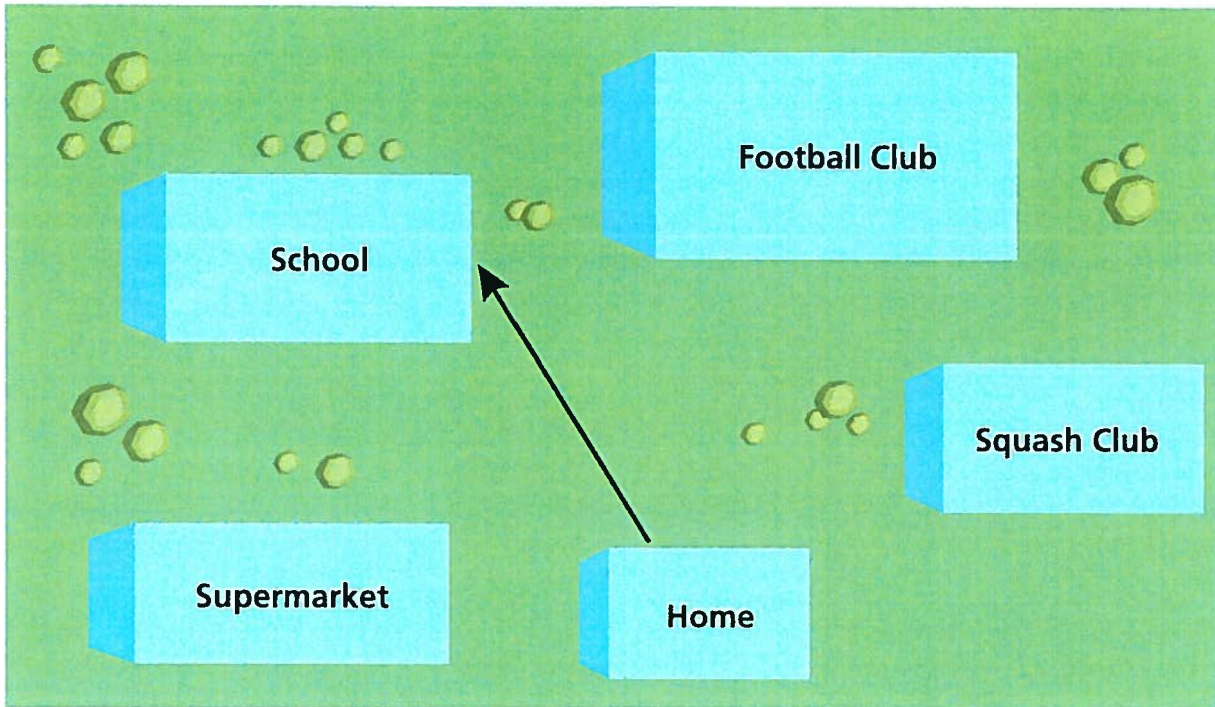
2a Read this passage. Mohammed Yousef is writing about his day.

I play football for one of the famous clubs in Qatar. I am very keen on all sports. Every day I get up before half past five and I go for a run. Then I have a shower and at a quarter past seven I have breakfast with my family. I leave home at ten to eight and I take my son to school. From the school I go to my club. I train hard at the club for about four hours. On the way home I collect my son from school and then I sometimes go to the supermarket. We arrive home at about two o'clock and we have lunch about half an hour later. After lunch I have a rest and then in the evening I play squash with my brother and some friends at a club near my flat. I return home at a quarter to nine and have dinner. I never stay up late. I usually go to bed before eleven o'clock.



**Underline all the verbs. There are _____ verbs.
These verbs do not end in s.**

2b Now complete the map with arrows (→) to show where Mohammed goes.



2c Complete the table below with information about Mohammed.

	Time
gets up	5.30 a.m.
has breakfast	_____ a.m.
leaves home	_____ a.m.
arrives home	_____ p.m.
has lunch	_____ p.m.
has dinner	_____ p.m.
goes to bed	_____ p.m.

