

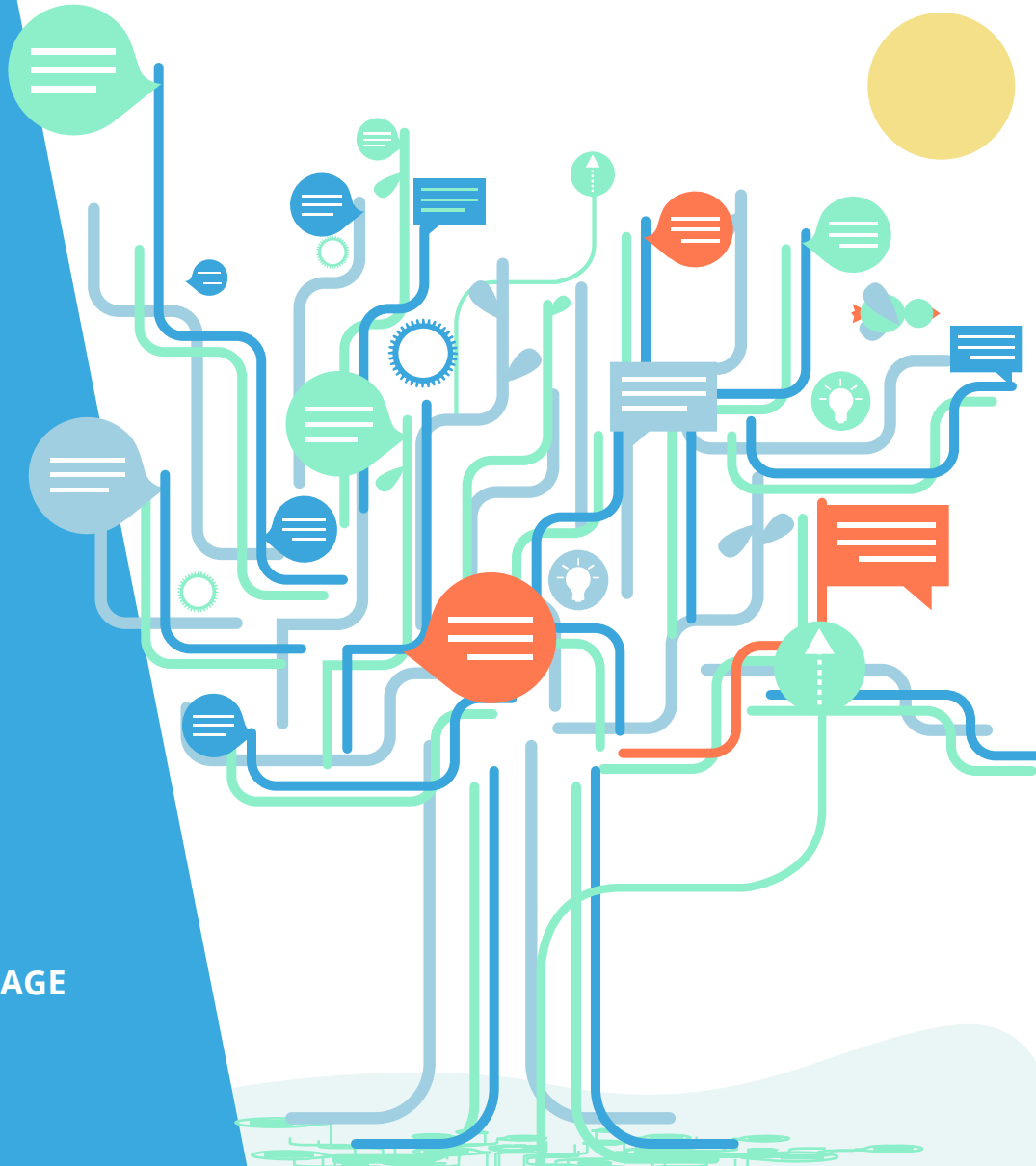
# Writing a to-do list

COMMUNICATION

LEVEL  
Beginner

NUMBER  
A1\_2012X\_EN

LANGUAGE  
English





## Goals

- Can prepare a to-do list using the infinitive form of verbs
- Can talk about what I do for work in very simple terms.







## To-do lists



Do you know what a **to-do list** is?



## Writing a to-do list

- We normally write a **to-do** list to remember **tasks** and **plans**.
- The information in the list always has to be **clear and organised**.

Use the **infinitive form of verb** to write a to-do list.

