

ADULTS A2 · GRAMMAR · LESSON 01 / 30

9 to 5: The Working Week

Present Simple — Talking about routines, work and the typical week

PRESENT SIMPLE · ROUTINES · WORK · HABITS · 55 MIN

How do you spend your weekdays? Meet four adults from four cities — Tokyo, London, Rio, Barcelona — and learn the one tense that describes every working life on earth.

I

THINK ABOUT YOUR OWN WEEK

Warm-Up

Before we start... Take two minutes. Think about your answers. If you are in class, talk to a partner.

1. What time do you **start** work or school? What time do you **finish**?
2. How do you **travel** to work? Is your commute long or short?
3. Do you **work** the same hours every day, or is your week different?
4. Which day of the week do you like *most*? Why?
5. Do you ever **work** on Saturdays or Sundays? How often?

II

PRESENT SIMPLE — ROUTINES, HABITS, FACTS

Grammar Focus

The *Present Simple* is the first tense you need for adult life in English. We use it for the things we do **again and again** — routines, jobs, habits — and for facts that are **always true**.

The form is easy: for *I, you, we, they*, we just use the base verb: *I work, you start, we finish*. For *he, she, it*, we add **-s**: *he works, she starts, it finishes*. That little **-s** is the most important letter in this whole lesson.

For negatives and questions, we use *do* and *does* — and the main verb goes back to its plain form: *I don't work, Does she work?*

THE CORE FORMULA

I / You / We / They + **verb** · He / She / It + **verb + s**

"I **start** at nine." · "She **starts** at eight." · "Do you **work** here?" · "Does he **live** nearby?"

THREE SHAPES, ONE TENSE — THE PRESENT SIMPLE TABLE**Affirmative, negative, question — same verb, different frame**

Every Present Simple sentence has one of three shapes. Learn the frame for *I / you / we / they* and the frame for *he / she / it*, and you can make any sentence you need.

I / YOU / WE / THEY

- + "I **work** in a bank."
- "I **don't work** on Sundays."
- ? "**Do** you **work** here?"

Plain verb. Negative uses **don't**. Question starts with **Do**.

HE / SHE / IT

- + "She **works** in a bank."
- "She **doesn't work** on Sundays."
- ? "**Does** she **work** here?"

Verb + **-s**. Negative uses **doesn't**. Question starts with **Does**. After *don't/doesn't*, the verb has **no -s**.

Spot the pattern: the **-s** only appears in the **affirmative** of the third person (*she works*). In negatives and questions, the **-s** moves to **does**, and the main verb goes back to its plain form (*Does she work?*).

USE 1 · ROUTINES & HABITS**For the things you do again and again**

Your daily routine. Your weekly schedule. The things you always, usually, or never do. This is the number one job of the Present Simple.

"I **start** work at nine every morning." (*Every day — a routine.*)

"She **takes** the bus to the office." (*Normal behaviour.*)

"We **don't work** on weekends." (*A rule of the week.*)

USE 2 · FACTS & ALWAYS-TRUE THINGS**For things that are true — now, yesterday, and tomorrow**

The sun rises in the east. Water boils at 100 degrees. The office opens at eight. These are not routines — they are permanent truths. Present Simple.

"The office **opens** at 8 a.m." (*A permanent fact.*)

"Nurses **work** long shifts." (*Generally true.*)

"Tokyo **has** twelve million people." (*A fact about a place.*)

USE 3 · FEELINGS, THOUGHTS, PREFERENCES**For what you like, want, think, or know**

Some verbs are almost always Present Simple — even right now. They describe feelings and thoughts, not actions: *like, love, hate, want, need, know, think, understand*.