Language

Transport

We can travel by car, by taxi, by bus, by plane, by boat, by bicycle, by train or on foot.

3 Answer these questions about transport.



- 1 How does Fatima go to school? _____
- 2 How does Mohammed get to his club? _____
- 3 How do you travel to school/work? _____

Language

Time

We can write time in numbers (for example, 1.30)
or in words (half past one or one thirty).

Note: a.m. means in **the morning** (before midday)
p.m. means in **the afternoon** or **evening** (after midday)

4 Write these times in words like the examples.

6.30 *half past six (or six thirty)*

10.15 *a quarter past ten (or ten fifteen)*

9.00 _____

3.45 _____

2.30 _____

12.15 _____

7.10 _____

11.50 _____

4.20 a.m. _____

10.05 p.m. _____

Language

Have meals

We say: I **have** breakfast/lunch/dinner at ...

But: Fatima **has** breakfast/lunch/dinner at ...

We **have** meals. But we also use **have** like this:



I **have** a shower.



I **have** a bath.



I **have** a rest.

5 Write three sentences about yourself using *have*.

- 1 _____
- 2 _____
- 3 _____

Language

play/go/like

We say: I **play** football/basketball/volleyball/squash/tennis/etc.

but: I **go** running/jogging/horse riding/swimming/etc.

or: I **like** football/running.

6 Answer the questions.

1 What games do you play?

2 What other sports do you like?

7 Complete these words. They are all ball games.

1 f _ _ _ ball

2 b _ _ _ _ _ _ l

3 v _ _ _ _ _ _ l

4 h _ _ _ _ _ l

5 s _ _ _ _ _

6 t _ _ _ _ _

7 t _ _ _ _ t _ _ _ _

8 What are these sports? Write the name beneath each picture.



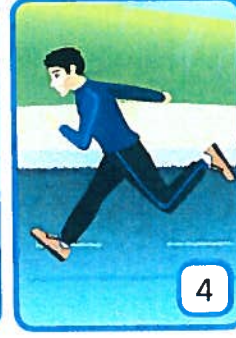
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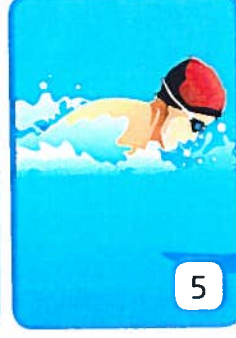
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3



4



5

j _ _ _ _ _ j _ _ _ _ _ h _ _ _ _ _ r _ _ _ _ _ s _ _ _ _ _

B SENTENCE BUILDING AND JOINING SENTENCES

Language

I/you/we/they

Fatima	arrives	home at half past two.
--------	---------	------------------------

I	arrive	home at half past two.
You		
We		
They		

Language

When

	WHEN?
She leaves the bank	at eleven thirty.
He drives to the club	in the morning.

WHEN?	
At eleven thirty	she leaves the bank.
In the morning	he drives to the club.

9a Put these sentences into the table below. First you must put the words in the correct order.

- 1 school/to/Ali/at/goes/seven o'clock
- 2 to/brother/in the morning/college/the/drives/my
- 3 office/at/manager/the/arrives/at/the/half past eight
- 4 evening/at/the/Fatima/home/in/stays

