Daily Routines

Before you watch

A
Work in pairs. Discuss the questions about daily routines.

1. What do you do? (i.e. what is your job?) / What job would you like to do when you complete your studies?

2. Can you describe your typical day at work? / What might you do on a typical work day?

3. Look at these areas of work. What might people working in these areas do on a typical day?

Client Strategy	Customer Success	Sales and Marketing	Solutions Consultancy

Video

A
Watch the first part of the video as people explain their jobs. Complete the information in the table for three of the people being interviewed. Then, discuss the questions.

Name	Role / Department	Company	Responsibilities
Vivek		Harness	• meeting clients • helping them solution • building strategy documents with them
Anne	Business Intelligence	Invoke	
Kristina			• generate new prospects • negotiate and close deals • promote the business in the UK

1. Whose job sounds the most interesting / challenging / stressful?

2. Do you know anyone who has a similar job to these people?

Intermediate

B

Watch the second part of the video as people describe their typical day at work. Decide if the sentences are true (T) or false (F).

1.   Chris' working day might involve travel. **T** / **F**

2.   Prad only works with existing customers. **T** / **F**

3.   Jason often spends time out of the office. **T** / **F**

4.   Kieran recently joined the company. **T** / **F**

5.   Baiba's typical day is quite predictable. **T** / **F**

C

Match the people from the video with the responsibilities they have in a typical day.

Baiba	Chris	Jason	Kieran	Prad

1.   analysing data _____

2.   building teams _____

3.   checking emails _____

4.   completing technical documents _____

5.   experimenting with technology _____

6.   making phone calls _____

7.   managing a small team _____

8.   meeting customers _____

D

In pairs, discuss the questions which describe your situation.

   If you are employed…

   • Which of the responsibilities in C do you perform in your job?

   • Do you find any of the responsibilities challenging?

   If you are looking for employment…

   • Which job would you like to do?

   • Which of the responsibilities in C might you perform in that job?

Intermediate

Language focus

A

Look at the video transcript. Find useful phrases to add to the table. Look at the examples to help you.

Introducing your role / company	Explaining your responsibilities
• *I am a / the [job] for [company]* • *I do [area of work] at [company]* • *We deal with [company focus]*	• *… my role is [verb + -ing]* • *…what I am doing is [verb + -ing]*

B

Complete each phrase using words in the box to form different responsibilities.

a role / roles	a team	data	deals	emails	in the office
our business	prospective clients		strategy documents		technical documents

1. meet		**6.** manage	
2. close		**7.** backfill	
3. complete		**8.** check	
4. promote		**9.** build	
5. analyse		**10.** spend time	

C

List any other responsibilities that people might have in their work. Try to include phrases rather than individual words.

> **Notes**
>
> *Negotiate contracts, process payroll, answer phone calls…*

Intermediate

Communication focus

A
Interview a classmate and ask:

- What do you do?

- Can you describe your typical day at work?

Make notes about his/her job and daily routine. Give a 30-second talk about that classmate's job or future job.

B
Discuss these questions as a class.

- Whose job or daily routine sounded most similar to yours?

- Whose role sounded the most interesting / challenging?

- If you could do a one-week 'job-swap' with one of your classmates, who would you choose? Why?

Useful language
Introducing your role/company:

I am a / the [job] for [company]

I do [area of work] at [company]

We deal with [company focus]

I work for a company called…

I [lead customer success] for a company that works in [field]

What we try to do is…

Explaining your responsibilities

… my role is [verb + -ing]

…what I am doing is [verb + -ing]

I [actvity] for [type of client] (I am building solutions for insurance companies.)

My daily routine is to…

Intermediate