

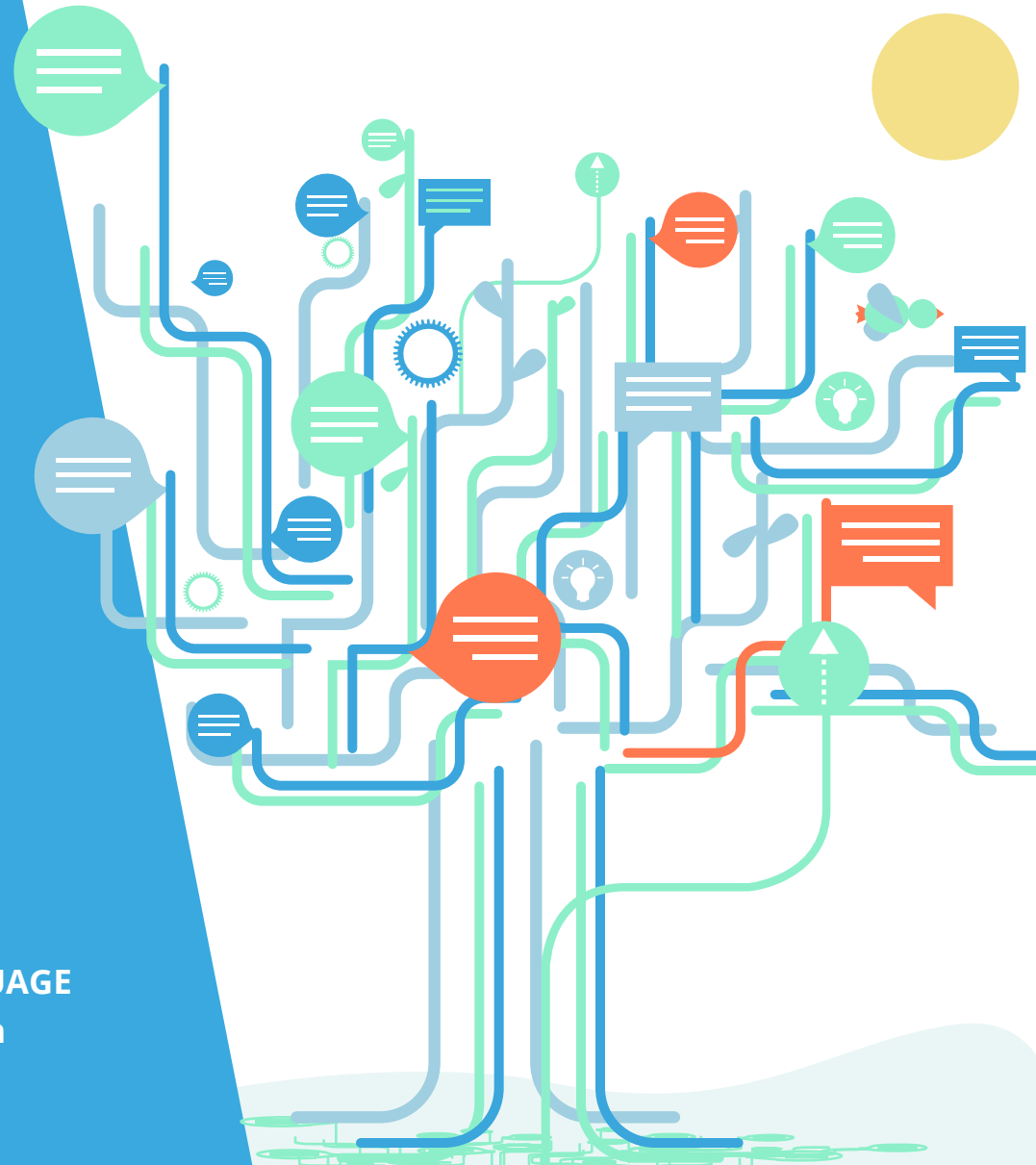
# Verbs for work

COMMUNICATION

LEVEL  
Beginner

NUMBER  
A2\_1026X\_EN

LANGUAGE  
English

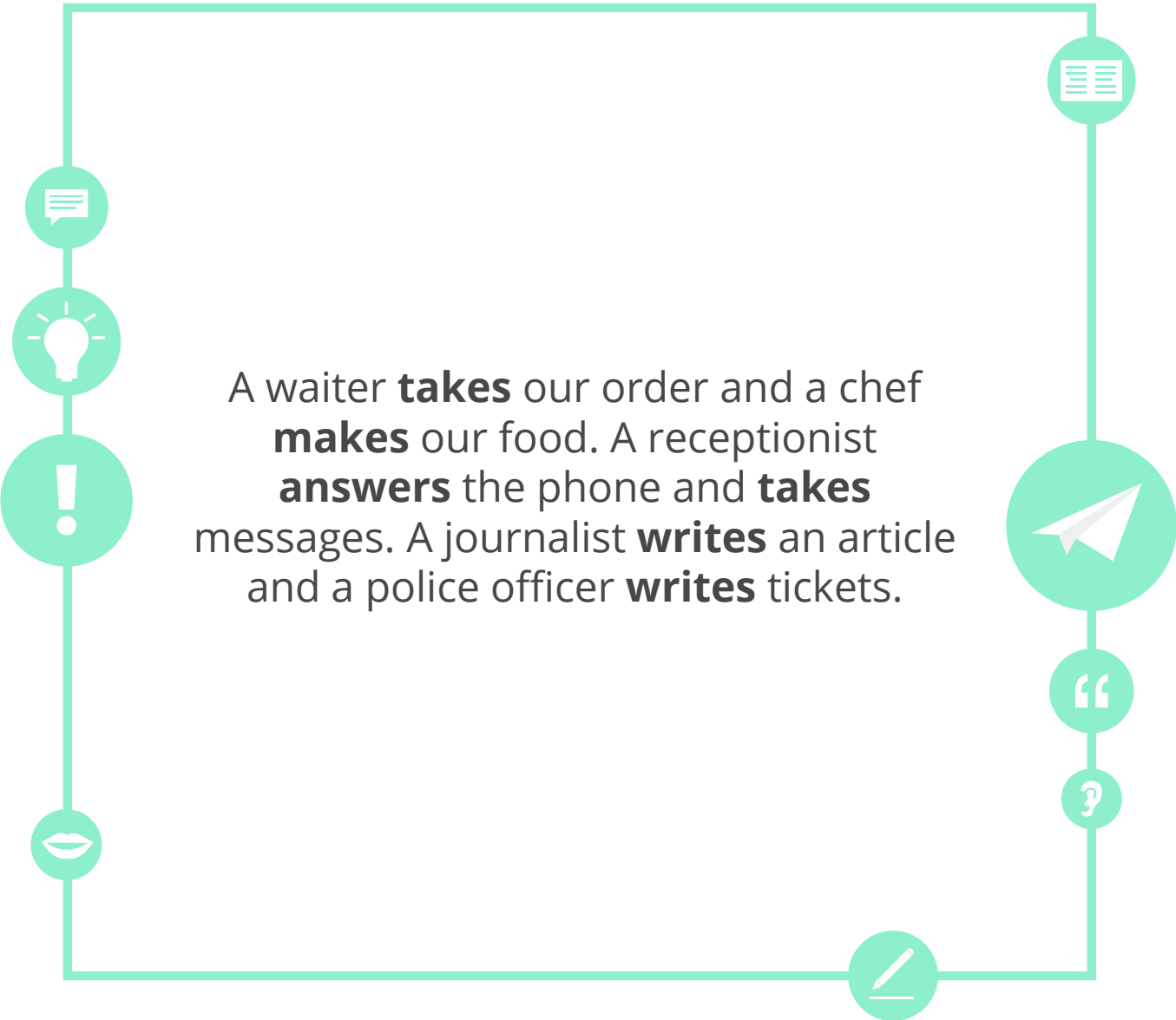




## Goals

- Can talk about basic tasks at work.
- Can correctly identify the meanings of verbs with multiple definitions such as 'to make' and 'to take'.





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

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to answer

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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.



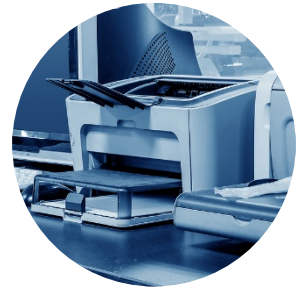


## Reading and writing



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?**





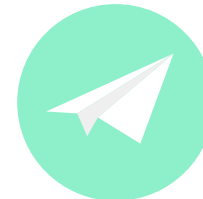
## Reflect on the goals

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

yes

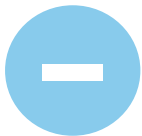
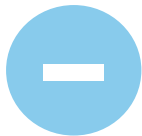
no