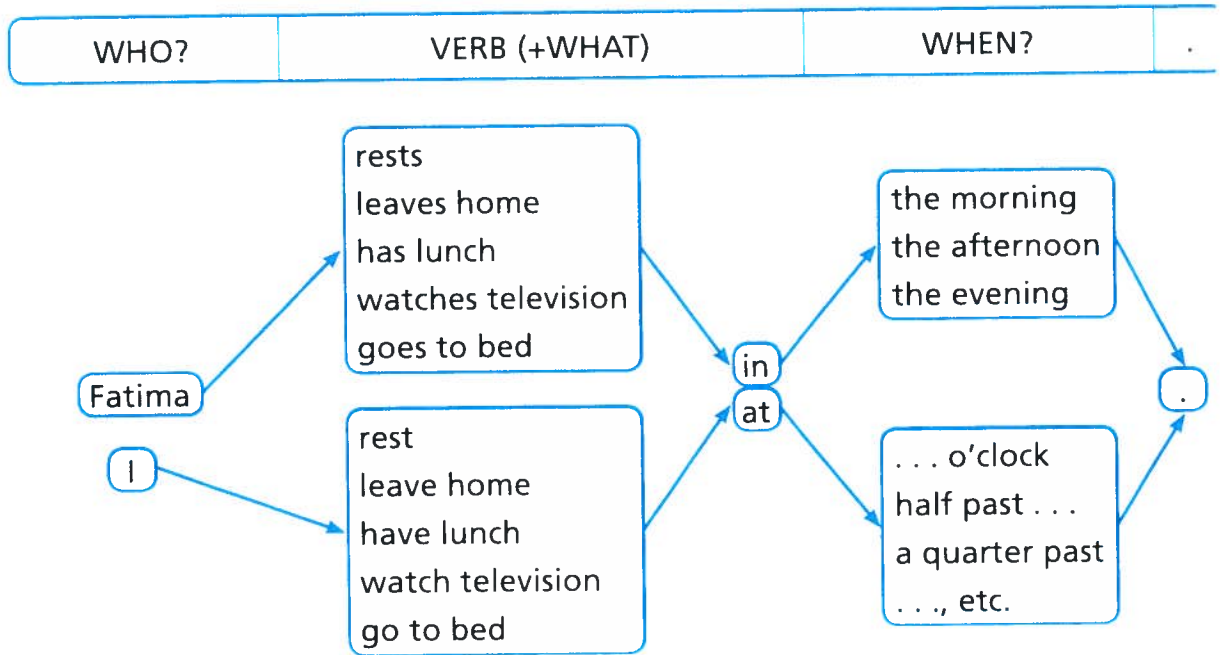
	WHO?	VERB	WHERE?	WHEN?	.
	<i>Mohammed</i>	<i>goes</i>	<i>to the club</i>	<i>in the morning</i>	.
1					
2					
3					
4					

9b Put these sentences into the table below. First you must put the words in the correct order.

- 1 in/teacher/a bus/morning/to school/the/catches/the
- 2 eleven/canteen/in/has/the/at/she/of/o'clock/a cup of coffee
- 3 work/a/to/quarter/takes/Ahmed/a/eight/to/taxi/at
- 4 one/lunch/past/at/have/I/home/half / at

	WHO?	VERB	WHAT?	WHERE?	WHEN?	.
1						
2						
3						
4						

10 Use the table below and the pictures to write five sentences about the people. When do they do things?



Fatima



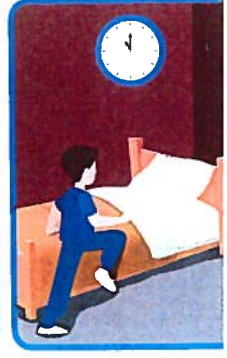
Saud



Faisal



Samira



Waleed

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

11a Now write three true sentences about yourself.

Example: *I leave home at a quarter to eight.*

- 1 _____
- 2 _____
- 3 _____

Language

Travelling to work

We can use these verbs: **drive, take, catch, walk, cycle**

For example: Mohammed **drives** to the club.

Waleed **takes** a taxi to his father's company.

11b Write sentences about these people. Use these verbs.

