

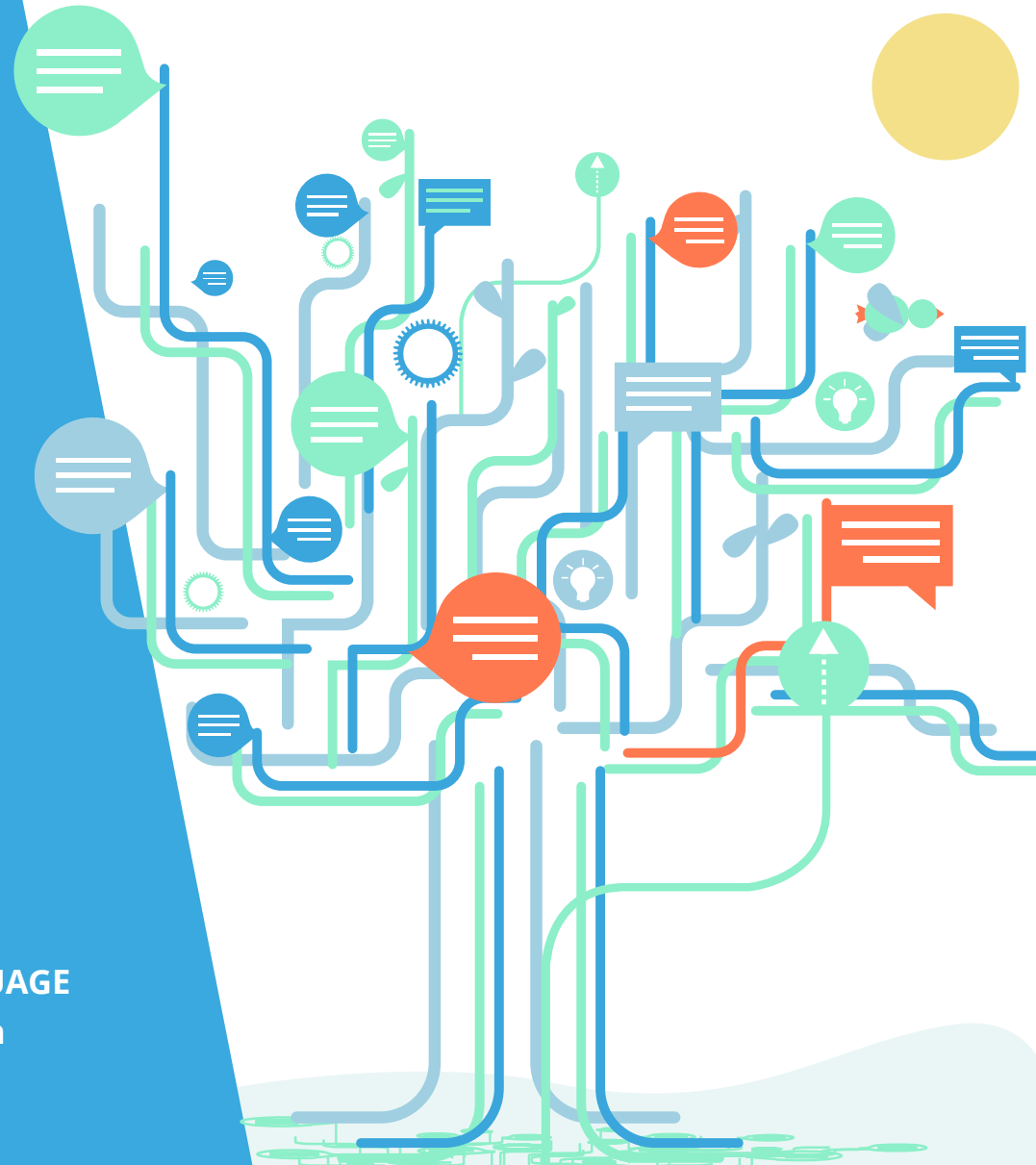
# Verbs for work

SKILLS

LEVEL  
Beginner

NUMBER  
A2\_1026X\_EN

LANGUAGE  
English

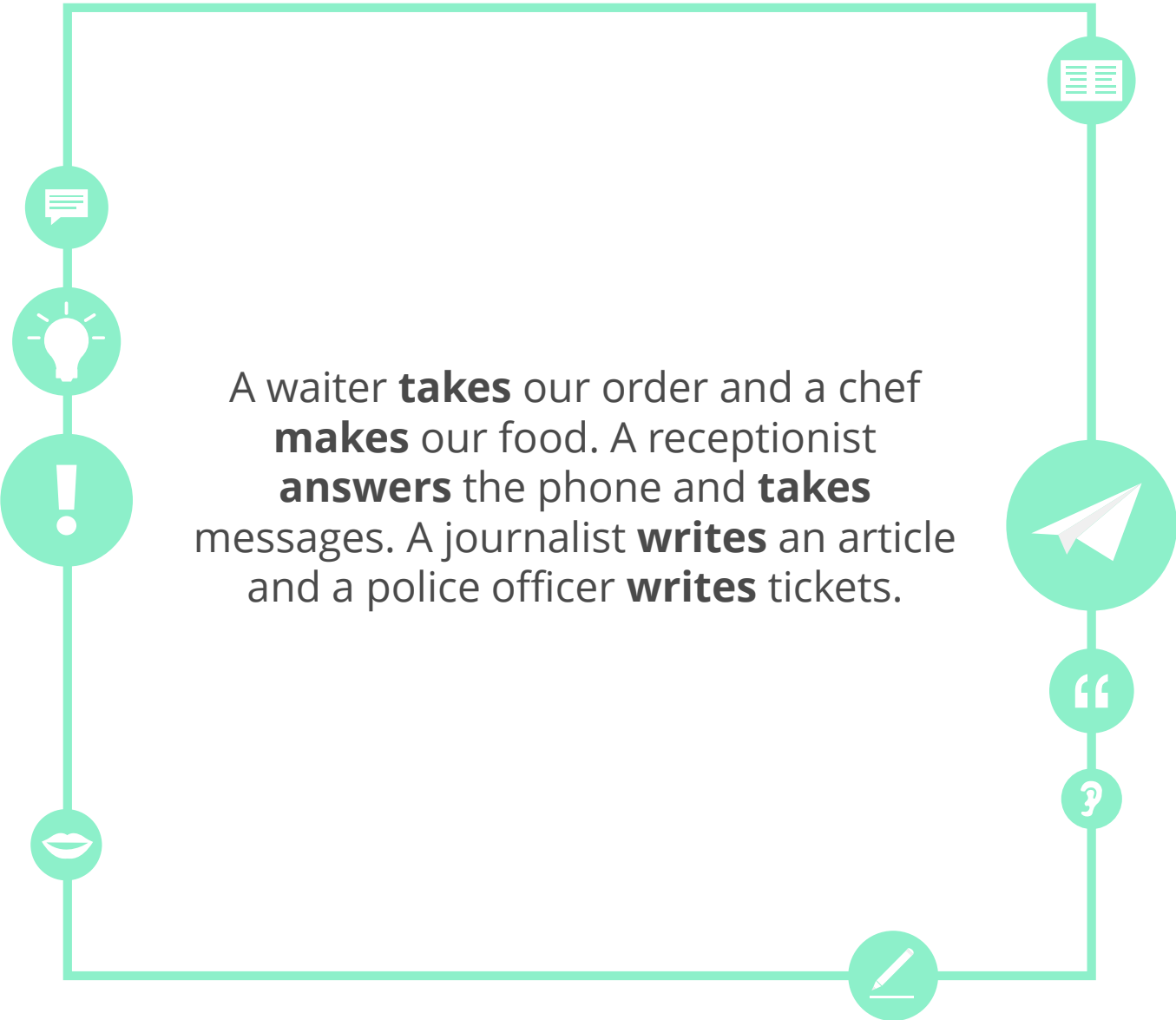




## Goals

- Learn verbs for work
- Practise talking about your work





A waiter **takes** our order and a chef **makes** our food. A receptionist **answers** the phone and **takes** messages. A journalist **writes** an article and a police officer **writes** tickets.

