

2. DAYS OF THE WEEK

Monday [ˈmʌndeɪ]	Tuesday [tjuːzdeɪ]	Wednesday [ˈwenzdeɪ]	Thursday [ˈθɜːzdeɪ]	Friday [ˈfraɪdeɪ]	Saturday [ˈsætədeɪ]
Sunday [ˈsʌndeɪ]	<p>1. Los días de la semana se escriben en inglés con inicial mayúscula. Generalmente, Sunday suele considerarse el primer día de la semana.</p> <p>2. Por regla general los días de la semana no suelen llevar artículo en inglés; suelen ir acompañados de la preposición ON.</p> <p>Ejemplo: <i>I work on Saturdays = Trabajo los sábados.</i></p>				

3. MONTHS OF THE YEAR

January [ˈdʒʌnjuəri]	February [ˈfebruəri]	March [mɑːtʃ]	April [ˈeɪprəl]	May [meɪ]	June [dʒuːn]
July [dʒuːlaɪ]	August [ˈɔːgəst]	September [sepˈtembə]	October [ˈɒkˌtəʊbə]	November [nəʊˈvembə]	December [dɪˈsembə]
<p>➤ Los meses del año se escriben en inglés con inicial mayúscula. Suelen ir acompañados de la preposición IN.</p>					

4. CARDINAL NUMBERS

0. Zero			21 twenty-one
1. One			22 twenty-two
2. Two	12. twelve	20. twenty	101 a hundred and one
3. Three	13. <u>thirteen</u>	30. thirty	102 a hundred and two
4. Four	14. <u>fourteen</u>	40. forty	150 a hundred and fifty
5. Five	15. <u>fifteen</u>	50. <u>fifty</u>	1000 a / one thousand
6. Six	16. <u>sixteen</u>	60. sixty	200 two hundred
7. Seven	17. <u>seventeen</u>	70. seventy	301 three hundred and one
8. Eight	18. <u>eighteen</u>	80. eighty	465 four hundred and sixty-five
9. Nine	19. <u>nineteen</u>	90. ninety	5,015 five thousand and fifteen
10. Ten		100. a hundred /	6,784 six thousand seven hundred
11. eleven		one hundred	and eighty-four
<p>➤ En inglés británico, cuando se dice un número a partir de cien (101, 465, 5,015), se emplea la conjunción AND delante de las unidades o decenas (1, 65, 15, etc.)</p> <p>Ejemplos: 107 = A hundred and seven 465 = Four hundred and Sixty-five 5,019 = Five thousand and nineteen.</p> <p>➤ Fíjate que se emplea una coma, en lugar del punto empleado en castellano.</p> <p>➤ Hundred y thousand son, en este caso, adjetivos numerales, por lo que su forma es invariable.</p> <p>Ejemplos: A / one hundred = cien Two hundred = doscientos</p>			



5. ORDINAL NUMBERS

1 1 st first	12 th twelfth	3 y ⇒ ieth	4 21 st twenty-first
2 nd second	13 th thirteenth	20 th twentieth	22 nd twenty-second
3 rd third	14 th fourteenth	30 th thirtieth	48 th forty-eighth
2 4 th fourth	15 th fifteenth	40 th fortieth	73 rd seventy-third
5 th fifth	16 th sixteenth	50 th fiftieth	➤ Cuando los ordinales se escriben con cifras, como en el caso de las fechas, no se escribe el artículo pero sí se dice. Ejemplo: 1 st January = The first of January/January the first .
6 th sixth	17 th seventeenth	60 th sixtieth	
7 th seventh	18 th eighteenth	70 th seventieth	
8 th eighth	19 th nineteenth	80 th eightieth	
9 th ninth		90 th ninetieth	
10 th tenth	100 th hundredth		
11 th eleventh			

EXERCISES

EXERCISE 1. Write the following numbers.

15:	234:
23:	757:
46:	923:
57:	459:
78:	3,657:
91:	9,875:
84:	4,632:

EXERCISE 2. Write the following ordinal numbers.

1 st :	89 th :
2 nd :	94 th :
3 rd :	15 th :
24 th :	9 th :
43 rd :	8 th :
67 th :	12 th :
98 th :	21 st :

EXERCISE 3. Write the following dates in words.