Verb	Object
Go	shopping
Talk	to Simon
Clean	the bathroom
Walk	the dog



## Professional and personal to-do lists

- To-do lists are useful for your professional life and also for your personal routine.
- You can have two separate lists: one for your daily life and another one at your office.

**TIP:** Include the time and the date in your to-do list to make it more effective.

Professional to-do list	Personal to-do list
Call Anna today	Yoga at 3pm
Meeting at 1pm	Pick up Nick from school today
Send an email to Peter	Walk the dog
Welcome new employee	Prepare lunch for tomorrow

to work

a job



I **work** at the university as a teacher. What is your **job**?

full-time

part-time



I work **full-time**, Monday to Friday, 40 hours a week.  
I have a **part-time job**. I only work in the afternoons.



unemployed



I have no job. I'm **unemployed**.

meeting

team



The whole **team** has a **meeting** at one o'clock next Tuesday.

# busy

The adjective **busy** can be used to talk about a person that **has a lot to do**.

It can also be used to describe a place where there are a **lot of people**.



The restaurant where I work is always very **busy** at lunch time.



Sorry, I have no time at all. I am quite **busy** this week.



## How much do you work?



I work forty hours per week. I'm a **full-time** employee.

I work twenty hours per week.  
It's a **part-time** job.





## Find the opposite



employed

≠





Do you remember these professions?

doctor

lawyer teacher

cook farmer

vet secretary

firefighter police officer

businessman



## Match the sentences

1. I work every day...

a. I'm unemployed.

2. I only work in the evenings and at weekends...

b. I'm a full-time employee.

3. I haven't got a job...

c. The salary is great!

4. I make lots of money...

d. I'm a part-time employee.



## Talk about problems

**Why do you think this employee looks unhappy?  
How can he solve his problems?**







## To-do lists

Do you use to-do lists for work or  
are they unnecessary?  
What about for your personal life?

to write down



I **write down** important things in my diary.

task



I have a lot of **tasks** to do every day.

to organise

to prioritise



I **organise** everything I need for the day.  
It is very important **to prioritise** and do the most important things first.

to plan



I **plan** my tasks for the week every Monday morning.



## When I'm busy



I **write down** everything I need to do.

I **organise** my **tasks** in a to-do list.





## How do you write these activities in a to-do list?

A



B



C



D





## What are your tasks?

At work

At home

In the evening

At the weekend





## To-do list

**Write a list of five professional and personal tasks you need to do tomorrow.**

Use verbs in the  
infinitive form

Remember to  
prioritise



## Game

**Imagine you are one of these people.  
Write down a to-do list to help you with your tasks.**





## 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

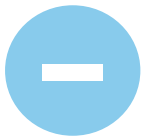
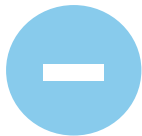
no