to check



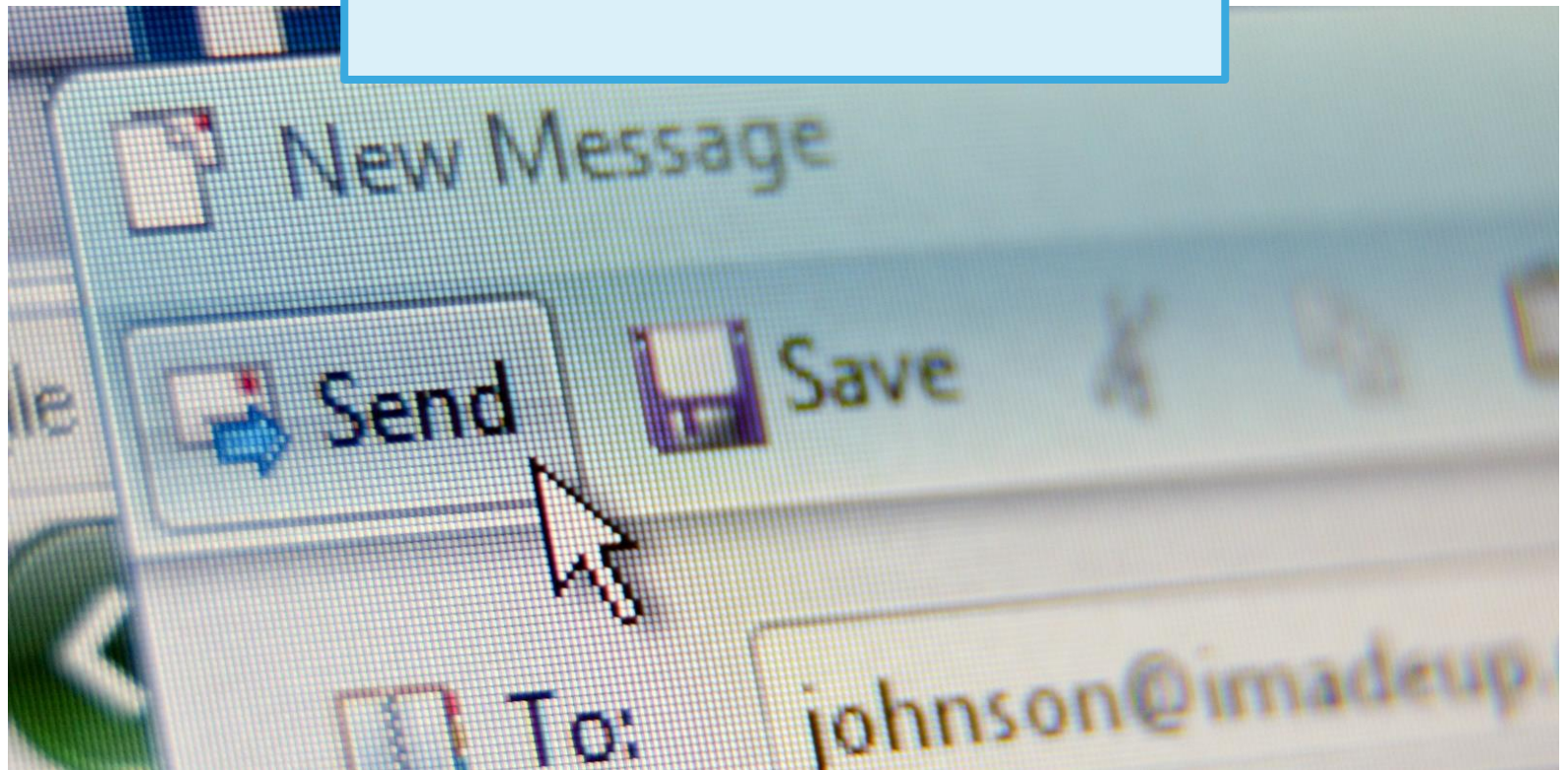
I **check** my e-mails on my computer and on my phone.

to receive



I received nine e-mails today.

to send



I **send** even more e-mails to clients than I receive.

to answer



In e-mails, I **answer** a lot of questions.





## Checking e-mails



How often do you **check** your e-mails?

I **receive** too many e-mails so I only **check** them in the morning.







## Answering e-mails



May I speak with the manager? I **received** an e-mail from her today.

I'll **check** if she's available. I'm sorry she's unavailable right now.



I'll **send** her an e-mail with my question.

Perfect. She **answers** all her e-mails quickly.