Example: *2/6/60 – the second of June, nineteen sixty.*

18/3/85 – the eighteenth of March, nineteen eighty-five

12 / 6 / 1998:
24 / 5 / 1254:
18 / 8 / 1888:
11 / 1 / 1987:
15 / 12 / 1951:
23 / 9 / 2002:
31 / 1 / 2001:
5 / 2 / 36:
20 / 4 / 82:
30 / 8 / 50:
11 / 5 / 41:
3 / 7 / 74:
2 / 11 / 13:
8 / 12 / 91:
1 / 1 / 69:

EXERCISE 4. These abbreviations are often used for the days of the week and the months. Write the names in full.

1 Mon. _____	5 Wed. _____	9 Feb. _____
2 Aug. _____	6 Jan. _____	10 Sept. _____
3 Oct. _____	7 Apr. _____	11 Tues. _____
4 Sat. _____	8 Th. _____	12 Nov. _____


EXERCISE 5. Complete this British children's song about the number of days in each month.

*Thirty days has S.....,
A, J..... and N..... ;
F..... has twenty eight alone
All the rest have.....,
Except in Leap Year (=every four years), that's the time
When February's Days are*



7. THE TIME. WHAT'S THE TIME? / WHAT TIME IS IT?

It's ...

It's five to two		It's five past one
It's ten to two		It's ten past one
It's a quarter to two		It's a quarter past one
It's twenty to two		It's twenty past one
It's twenty-five to two		It's twenty-five past one
	It's half-past one	

- Para decir la hora siempre se empieza por:
It is + **los minutos** + **PAST** (si es de y cinco a y media) + **la hora**
It is + **los minutos** + **TO** (si es de menos veinticinco a menos cinco) + **la hora**
- **O'clock** se usa para la hora en punto: 1.00 = one o'clock 7.00 = seven o'clock
- Otra manera de expresar la hora, cuando no es exacta, con **minutes**:
 1.11 = eleven **minutes** past one.
 5.41 = nineteen **minutes** to six.
- Sistema digital:

01.10	one ten	02.15	two fifteen	17:00	seventeen
03.25	three twenty-five	04.30	four thirty		hundred
05.40	five forty	06.45	six forty-five		(hours)
10:05	ten oh five	09:30	oh nine thirty		(hours)
- No podemos decir: **They are six o'clock.*

EXERCISES

EXERCISE 1. Write the time. Use PAST and TO.












It's	It's	It's	It's	It's
It's	It's	It's	It's	It's
It's	It's	It's	It's	It's
It's	It's	It's	It's	It's









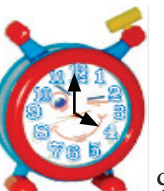



EXERCISE 2. Write the time with numbers.

1. It's ten to three	6. It's twenty-five past eight
2. It's a quarter past twelve	7. It's five to five
3. It's half past four	8. It's ten past two
4. It's twenty past seven	9. It's twenty-five to one
5. It's a quarter to nine	10. It's twenty to eleven

EXERCISE 3. Match the time with its corresponding watch.

 1	 2	 3	<p>A. It's five past nine.</p> <p>B. It's twenty past eight.</p> <p>C. It's half past eleven.</p> <p>D. It's six o'clock.</p> <p>E. It's ten to three.</p> <p>F. It's twenty-five past two.</p> <p>G. It's five to twelve.</p> <p>H. It's ten past four.</p> <p>I. It's three o'clock.</p>
 4	 5	 6	
 7	 8	 9	

EXERCISE 4. Write the time.

 1	 2	 3	 4	 5	 6
It's	It's	It's	It's	It's	It's
 7	 8	 9	 10	 11	 12
It's	It's	It's	It's	It's	It's



EXERCISE 5. Write the digital time.

12 : 3 5	0 3 : 4 5	0 9 : 15	0 7 : 2 0	12 : 3 5
It's	It's	It's	It's	It's
15 : 4 0	18 : 2 5	16 : 3 5	2 0 : 5 0	2 2 : 0 5
It's	It's	It's	It's	It's
0 8 : 15	2 1 : 3 5	0 2 : 5 5	12 : 0 0	0 8 : 3 0
It's	It's	It's	It's	It's

EXERCISE 6. What's the time?

