

DAILY ROUTINES	MOVEMENT VERBS	WORK AND OFFICE/COMPUTER TASKS	

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| <ul style="list-style-type: none"> ◆ ASSEMBLE/DISASSEMBLE ◆ HAVE BREAKFAST/HAVE LUNCH/ HAVE DINNER ◆ RETURN ◆ GET UP ◆ HANDLE COMPLAINTS ◆ TAKE A SHOWER ◆ SEND A QUOTE ◆ CHECK EMAILS ◆ GO/COME ◆ CONNECT/DISCONNECT | <ul style="list-style-type: none"> ◆ LEAVE A PLACE ◆ SCROLL ◆ WAKE UP ◆ FINISH THE TASK ◆ UPLOAD / DOWNLOAD ◆ PLAN THE DAY ◆ WATCH SERIES / MOVIES ◆ FILE DOCUMENTS ◆ DETECT A PROBLEM ◆ WRITE A MEMO/ AN EMAIL ◆ WRITE A REPORT | <ul style="list-style-type: none"> ◆ COPY AND PASTE ◆ ARRANGE A MEETING ◆ DIAGNOSE A PROBLEM ◆ ATTEND A MEETING ◆ PRINT A DOCUMENT ◆ DEBUG ◆ GO TO BED ◆ ANSWER THE PHONE ◆ TAKE A BREAK ◆ OPEN / CLOSE A FILE ◆ SAVE A DOCUMENT | <ul style="list-style-type: none"> ◆ DELETE ◆ TO MAKE A TO DO LIST ◆ ARRIVE TO A PLACE / REACH A PLACE ◆ WRITE A SUPPLY ORDER FORM ◆ RESET ◆ TAKE THE BUS / TRAIN ◆ SURF A WEBSITE ◆ INSTALL/ SET UP /UNINSTALL ◆ HEAD OFF ◆ UPDATE ◆ FIX A PROBLEM |
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Complete the sentences with the correct verb or phrase from the box.

- 1) When I start my working day, the first thing I do is to _____ to see if I have any important messages or tasks.
- 2) When I feel tired or stressed during the day, I stop working and _____ for a few minutes.
- 3) If there is a technical issue in the system, I try to _____ as quickly as possible.
- 4) At the end of the day, I **sometimes** _____ important files to the cloud so I don't lose my work.
- 5) I **normally** _____ my house at about 8:30, and then I take the bus to go to work .
- 6) Every morning, I _____ at around 7:30 because I need enough time to get ready for the day.
- 7) During the meeting, I listen carefully and **sometimes** take notes so I can later _____ about the main ideas.
- 8) When writing a document, I **often** _____ text from one file and move it to another.
- 9) Before closing my work, I **always** _____ my document to avoid losing data.
- 10) If a file is not needed anymore, I may decide to _____ it.
- 11) In the morning, I **often** _____ with my team to discuss the project progress.
- 12) Before using the system, I must _____ it to the network first.
- 13) I also **sometimes** _____ documents from the internet for my project.
- 14) In the engineering lab, students **usually** _____ a robot to understand how its components work.
- 15) In customer service, I **occasionally** _____ from customers and try to solve their issues politely.
- 16) When a customer asks for prices, I need to _____ with all the product details.