# Match these to the correct verbs

to check

---

---

---

---

---

---

---

---

---

---

to answer

---

---

---

---

---

---

---

---

---

---

the question



the schedule



the phone



if she's available





## Choose the correct verb

1. I \_\_\_\_\_ my e-mails every morning. I always answer quickly.

**a. answer**

**b. check**

**c. send**

**d. receive**

2. I \_\_\_\_\_ many e-mails from customers asking questions.

**a. answer**

**b. check**

**c. send**

**d. receive**

3. I \_\_\_\_\_ e-mails back to the customers with answers to their questions.

**a. answer**

**b. check**

**c. send**

**d. receive**



## Find the mistakes

**Find 6 mistakes in the text related to the vocabulary introduced previously.**

When I get to my office in the morning, the first thing I do is checking my emails. People always receive me lots of emails during the night because I work with companies from all over the world – my night is their day! I answering the important emails first and then I send my messages on my answerphone – people call me all night too! I usually have lots of questions for my clients too so I call them emails and they often reply quickly. I answer my schedule and then I go into a meeting with my boss; I always talk to him early in the day.



## About you

**What do you do  
when you get to  
work?**

check

receive

send

to make



I **make** a lot of phone calls every day.

to take



May I **take** a message?



to fix



Mechanics **fix** engines and make sure they keep working correctly.

to attend



I **attend** business meetings every day of the week.



## Waiters and chefs



The waiter **takes** our order.

The chef **makes** our food.





What do they do?



A photographer **takes** pictures.

A videographer **makes** videos.



A receptionist **takes** messages.

Sometimes a receptionist **makes** phone calls.





## To make

We use *make* in a lot of ways.

I **make** a phone call.

I **make** an appointment.

I **make** food.

I **make** a mistake.



## To take

We use *take* in a lot of ways, too.

I **take** your order.

I **take** a picture.

I **take** a message.

I **take** notes at the meeting.



## Complete the sentences

1. A dentist...

a. meetings every morning.

2. I attend...

b. fixes cavities in teeth.

3. I make...

c. takes our order so he knows what food we want.

4. A waiter...

d. the schedule so everyone knows when they work.





## What a receptionist does

I am a receptionist in an office. I greet people who come into our office. I \_\_\_\_\_ the phone when it rings. I ask who the person wants to speak with and then \_\_\_\_\_ if that person is available. If they're not available, I \_\_\_\_\_ a message. I \_\_\_\_\_ that message in an e-mail. If the office equipment breaks, I try to \_\_\_\_\_ it. If I can't, I \_\_\_\_\_ a phone call to the repair man and schedule an appointment.



take

fix

check

send

answer

make



## Fill in the gaps

Fill in the gaps with the words on the right.

I don't know what I want to do when I grow up. I really like \_\_\_\_\_ things with my hands, so maybe I will be a plumber or a \_\_\_\_\_. But I also love \_\_\_\_\_ photos, so a \_\_\_\_\_ is also a good job for me. I don't really like \_\_\_\_\_ meetings so I don't think I would be a good \_\_\_\_\_. I don't like \_\_\_\_\_ phone calls or sending emails so I don't think working in an \_\_\_\_\_ is a good thing for me.