## 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

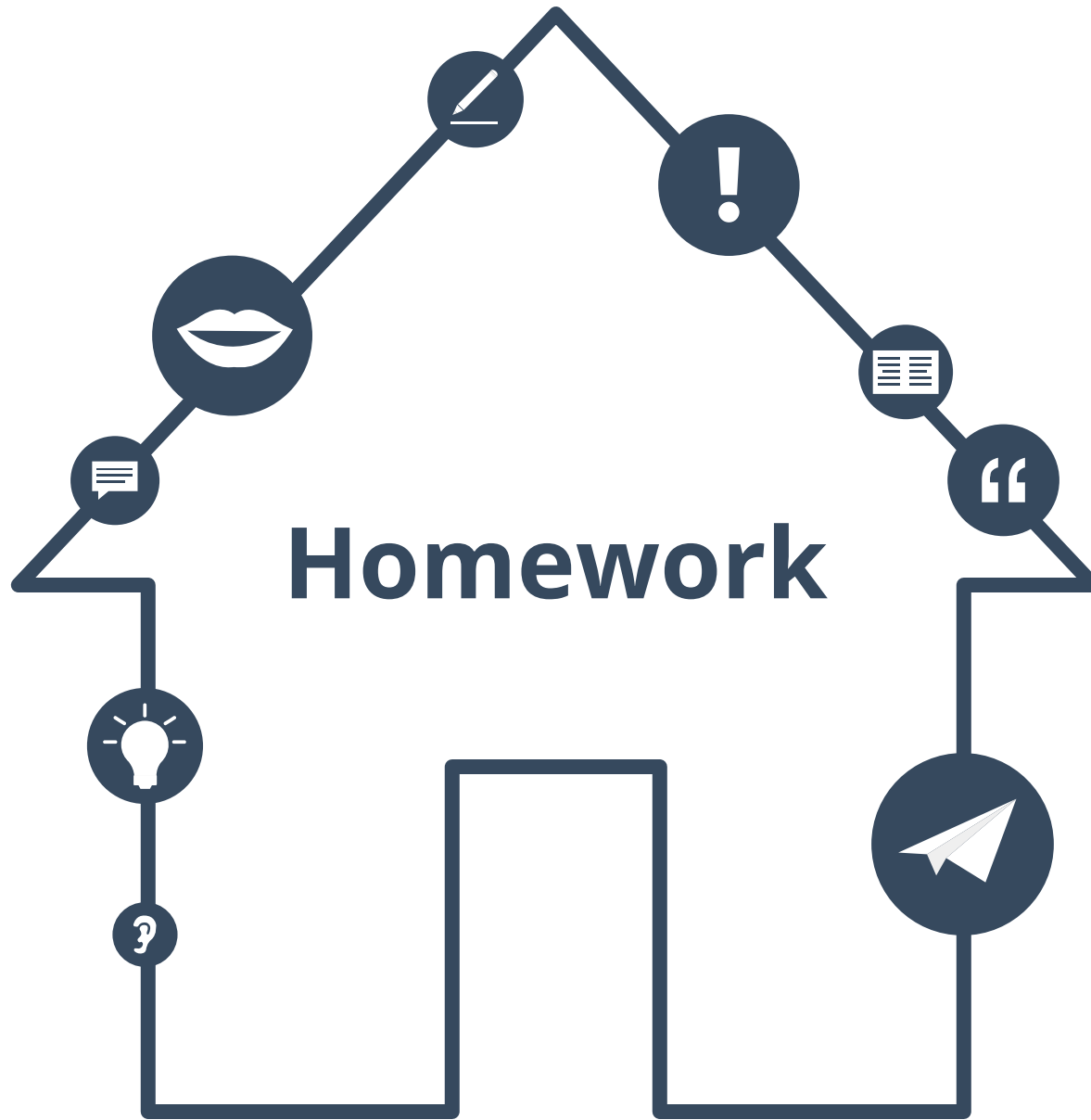




## Answer key

**Exercise p.13**  
Unemployed

**Exercise p.15**  
1. b - 2. d - 3. a - 4. c





## Fill in the gaps

1. I work every day. I work \_\_\_\_\_ .
2. I haven't got a job. I'm \_\_\_\_\_ .
3. I only work evenings. I'm \_\_\_\_\_ .
4. Workers \_\_\_\_\_ when they're not happy.
5. I'm happy because I got a \_\_\_\_\_ .
6. I'm \_\_\_\_\_ for a group of employees.
7. I \_\_\_\_\_ a list of things I need to do.

**promotion**

**full-time**

**responsible**

**strike**

**part-time**

**write**

**unemployed**



## Vocabulary lists

**Check the first five words of the lesson.  
Sort them into two lists.  
Give your lists a name.**

List 1: \_\_\_\_\_

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List 2: \_\_\_\_\_

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## My favourite words

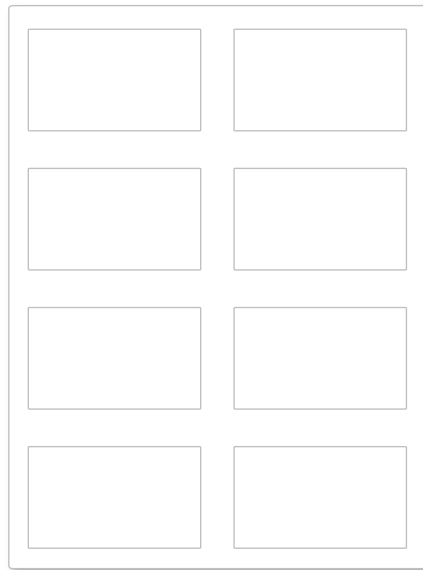
Choose five words or phrases from the lesson and write them down in your list of *My favourite words*.

A graphic of a notepad with a spiral binding on the left. A white sticky note with a torn bottom edge is stuck to the top right of the notepad. The sticky note has the text "My favourite words" written on it. Below the sticky note, the notepad has several horizontal lines. The first three lines are pre-filled with the text "Word one", "Word two", and "Word three" respectively. The remaining lines are blank.



## 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*).**



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Examples:

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She is a doctor

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→ Hannah and James are doctors.

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He speaks English and French

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→ They speak English and French.

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## Homework answer key

**Exercise p.34**  
1. full-time – 2. unemployed – 3. part-time – 4. strike –  
5. promotion – 6. responsible – 7. write



## About this material



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