			¿ : ?	It's
0 8 : 3 0		0 6 : 3 0		It's
	10 : 0 5			It's

8. PARTS OF THE DAY AND SEASONS

In the morning /'mO:nɪ/	in the afternoon /'A.ft@'nu:n/	in the evening /'i:v@nɪ/
At night /nait/	at midday (noon) = 12.00 pm /'mɪd'del/	at midnight = 12.00 am /'mɪdnait/
At the weekend /'wi:k'end/		
(the) spring /'sprɪŋ/	(the) summer /'sʊm@/	(the) autumn/Fall /'O:t@m/ /fO:l/
		winter /'wɪnt@/
Las estaciones del año suelen ir acompañadas de la preposición IN .		
<p>* I work from eight to four. (Trabajo de las ocho a las cuatro.)</p> <p>* My school opens from half-past eight until a quarter to ten. (Mi colegio abre desde las ocho y media hasta las diez menos cuarto.)</p> <p>* I do shifts. I work one week in the morning and the next one in the evening. (Yo hago turnos. Trabajo una semana por la mañana y la próxima por la noche.)</p> <p>* I go to work at eight o'clock. I finish at half-past three. (Voy al trabajo a las ocho. Termina a las tres y media.)</p>		

EXERCISES

EXERCISE 1. Answer the following questions.

- What time do you go to school?
- What time do you get up?
- What time do you get home?
- What time do you have lunch?
- What time is it now?

EXERCISE 2. Complete the times on the clocks using the 24-hour clock.

- | | | | |
|------------------------|---|------------------------|---|
| 1. Oh seven thirty | : | 4. Seventeen fifteen | : |
| 2. Fourteen forty-five | : | 5. Twenty-one hundred | : |
| 3. Sixteen oh five | : | 6. Twenty-three eleven | : |

9. SUCSESSTUL CONVERSATIONS / SOCIALIZING / SOCIALCHATS, INTRODUCTIONS AND GREETINGS

1. INTRODUCTIONS.

A.- INTRODUCING ONESELF.

Hello, I'm Mary.

Hello, my name is Mary.

I'm Mr Malone (Mr - para señores)

I'm Mrs Malone (Mrs - para señoras casadas)

I'm Miss Malone (Miss - para señoritas solteras)

I'm Ms Malone (Ms - cuando no quieres decir si eres soltera o casada.)

* Después de Mr, Mrs, Ms y Miss va el apellido, no el nombre.

B.- INTRODUCING OTHERS.

A) James:

Mary, this is Michael.

Mary, Do you know Michael?

Mary, May I introduce (you to) Michael?

Mary, Have you met Michael?

Mary, I'd like to introduce you to Michael.

B) Mary: Hello, How do you do?

C) Michael: Hello, How do you do?

* Nice to meet you / glad to meet you.

2. GREETINGS.

1.- NEUTRAL.

* Good morning (... 12)

* Good afternoon (12 ... 4)

* Good evening (4 ... 8)

* Good night (8 ...) Es una despedida, no un saludo; se utiliza cuando uno se va.

2.- FORMAL.

A) How do you do?

B) How do you do?

3.- POLITE, FRIENDLY.

* A) Hello, Mrs Red!

How are you?

B) Very well, thanks, and you?

A) I'm fine, thank you.

4.- INFORMAL.

A) Hi, Paul. How are you?

B) Very well, thanks.

A) Hi, Paul.

B) Hi, Jane.

5.- VERY FAMILIAR, CASUAL.

A) Hi!

B) Hi!

A) How's things? / How are you getting on?

B) All right / OK / Not Bad / Fine / Very bad / Not very well / Very Well / so-so / pretty good / not so good.

3. SAYING GOODBYE.

Good bye - bye - bye-bye - See you - See you later / tomorrow / soon / on Monday -
Hope to see you again - Have a nice day / weekend / time / trip

4. TO EXCHANGE PERSONAL INFORMATION.

NAME: What's your name? / What is your name?

SURNAME: What's your surname? / What is your surname?

Who are you?

Are you ...?

AGE: How old are you? / What's your age? ---- I'm 16. / I'm 16 years old.

NATIONALITY: What nationality are you? ----- I'm Spanish. / I'm English.

Where are you from? ----- I'm from Spain. / I'm from England.

Where do you come from? ----- I come from Spain. / I come from England.

Whereabouts in Spain? ----- Alcázar de San Juan / Bournemouth.

Are you English? ----- No, I'm not. I'm Spanish.

Are you from Spain? ---- Yes, I am.