attending

businesswoman

fixing

taking

office

photographer

making

mechanic

to write



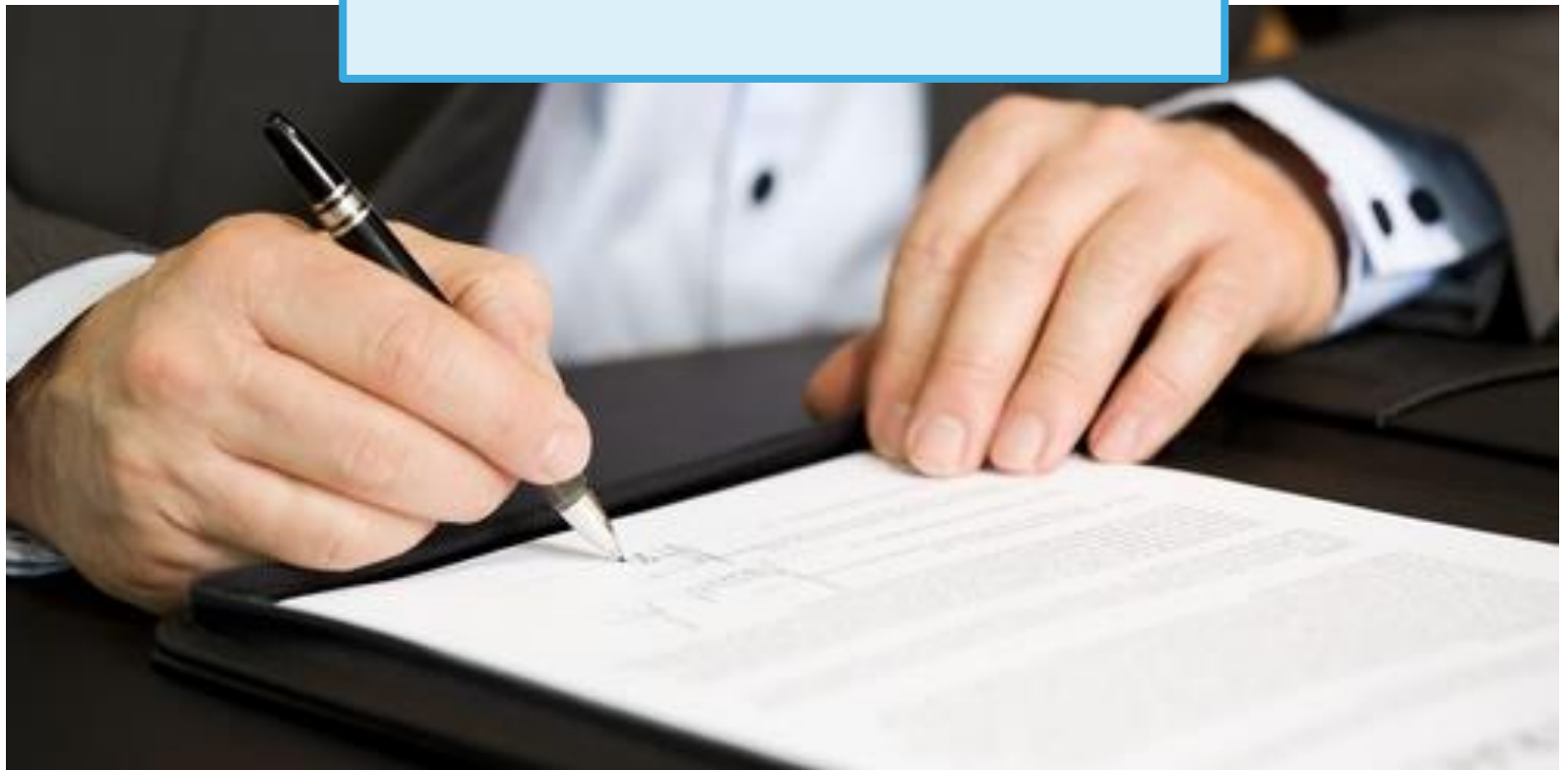
I **write** with a pen on paper.

to type



I **type** on a keyboard.

to read



I always **read** contracts carefully before I sign them.

to print



After I type a document on the computer, I **print** it to get a hard copy.



## Who writes?



A journalist **writes** articles for a newspaper.

A police officer **writes** tickets when someone breaks the law.





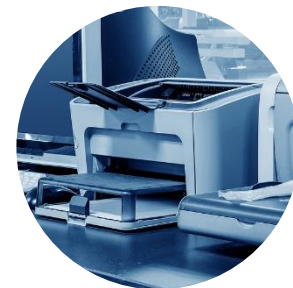


## Reading and writing



Please **type** this document into the computer.

When you're done, **print** it and bring it to the meeting.



We'll **read** it during the meeting.

We'll **write** some notes on it then you can **type** those changes in again.





## *To write*

We use *to write* when we mean using a pen and paper but we also use it when we mean composing anything with words, even if we are typing.

The police officer **writes** a ticket.

The author **writes** a novel.

The journalist **writes** an article.

I **write** e-mails every day.



## Mix and match to make sentences

to write

to answer

to make

to check

to read

to receive

a phone call

an email

a question



What do you do at work?