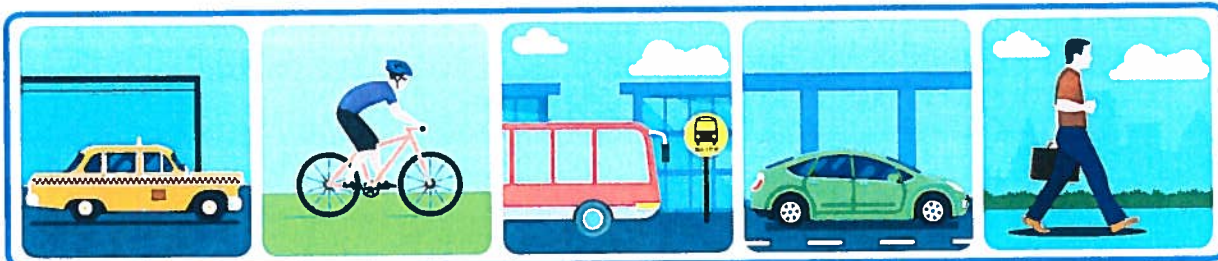
takes

cycles

drives

catches

walks



Samira

Abdel Qader

Fatima

Ali

Hamad

WHO?	VERB (+WHAT)	WHERE?	.
------	--------------	--------	---

- 1 Fatima
_____ the office.
- 2 Ali
_____ the office.
- 3 Samira
_____ the ministry.
- 4 Hamad
_____ the college.
- 5 Abdel Qader
_____ the bank.

11c Look at this list of places where people work.

(the) school

(the) college

the university

the office

the company

the bank

the factory

the ministry

Write six more places here.

12a Write six true sentences about people you know.

WHO?	VERB (+WHAT)	WHERE?	.
------	--------------	--------	---

Example: *My cousin catches a bus to the college.*

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

12b Now write a true sentence about yourself.

Language

always, usually, sometimes and never

These words describe *how often* we do something. Look at where they come in these sentences.

always	leave	home at six thirty.
usually	stay	at the school for half an hour.
sometimes	meet	a friend in the evening.
never	arrive	late for work.

They come in front of the verb.

13 Look at the paragraphs about Fatima and Mohammed on pages 79 and 80 again. Find the words *always, usually, sometimes* and *never* and put a circle round them.

14a Complete this table with information about yourself. Put a tick (✓) in the boxes.

	always	usually	sometimes	never
go/mosque/Friday				
walk/school (work)				
watch TV/evening				
go/beach/holiday				
have/coffee/breakfast				
check/messages/morning				

14b Now write six true sentences about yourself from the table.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

15 Complete the table about someone you know.

	always	usually	sometimes	never
go/mosque/Friday				
walk/school (work)				
watch TV/evening				
go/beach/holiday				
have/coffee/breakfast				
check/messages/morning				

Now write six true sentences about this person.



Example: *Ali always checks his messages in the morning.*

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Language

and then

We can use **then** at the beginning of a sentence, like this:

Mohammed reads a book. **Then** he goes to bed.

or to join a sentence with **and**:

Mohammed reads a book **and then** he goes to bed.

- 6 Read the passage about Mohammed on page 80 again. How many times is *then* used?

_____ times

- 7 Join these sentences with *and then*. Remember to use *he, she* or *I*.

1 I usually study for half an hour. I go out for a walk.

2 Faraed watches television in the evening. Faraed telephones his friends.

3 Nadia always prays in the morning. Nadia gets ready for work.

4 Hamad often plays squash with his brother. Hamad goes swimming.

5 Naima usually gets up at 8 o'clock. Naima has breakfast.

Language

and/but

We can use **and** or **but** to join two sentences together.

For example:

Ali catches a bus to work. He arrives at about eight thirty.

Ali catches a bus to work **and** he arrives at about eight thirty.

I take the children to school in the morning. My husband usually collects them in the afternoon.

I take the children to school in the morning, **but** my husband usually collects them in the afternoon.