ADDRESS: Where do you live? ---- I live **IN** Alcázar.

What's your address? ---- 15, Gloria Street (calle), Road (carretera), Square (plaza), Avenue (avenida), Park (parque), Garden (jardín), Hill (colina).

MARITAL STATUS: Are you single (soltero), married (casado), divorced, widower (viudo), widow (viuda)?

OCCUPATION: What do you do? --- I study Politics. / I work in a bank.

What's your job? --- I'm an Engineer / I'm a student.

EDUCATION: What are you studying? ---- I'm studying Economics.



TELEPHONE NUMBER: What's your telephone number?

52024 ---- Five, two, ou, two, four ("ou" not "zero". Zero is AmE)

31225 ---- Three, one, double two, five (double two, not "two, two").

FAMILY: How many brothers or sisters do you have?

I have two brothers **and** one sister. / I have one brother and no sisters. / I don't have brothers **or** sisters.

HOBBIES: What are you interested **in**? ---- **In** History.

What are your hobbies? ---- I like dancing, reading, tennis, watching TV...

Do you like books? ---- Yes, I do.

Do you like reading? ---- Yes, I do.

What do you like?

What do you do in your spare time/free time? --- I play football / I play the piano / I go to the disco.

DATE OF BIRTH: When were you born? ---- I was born **IN** 1998.

5. NATIONALITIES.

* Fíjate que todas las palabras de nacionalidades, ya sean nombres o adjetivos, se escriben con inicial mayúscula.

Name of country or continent	adjective
China	Chinese
Japan	Japanese
Portugal	Portuguese
Switzerland	Swiss
Vietnam	Vietnamese
Iraq	Iraqi
Israel	Israeli
Pakistan	Pakistani
Thailand	Thai
Czechoslovakia	Czech
Germany	German
Greece	Greek
New Zealand	New Zealand
Iceland	Icelandic

Name of country or continent	adjective
Africa	African
America	American
Angola	Angolan
Australia	Australian
Brazil	Brazilian
Belgium	Belgian
Chile	Chilean
Europe	European
Hungary	Hungarian
India	Indian
Iran	Iranian
Italy	Italian
Mexico	Mexican
Morocco	Moroccan
Norway	Norwegian
Russia	Russian
Denmark	Danish
Finland	Finnish
Poland	Polish
Spain	Spanish
Sweden	Swedish
Turkey	Turkish

Name of country or continent	adjective
England	English
France	French
Holland	Dutch
Ireland	Irish
Wales	Welsh
Britain	British
Scotland	Scottish
	Scotch

EXERCISES

EXERCISE 1. Personal details. Put the following words in the correct places 1-10 in the form below.

	Age	Children	name	Country	Job	Married or single
	Nationality	Street	Surname	Town / village		
1	_____	_____	_____	Black _____	_____	_____
2	_____	_____	_____	Tom _____	_____	_____
3	_____	_____	_____	Forty-one _____	_____	_____
Address 4	_____	_____	_____	64 Highland Road _____	_____	_____
5	_____	_____	_____	Bournemouth _____	_____	_____
6	_____	_____	_____	England _____	_____	_____
7	_____	_____	_____	English _____	_____	_____
8	_____	_____	_____	married _____	_____	_____
9	_____	_____	_____	2 boys, 1 girl _____	_____	_____
10	_____	_____	_____	Paramedic _____	_____	_____

EXERCISE 2. Complete the dialogues. Then listen and check your answers.

James: Hi!, How _____ you today?
 Philip: _____! I'm _____ thanks. He is Michael.
 James: How _____ you do? Michael.
 Michael: Glad to _____ you James.
 James: _____ to meet you, too.
 Philip: Let's go. See you _____.
 James: So _____.
 Michael: _____ bye.


EXERCISE 3. Answer the following questions about you.

- 1.- What's your name?.....
- 2.- What's your surname.....
- 3.- How old are you?.....
- 4.- What's your telephone number?.....
- 5.- Where are you from?.....
- 6.- Where do you live?.....
- 7.- What's your address?.....
- 8.- What nationality are you?.....
- 9.- How many brothers or sisters have you got?.....
- 10.-What are your hobbies?
- 11.-How are you today?
- 12.- How do you do?.....
- 13.- What's the date today?.....
- 14.- What's your postal code?.....





SPEAKING

EXERCISE 1  Complete the first form with your personal details. Then choose another student and ask him / her questions until you complete the second form.