attend meetings

print  
documents

check e-mails

receive  
payments

answer phone calls

answer  
questions

take  
messages

write e-mails

type documents

fix things



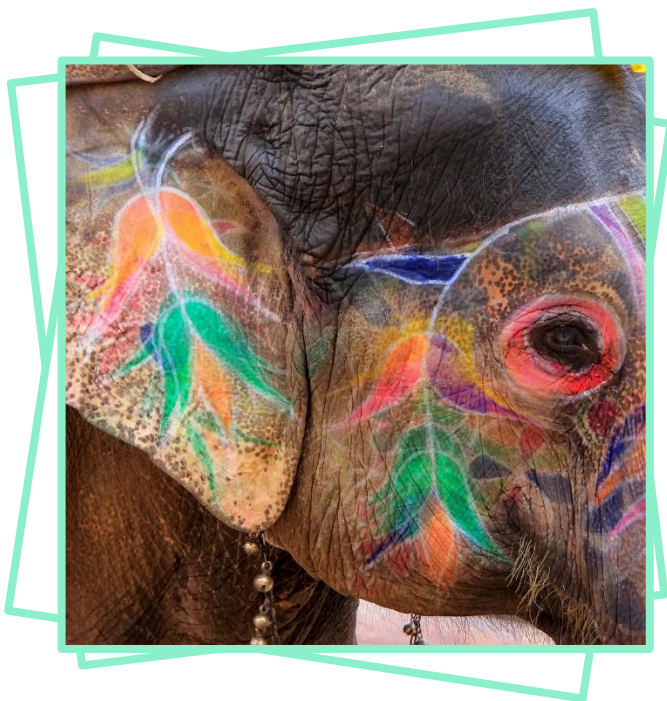
# What do these people do at work?





## Game

**Are you an elephant painter or a dog groomer?  
Tell your teacher 5 things you need to do in these jobs.  
Can you think of any other unusual jobs?**





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no






## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



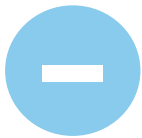
\_\_\_\_\_

\_\_\_\_\_



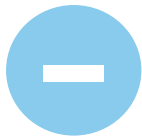
\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

If you have time, go over  
the most difficult slides again





## Answer key

**Activity p. 10:**

to check: the schedule, if she's available; to answer: the question, the phone

**Activity p. 11:**

1. a or b 2. d 3. c

**Activity p. 12:**

is checking = is check, receive me = send me, I answering = I answer, I send = I check, call them = send them, answer my schedule = check my schedule