"I **like** my colleagues." (*A feeling.*)

"She **doesn't want** to work overtime." (*A preference.*)

"They **know** the boss very well." (*A state, not an action.*)

▲ THE CLASSIC A2 TRAP

Don't forget the -s — and don't put it twice

At A2, learners lose points in two ways: they **forget** the third person -s in the affirmative, or they **keep** it in negatives and questions. Look carefully:

x WRONG

"She **work** in a bank." (missing -s)

x WRONG

"She **doesn't works** here." (two -s)

x WRONG

"**Does** he **works** here?" (two -s)

v RIGHT

"She **works** in a bank." (+ -s)

v RIGHT

"She **doesn't work** here." (one -s, on does)

v RIGHT

"**Does** he **work** here?" (one -s, on does)



12 ESSENTIAL WORDS FOR WORK & ROUTINE

Key Vocabulary

WORD	TYPE	MEANING	EXAMPLE IN PRESENT SIMPLE
commute	noun / verb	the journey to and from work	"I commute by train every day."
shift	noun	a fixed period of work	"She works the night shift."
deadline	noun	the final time to finish something	"We have a deadline every Friday."
colleague	noun	a person you work with	"My colleagues live nearby."
rush hour	noun	the busy time on the roads / trains	"I don't like rush hour."
weekday	noun	Monday to Friday	"He works on weekdays only."
break	noun	a short rest from work	"We take a break at eleven."
schedule	noun	a plan of when you do things	"My schedule changes every week."
overtime	noun	extra hours after normal work	"She does overtime every Friday."
freelance	adjective	self-employed, not tied to one company	"He is a freelance designer."
staff	noun	the people who work at a place	"The staff start at 7 a.m."
earn	verb	to get money for your work	"She earns a good salary."



FOUR CITIES, FOUR WORKING WEEKS

Reading

THE WORKING WEEK ISSUE · VOLUME 01

Four adults, four cities, *one tense*

From Tokyo to Barcelona, from a silent morning train to a kitchen at midnight — four people describe the days they live again and again.

ROUTINE

FROM · TOKYO

Aiko · The 6 a.m. Train

"I wake up at six, and the city doesn't wake with me."

NIGHT SHIFT

FROM · LONDON

James · The Midnight Kitchen

"I don't have a nine-to-five. I have a two-to-midnight."

FREELANCE

FROM · RIO

Marcos · No Two Days Alike

"Every week is different. That is why I love it."

HOSPITAL

FROM · BARCELONA

Sofia · The 12-Hour Day

"When most people finish, I start."

STORY ONE · TOKYO AT SIX IN THE MORNING

Aiko, 34 · Tokyo

Aiko **wakes** up at six o'clock every morning. Her small apartment **is** on the east side of Tokyo, twenty minutes on foot from the nearest station. She **makes** a cup of green tea, **eats** a small breakfast, and **leaves** home at six forty.

The train **is** always full at that hour, but Aiko **doesn't mind**. She **reads** on her phone. She **teaches** English at a private school near Shibuya. Her first class **starts** at eight. "I **love** my students," she says, "and I **like** my colleagues. But I **don't like** the deadlines. We **have** a test to write every two weeks."

Her lunch break **is** short — thirty minutes. She **eats** a rice ball at her desk and **checks** her schedule for the afternoon. She **finishes** at five, but she **doesn't go** home straight away. "I **meet** a friend for dinner two or three times a week. On Saturdays, I **don't work** — I **sleep**."

Aiko's week **is** the same almost every week. "Some people **think** it **sounds** boring," she laughs. "But I **like** the rhythm. My days **don't surprise** me. I **know** what to expect."

PRESENT SIMPLE · ROUTINES Notice the chain of third-person verbs: *wakes, makes, eats, leaves, reads, teaches, starts, finishes*. Aiko **is** a "she", so every verb in her story gets an **-s**. Her day **repeats** — that is exactly what the Present Simple is for.

STORY TWO · DINNER SERVICE IN SOHO

James, 41 · London

"My alarm **rings** at ten in the morning," says James. "Most people **think** that **is** late. For a chef, it **is** early." James **works** in a busy restaurant in central London. He **doesn't have** a nine-to-five job — he **has** a two-to-midnight.

He **takes** the bus to work at one thirty every afternoon. The kitchen **opens** at two. The first customers **arrive** at six. "Between two and six, my team and I **prepare** everything. We **cut** vegetables, we **make** sauces, we **taste**, we **check**, we **clean**. We **don't stop**."