Name:
Surname:
Age:
Date of birth:
Telephone number:
Nationality:
City:
Address:
Family:
Job:
Hobbies:
Habit:

Name:
Surname:
Age:
Date of birth:
Telephone number:
Nationality:
City:
Address:
Family:
Job:
Hobbies:
Habit:

Move around the class asking questions to other students.

10. TO BE, TO HAVE (GOT), A/AN & WH-QUESTIONS.

PRESENT SIMPLE OF THE VERB "TO BE"

POSITIVE	NEGATIVE	QUESTION	SHORT ANSWER
I am (I'm) You are (You're) He is (He's) She is (She's) It is (It's) We are (We're) You are (You're) They are (They're)	I am not (I'm not) You are not (You aren't) He is not (He isn't) She is not (She isn't) It is not (it isn't) We are not (we aren't) You are not (you aren't) They are not (They aren't)	Am I ...? Are you ...? Is he ...? Is she ...? Is It ...? Are we...? Are you ...? Are they ...?	Positive: - Yes, I am - Yes, he is - Yes, we are Negative: - No, I'm not - No, he isn't - No, we aren't

PRESENT SIMPLE OF THE VERB "HAVE (GOT)"

POSITIVE	NEGATIVE	QUESTION	SHORT ANSWER
I have (got) (I've) You have (got) (You've) He has (got) (He's) She has (got) (She's) It has (got) (It's) We have (got) (We've) You have (got) (you've) They have (got) (they've)	I have not (haven't) (got) You have not (haven't) (got) He has not (hasn't) (got) She has not (hasn't) (got) It has not (hasn't) (got) We have not (haven't) (got) You have not (haven't) (got) They have not (haven't) (got)	Have I (got)? Have you (got)? Has he (got)? Has she (got)? Has it (got)? Have we (got)? Have you (got)? Have they (got)?	Positive: - Yes, I have - Yes, she has - Yes, they have Negative: - No, I haven't - No, she hasn't - No, they haven't

A / AN		
A/AN WITH SINGULAR NOUNS	A/AN WITH JOBS	We don't use a/an with plural nouns
1- We use A before words beginning with a consonant sound and voiced H: <ul style="list-style-type: none"> ~ A hospital ~ A syringe ~ A needle ~ A patient 	We use a/an with jobs in the singular: <ul style="list-style-type: none"> ~ I'm an Emergency Medical Technician ~ I'm a Paramedic ~ I'm a nurse 	
2- We use AN before words beginning with a vowel sound and voiceless H: <ul style="list-style-type: none"> ~ An hour ~ An adhesive tape ~ An intravenous cannula ~ An auxiliary nurse 		

WH-QUESTIONS			
➤ WHAT ...?	➤ ¿QUÉ?	➤ Para preguntar por cosas	➤ What's this?
➤ WHO ...?	➤ ¿QUIÉN?	➤ Para preguntar por personas	➤ Who are you?
➤ WHOSE ...?	➤ ¿DE QUIÉN?	➤ El poseedor	➤ Whose pills are these?
➤ WHY ...?	➤ ¿POR QUÉ?	➤ Motivos	➤ Why are you happy?
➤ WHERE ...?	➤ ¿DÓNDE?	➤ Lugares	➤ Where are you from?
➤ WHEN ...?	➤ ¿CUÁNDO?	➤ El tiempo	➤ When do you study?
➤ WHICH ...?	➤ ¿CUÁL?	➤ Un objeto específico	➤ Which book is yours?
➤ HOW ...?	➤ ¿CÓMO?	➤ La manera o modo	➤ How do you spell "pizza"?
➤ WHAT COLOUR...?	➤ ¿DE QUÉ COLOR ...?	➤ Color	➤ What colour are your eyes?
➤ WHAT KIND OF...?	➤ ¿DE QUÉ CLASE?	➤ Clase	➤ What kind of trousers do you want?
➤ WHERE ... FROM?	➤ ¿DE DÓNDE ...?	➤ Lugar de origen	➤ Where are you from?
➤ HOW OLD ...?	➤ ¿CUÁNTOS AÑOS ...?	➤ Edad	➤ How old is Mary?
➤ HOW MUCH ...?	➤ ¿CUÁNTO?	➤ Cantidad (incontables)	➤ How much sugar is there?
➤ HOW MANY ...?	➤ ¿CUÁNTA...?	➤ Cantidad (plural, contables)	➤ How many syringes are there?
➤ HOW LONG...?	➤ ¿CUANTAS?	➤ Tiempo (duración del dolor)	➤ How long have you had this pain?
➤ HOW LONG...?	➤ ¿CUÁNTO TIEMPO?		