**Activity p. 22:**

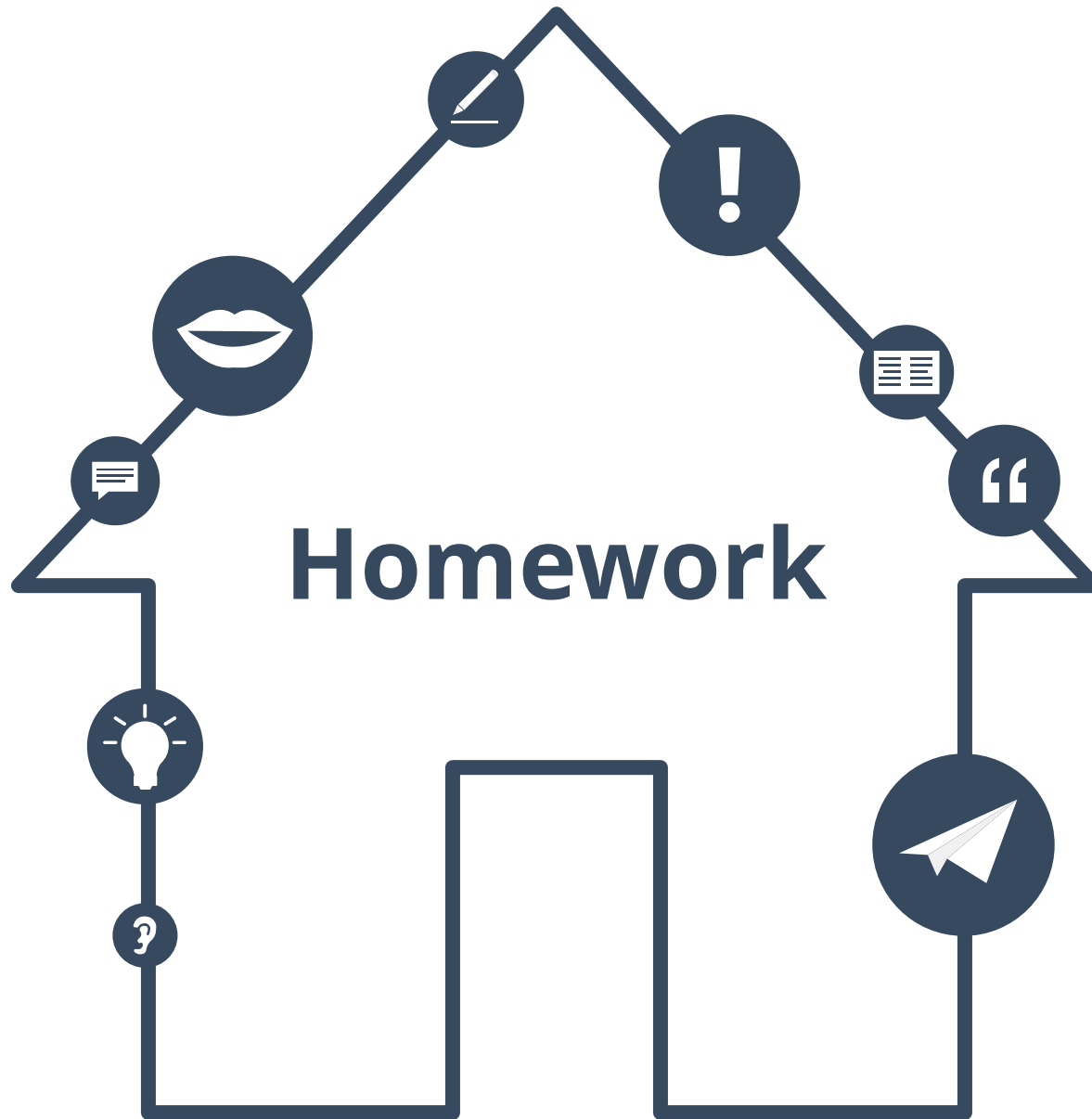
1. b 2. a 3. d 4. c

**Activity p. 23:**

answer, check, take, send, fix, make

**Activity p. 24:**

fixing, mechanic, taking, photographer, attending, businesswoman, making, office





## Fill in the gaps

1. I \_\_\_\_\_ a meeting every morning.
2. I \_\_\_\_\_ my emails every morning, too.
3. I only \_\_\_\_\_ emails to customers in the afternoon, though.
4. I \_\_\_\_\_ phone calls all day long.
5. I \_\_\_\_\_ messages for people who are unavailable.
6. I \_\_\_\_\_ those messages on paper and put them on the person's desk.

**write**

**answer**

**check**

**attend**

**send**

**take**



## Find the words!

Find the words!

1. write
2. answer
3. attend
4. send
5. fix
6. check
7. read
8. make
9. take
10. type
11. print
12. receive

W	R	I	T	E	Z	F	I	M
Q	E	N	A	T	L	D	U	L
A	A	P	K	Y	K	S	Y	P
Z	D	R	E	P	G	A	T	N
W	M	I	K	E	J	P	R	K
S	A	N	S	W	E	R	E	O
X	K	T	A	T	T	E	N	D
E	E	H	O	B	H	C	W	B
D	T	U	L	V	S	E	N	D
C	G	J	P	C	F	I	X	H
R	B	M	M	X	O	V	Q	U
F	Y	I	N	C	H	E	C	K



## My favourite words

Choose five words or phrases from the lesson and write them down in your list of *My favourite words*.

A graphic of a notepad with a light grey cover and a white sheet of paper with a torn bottom edge. The paper has a blue tab at the top and the text "My favourite words" written on it. Below the paper, the notepad has several horizontal lines. The first three lines are pre-filled with the text "Word one", "Word two", and "Word three". The fourth line starts with an ellipsis "...". There are four more empty lines below.



## Make flashcards

**Make flashcards out of paper and copy down four words or phrases from this lesson that are hard for you.**





## Sentences in the third person plural

**Choose five example sentences from this lesson.  
Copy them and rewrite them about  
a group of people (or using the pronoun *them*).**



---



Examples:

---



---



She is a doctor

---



→ Hannah and James are doctors.

---



He speaks English and French

---



→ They speak English and French.

---



...

---



---



---



---



---



---





## Homework answer key

**Homework activity**  
p. 39: 1. attend 2. check 3. send 4. answer 5. take 6. write



## About this material



Find out more at  
[www.lingoda.com](http://www.lingoda.com)

This material is proudly provided by

**lingoda**

and can be used by anyone for free and  
for any purpose.

### **lingoda** Who are we?



Why learn English online?



What kinds of English classes do we offer?



Who are our English teachers?



How do our English certificates work?



We also have a language blog!