18 Join these sentences with *and* or *but*.

1 I don't have breakfast. I have a big lunch.

2 Ibrahim starts work at 8.30. He finishes at 4.30.

3 I play tennis and basketball. My brother prefers football.

4 I take a bus to school. I usually walk home.

5 We usually go out on Fridays. We visit friends or relatives.

C GUIDED PARAGRAPHS

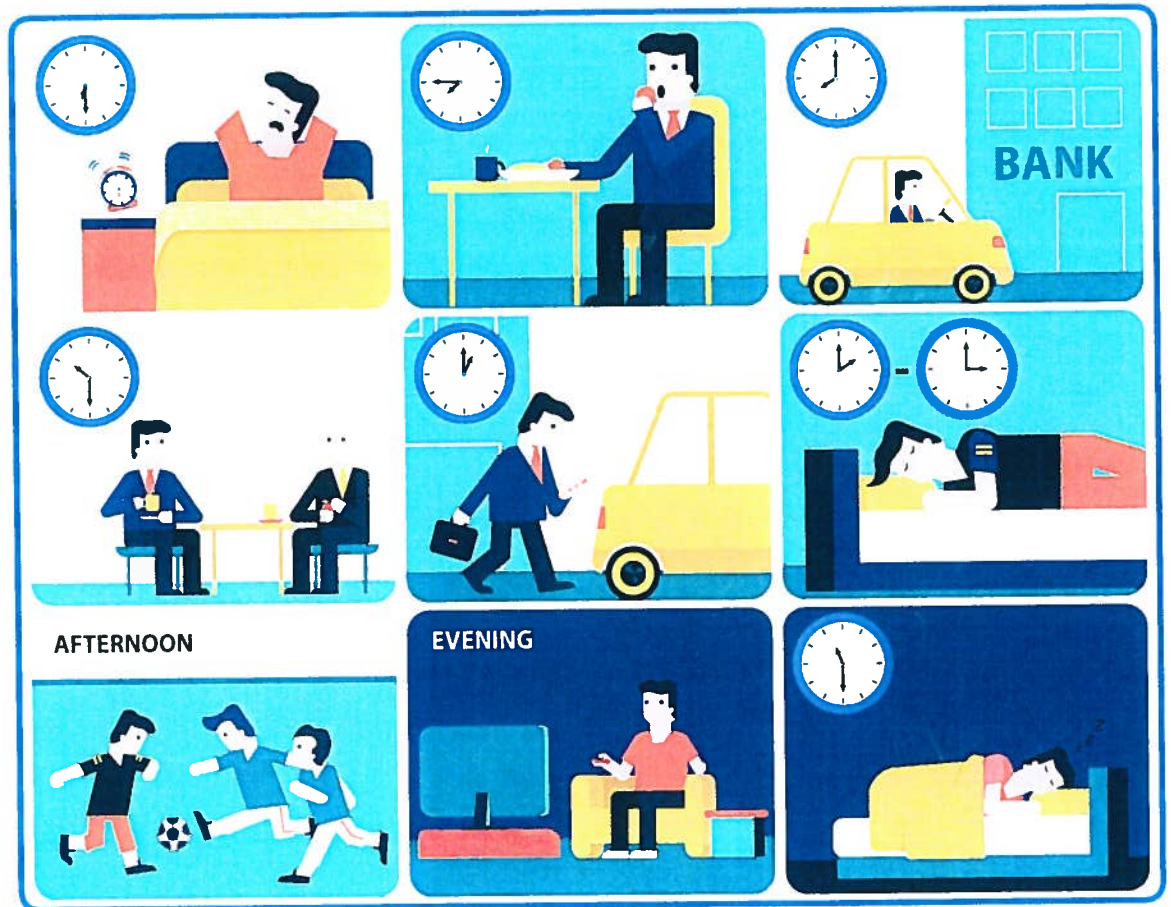
19 Complete the passage about Nadia. Put in the missing verbs. Remember to put them in the *s* form.

visit	arrive	be	have	leave
watch	work	get up	rest	go



Nadia (1) _____ a cashier in a bank in Kuwait. She (2) _____
 (3) _____ early in the morning and (4) _____ for the bank.
 She (5) _____ there at eight thirty. She (6) _____ very hard
 all morning and (7) _____ a break at about a quarter to eleven. She
 usually (8) _____ coffee and sandwiches in her office. She
 (9) _____ the bank at one thirty and (10) _____ home at
 two. She (11) _____ lunch and usually (12) _____ for an
 hour in the afternoon. Then she (13) _____ shopping with her family
 and in the evening she (14) _____ television or sometimes
 (15) _____ friends.