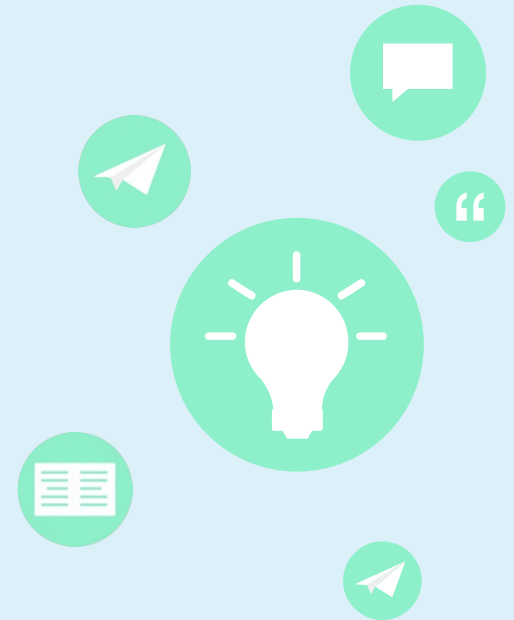


## Reflect on this lesson

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:**

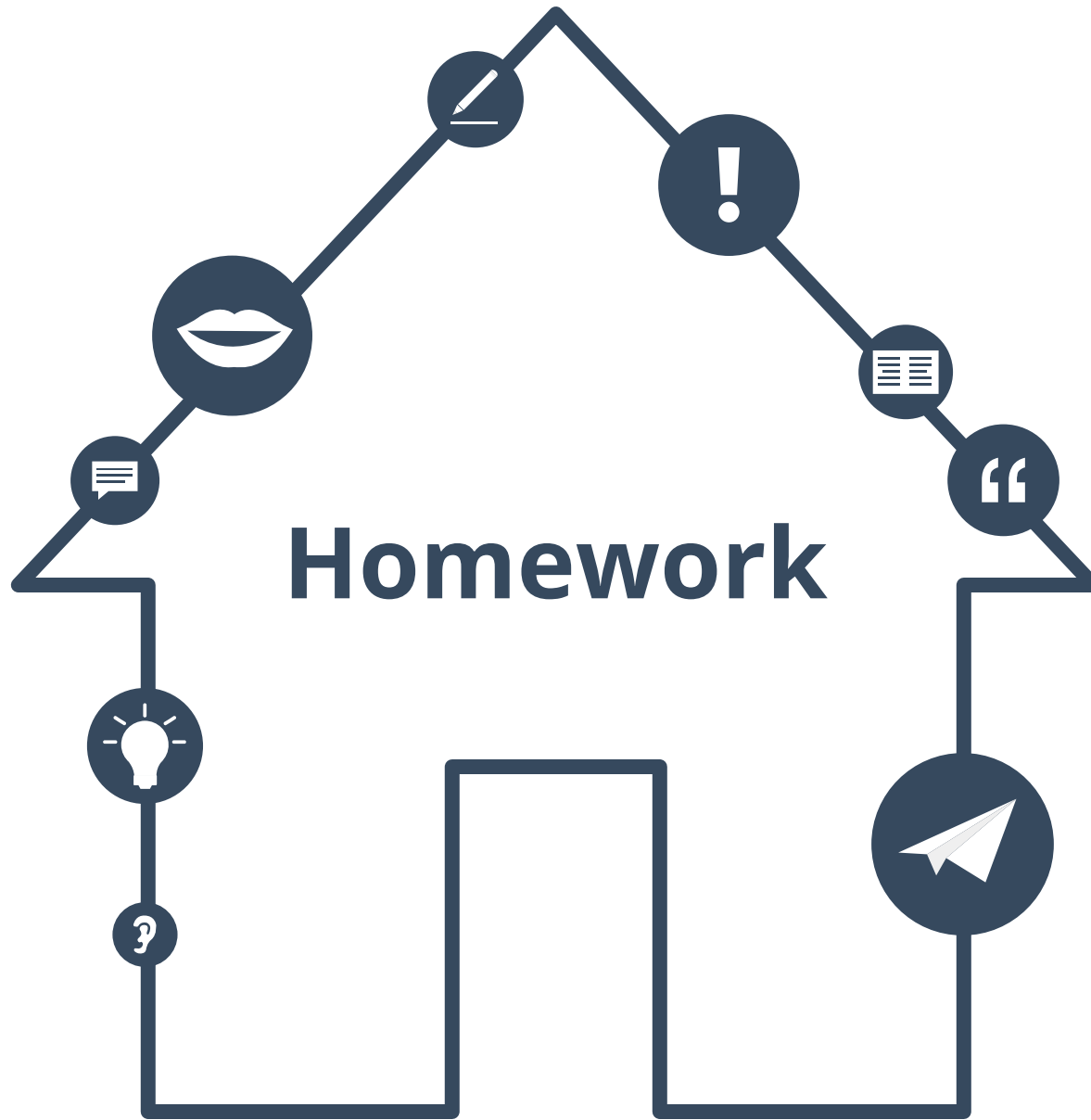
1. b 2. a 3. d 4. c

**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 spiral binding on the left. A white sticky note with a blue tab is attached to the top right, reading "My favourite words". 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

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