James **loves** his colleagues. "We **are** like a family. We **eat** together at five — that **is** our lunch, really. We **don't call** it 'staff meal'; we **call** it 'family meal'."

On Mondays, the restaurant **closes**. James **doesn't wake** up before ten. He **goes** for a long walk in the park with his dog. "On Mondays, I **am** a normal person," he smiles. "Every other day, I **am** a chef."

His wife **works** in a school and **finishes** at four. "I **start** when she **finishes**, and she **finishes** when I **start**. We **don't see** each other very much on weekdays. But on Sunday nights and all day Monday, we **are** together. That **is** our weekend."

PRESENT SIMPLE · NEGATIVES & "BE" Watch the negatives: *doesn't have, don't stop, don't call, doesn't wake, don't see*. Every time we say **don't / doesn't**, the main verb goes back to its plain form (no -s). Also notice how often the story uses *is* and *are* — the verb **be** is its own special Present Simple star.

STORY THREE · A PHOTOGRAPHER IN RIO

Marcos, 28 · Rio de Janeiro

Marcos **doesn't work** in an office. He **doesn't have** a boss. He **doesn't wear** a uniform. Marcos **is** a freelance photographer, and his schedule **changes** every week.

Some days, his alarm **rings** at five in the morning. "The light **is** beautiful at five," he explains. "I **go** to the beach, I **take** photos of the sunrise, and I **come** home for breakfast." On other days, he **doesn't start** until eleven. "It **depends** on the job."

Marcos **doesn't like** rush hour, so he **doesn't take** the bus. He **rides** his bicycle or he **walks**. He **works** from a small café three streets from his home. He **knows** the owner, and the owner **knows** his coffee order. "It **is** my office," Marcos laughs. "My colleagues **are** the other people at the tables."

He **edits** photos on his laptop in the morning and **answers** emails in the afternoon. On weekends, he often **works** — weddings, birthdays, parties. "I **don't have** a typical week," he says. "I **don't know** what I **am doing** on Thursday yet. And I **like** that."

Does Marcos **earn** a lot of money? "Not every month," he says. "Some months **are** good, some months **are** quiet. But I **don't want** a normal job. I **love** this life."

PRESENT SIMPLE · QUESTIONS & FULL SYSTEM Marcos's story uses the full system: affirmative (*he rides, he walks, the owner knows*), negatives (*doesn't work, doesn't have, doesn't wear, doesn't start, doesn't like, doesn't take, don't know, don't want*), and the question at the end: "Does Marcos earn a lot of money?" — **Does + subject + plain verb.**

STORY FOUR · A NURSE ON THE NIGHT SHIFT

Sofia, 35 · Barcelona

When most people **finish** work, Sofia **starts**. She **is** a nurse at a large hospital in Barcelona, and she **works** the night shift.

Sofia's day **begins** at seven in the evening. She **puts** on her uniform, she **eats** a quick dinner with her two children, and she **takes** the metro to the hospital. Her shift **starts** at eight. "The first two hours **are** very busy. We **check** every patient, we **give** medication, we **talk** to the families who **are** there late."

At midnight, the hospital **is** quieter, but Sofia **doesn't rest**. "We **don't stop**. Emergencies **don't wait** for the morning." She **takes** a thirty-minute break at two a.m. She **drinks** a coffee. She **sits** in silence. Then she **goes** back.

Her shift **finishes** at eight in the morning. She **goes** home just as her children **are leaving** for school. "I **kiss** them goodbye, I **close** the curtains, and I **sleep** until four in the afternoon." Then she **has** a few hours with her family before the next shift.

"People often **ask** me: **Do you like** the night shift? The answer **is** yes. The hospital at night **is** a different world. My colleagues **become** my second family. And when I **walk** home in the morning, when the city **is** waking up and I **am** going to bed — that **is** a strange, quiet, beautiful moment. I **don't want** to change it."

PRESENT SIMPLE · THE FULL PICTURE Count the verbs: this story uses well over fifty Present Simple forms. Every time Sofia **describes** her routine, she **reaches** for the Present Simple. When you **describe** your own week, you **will do** the same.