20 Look at the pictures. Then complete the paragraph. Fared is writing about his day.



I get up at about (1) _____ (2) _____ and
 (3) _____ breakfast (4) _____ a quarter to
 (5) _____. I (6) _____ to the bank and arrive at
 (7) _____ (8) _____ exactly. At ten (9) _____ I
 (10) _____ coffee and a sandwich (11) _____ the staff
 canteen. I (12) _____ work at (13) _____
 (14) _____ and (15) _____ home. From two
 (16) _____ to (17) _____ o'clock I (18) _____ a
 rest. (19) _____ the afternoon I usually (20) _____ football.
 Later I (21) _____ the news on television and at (22) _____
 (23) _____ eleven I go to bed.

D PUNCTUATION

Language

Capital letters

We use small letters for **the bank, the school, the ministry, the hotel, etc.**

We use capital letters for names of these places. For example:

The name of the bank is **the National Bank of Kuwait.**

I work in **the Grand Plaza Hotel.**

21 Circle the letters that should be capitals.

- 1 my cousin works in the ministry of education.
- 2 hassan studies at the american university of beirut.
- 3 mariam never catches a bus to the college.
- 4 tawfiq drives to the khoula hospital every morning.
- 5 in bahrain they always stay at the al jazaira hotel.
- 6 she arrives at the bank at half past eight.
- 7 the hilton is very expensive.
- 8 naima works at citibank in the centre of the city.
- 9 i live next to a big school.
- 10 she studies at the higher college of technology in abu dhabi.

22 Read the paragraph about Ali. Circle the letters that should be capitals. Write the missing full stops, commas and apostrophe.

ali is a mechanic in a garage in bahrain he usually gets up at six thirty and has a quick breakfast he leaves home at about a quarter past seven and he drives to the garage work starts at seven thirty ali usually works at the garage all day but sometimes he goes into manama to collect spare parts ali takes a short break at a quarter past eleven he finishes work at one thirty and then drives to his sisters house for lunch ali usually arrives home at about a quarter past three

How many sentences are there? _____

E PARAGRAPH WRITING

23a Read the paragraphs about Fatima, Mohammed, Nadia and Fareed on pages 79, 80, 93 and 94 again. Now look at the information below about Tariq, a bank manager in Salalah. Write a paragraph about his day. Write the times in words. Add any other information.

	Tariq	Student
gets up	6.15	_____
breakfast	6.45	_____
leaves home	7.00	_____
goes to work	by car	_____
break	10.00	_____
finishes work	1.00	_____
arrives home	1.30	_____
lunch	1.45	_____
rest	3-4.00	_____
dinner	7.30	_____
bed	11.15	_____

23b Read your paragraph again. Answer the questions in the Checklist below. Write your answers under 1.

Checklist	Paragraph			
	1	2	3	4
1 How many sentences are there?				
2 How many full stops are there?				
3 Does each sentence begin with a capital letter?				
4 Does each sentence have a verb?				

24a Complete the table in Exercise 23a with information about another student. Ask him or her questions.

For example: *When do you get up?*
 When do you have breakfast?
 How do you go to work/school/college?

24b Now write a paragraph about him/her. Answer the questions in the Checklist on page 96. Write your answers under 2.

25 Write a paragraph about how you spend your day. Use these verbs.

am have get up arrive leave take

Answer the questions in the Checklist on page 96. Write your answers under 3.

26 How do you spend a holiday? Write a paragraph using the same verbs. Answer the questions in the Checklist on page 96. Write your answers under 4. Then ask another student to check your writing.



F CORRECTING WRITTEN WORK

27a Read the paragraph about John. The paragraph contains the following mistakes:

FIVE spelling mistakes.

FOUR missing capital letters.