EXERCISES

EXERCISE 1. Complete the questions and answer them.

- is your name?
- old are you?
- do you live?
- is your address?
- is your telephone number?
- are you today?
- is your best friend?
- is the time?



9. do you go to bed?
10. do you study English?
11. is that?
12. scissors are these?
13. are you?
14. wheelchair is this?
15. is he from?
16. nationality are you?
17. is she from?
18.'s that man?

EXERCISE 2.  Read the answers and write the questions. Use the question words in brackets. Then listen and check.

1.? (What) – My name is Robbie.
2.? (Where) – I live in Madrid.
3.? (How old) – I'm 18 years old.
4.? (How many) – I've got one brother and one sister.
5.? (What kind) – I like pop music
6.? (Who) – He is my father.
7.? (Whose) – This is my thermometer.

EXERCISE 3. Read the questions and the answers. Then find the right word or phrase – A, B or C.

1. is California? – It's in the USA. A Who B Where C What
2. are you? – I'm 19 years old. A How old B What C Who
3. is Bob? – He's Jane's father. A Where B What C Who
4. can a dispatcher do? – He can provide assistance and instructions by voice
A What B Where C Who
5. brothers has she got? – Two A What B What kind C How many
6. is he wearing? – disposable gloves
A What kind B What C Where
7. is the hospital? – It's near the roundabout.
A Why B Where C Who
8. music do you like? – Reggae A What kind B What C Who
9. do you go to work? – In the morning.
A Where B How C When
10. do you drive the ambulance? – Two or three times a month.
A Why B When C How often
11. did you close the oxygen cylinder? – Because it is empty.
A Who B Where C Why
12. gloves do you prefer, latex, vinyl or nitrile? – Latex.
A Which B How C Why
13. do you study English? – At school. A What B Where C Who
14. goggles are these? – They're mine. A Who B What C Whose

EXERCISE 4. Complete the sentences with **How much?** or **How many?**

- 1..... patients are there in the ward?
- 2..... syrup is there?
- 3..... pairs of scissors are there in the ambulance?
- 4..... mineral water is there?

EXERCISE 5. Complete the sentences with the correct form of “to be” or “to have (got)” in the simple present.

1. I cold. I think I a cold.
2. I an Emergency Medical Technician and my sister a nurse.
3. I a headache.
4. She (not) feeling well. She a toothache.
5. you any aspirin?
6. How you?
7. The dog a broken leg.
8. your son a cold?
9. Excuse me. you the new paramedic?
10. I two children.
11. My sister and I doctors.
12. She (not) a good dictionary. She needs a medical dictionary.
13. My friend terminal cancer and is expected to live only a few weeks.
14. This patient attacks of palpitation and breathlessness.
15. The victim abdominal pains and sweating and vomiting.

EXERCISE 6. Complete the sentences with appropriate words.

A: Hi. My name **is** Cathie.

B: Hi. My is Freddy. I glad to meet you.

Cathie: I glad to you, too. Where you from?

Freddy: I from Wales. Where?

Cathie: I Scotland. What your job?

Freddy: I an Emergency medical dispatcher. And What you?

Cathie: I am nurse. Would you like to have a cup of coffee?

Freddy: That sounds great. Let's go.

READING

EN ROUTE TO A SUCCESSFUL JOB

During a typical day you will have to attend different calls and make various trips. All of them must be documented; thus, while en route to a medical facility or on the scene, you will have to ask several questions to the patient to fill in them with his or her personal and medical details. You will have several forms, such as Route Sheets or Prehospital Patient Record Forms (PPRs) also known as Prehospital Care Reports (PCRs).

Prehospital Care Reports include the patient personal details, history, assessment and treatment received during transportation. This form is completed within 24 hours after the transportation of a patient. It will be analysed in the following units.

Route sheets usually include the patient identification and information, and the date and time in and time out; the distance covered is also included and the type of vehicle used. There are daily and weekly forms. They include the routes followed, showing the workers' output in each operation.