THREE verbs have the wrong form

TWO missing full stops

Find the mistakes and correct them.

John is an English lecturer at a university in saudi arabia.
He all ways leaves home at seven o'clock and take a taxi to
the university he starts work at eighth and finish at two. He
usually has a brake about ten he have lanch at three and
then goes shopping with his waife.

27b Write out the paragraph correctly.

G REVIEW**SPELLING AND VOCABULARY**

1 Write these verbs out in the *s* forms. Add 's', '-es' or 'ies'.

go	_____ <i>goes</i> _____	have	_____
study	_____	watch	_____
leave	_____	visit	_____
do	_____	finish	_____
play	_____	be	_____
take	_____	arrive	_____
pray	_____	return	_____
drive	_____	catch	_____

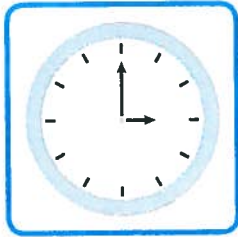
2a Write these numbers in words.

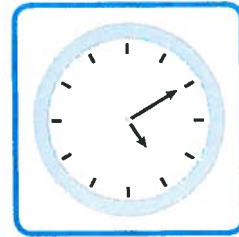
15 _____	40 _____
20 _____	45 _____
25 _____	50 _____
30 _____	55 _____
35 _____	60 _____

2b Write these fractions in words.

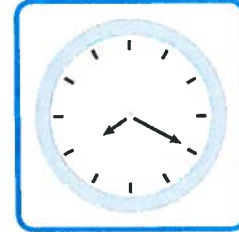
$\frac{1}{4}$ _____	$\frac{1}{2}$ _____
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3 Look at the clocks below. Then write out the times in words.













4 Write the names of five ball games.

5 Write the names of five activities where you do not use a ball.

6 Write three interesting places to work in. Why are they interesting?

school factory office bank college ministry university

LANGUAGE

7 Put these words in the correct order to make sentences.

1 to/ on Saturday/ usually/ Hussain/ the gym/ goes

2 takes/ the shopping mall/ the metro/ Bader/ to/ sometimes/

3 seven thirty/ home/ usually/ at/ leave/ I

4 the evening/ watches/ never/ the teacher/ television/ in/

8 Complete this paragraph with *in*, *at* or *to*.

My brother is the manager of a date factory. He likes to do the same things every day. He gets up very early, usually (1) _____ a quarter (2) _____ five. He has breakfast (3) _____ six and then drives to the factory. (4) _____ twelve forty-five he usually has lunch. (5) _____ the afternoons there are usually a lot of meetings. He arrives home (6) _____ about ten (7) _____ six (8) _____ the evening, but sometimes he is late. After dinner my brother likes to check his computer and then goes to bed (9) _____ about ten o'clock. He works hard!

Remember:

I/You/We/ They ... **work** ...

He/She/It ... **works** ...

We add 's' with **he**, **she** and **it**

9 Read this paragraph about Selwa and her sister, Suha. Put the verbs in the correct form.



My sister, Suha, and I are very different. We both (1) _____ (go) to a big university in Riyadh, but I (2) _____ (study) Business Administration and Suha (3) _____ (study) Computing. I always (4) _____ (get up) early, at about 6, but she (5) _____ (get up) late. She never (6) _____ (have) breakfast, but I always (7) _____ (have) something – tea and fruit or yoghurt. We usually (8) _____ (take) a taxi to the university but sometimes our father (9) _____ (take) us in his car. We often (10) _____ (have) lunch together in the university canteen if we are not busy. My sister (11) _____ (like) to talk a lot, but I (12) _____ (be) a quiet person. We usually (13) _____ (leave) the university at about four o'clock and sometimes we (14) _____ (go) shopping on the way home. In the evening, Suha (15) _____ (chat) with her friends on the Internet and I (16) _____ (read) my textbooks. Suha (17) _____ (be) very clever but she never (18) _____ (do) her homework. I always (19) _____ (do) my homework but my marks are not very good!