CHANGE THE SUBJECT, FIX THE VERB

Flashcards

Six Present Simple transformations. Read the front, predict the back, then check. Notice how the **-s** appears and disappears as the subject changes.

AFFIRMATIVE · HE / SHE / IT

"I work in a bank." → change "I" to "She"

Add -s

"She **works** in a bank." (*work → works*)

NEGATIVE · I / YOU / WE / THEY

"I have meetings on Fridays." → make it negative

Use don't

"I **don't have** meetings on Fridays." (*don't + plain verb*)

NEGATIVE · HE / SHE / IT

"He likes rush hour." → make it negative

Use doesn't

"He **doesn't like** rush hour." (*doesn't + plain verb, no -s*)

QUESTION · YOU

"You work on Saturdays." → make it a question

Start with Do

"**Do** you **work** on Saturdays?" (*Do + subject + plain verb*)

QUESTION · SHE

"She travels by bus." → make it a question

Start with Does

"**Does** she **travel** by bus?" (*Does + subject + plain verb, no -s!*)

SPELLING · THIRD PERSON -S

"He studies. She watches. It goes." → the rules?

Three key rules

consonant + y → **-ies** (*study → studies*)
 -ch, -sh, -x, -s, -o → **-es** (*watch → watches, go → goes*)
 everything else → **-s**



CHOOSE THE CORRECT PRESENT SIMPLE FORM

Practice

1. Maria ____ in a bank in the city centre. **AFFIRMATIVE**

work	works	is work
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2. We ____ meetings on Fridays. **NEGATIVE**

not have	doesn't have	don't have
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3. ____ you ____ at five o'clock? **QUESTION**

Do / finish	Does / finish	Do / finishes
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4. My brother ____ medicine at night. **SPELLING**

studys	studies	studyes
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5. Daniel ____ rush hour, so he leaves early. **NEGATIVE**

don't like	doesn't likes	doesn't like
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6. ____ your boss ____ you emails every day? **QUESTION**

Do / sends	Does / send	Does / sends
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7. She ____ her schedule every morning. **SPELLING**

watches	watchs	watch
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8. My colleagues ____ late on Fridays. **AFFIRMATIVE**

finishes	is finish	finish
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9. I ____ coffee in the morning. **ADVERB**

drink always

always drink

am always drink

10. She ____ late. **ADVERB + be**

never is

is never

is never late



DESCRIBE YOUR WORKING WEEK

Speaking

What do you do ... every day, every week, never?

USE PRESENT SIMPLE FOR EVERY ANSWER

For each prompt, give 2-3 sentences. Try to use both the **affirmative** (*I work...*) and the **negative** (*I don't...*), and at least one **adverb of frequency** (*always, usually, often, sometimes, rarely, never*).

1. Describe your typical weekday. What time do you start? What do you do?

Try: I start at..., I take..., I don't..., I usually...

2. Tell me about your commute.

Try: I commute by..., it takes..., I don't like...

3. What do you like and not like about your job or your studies?

Try: I like..., I don't like..., I sometimes...

4. What about weekends? Do you work, study, relax?

Try: On Saturdays I..., I never..., I often...

5. Ask your partner three Present Simple questions about their week.

Try: Do you...? Does your...? What time...?

Example dialogue

A: "Tell me about your typical day."

B: "Well, I *wake up* at seven, and I *leave* home at eight. I *take* the metro — I *don't drive*. My first meeting *starts* at nine."

A: "Do you *have* lunch at the office?"

B: "Most days, yes. I *usually eat* with my colleagues. But on Fridays I *don't stay* at the office — I *go out*."

A: "Does your boss *come* too?"

B: "Sometimes she *comes*, sometimes she *doesn't*. It *depends* on her schedule."



A SHORT DESCRIPTION (80-120 WORDS)

Writing

Write a description of a typical weekday in your life. Use the Present Simple. Write at least **eight** sentences. Include at least **two negatives** (*I don't...*), at least **one question** (*Do you...?*), and at least **two adverbs of frequency** (*always, usually, often, sometimes, never*).

*Starter phrases: On a typical weekday, I **wake up** at... / I **commute** by... / My first meeting **starts** at... / I **don't work** on... / I **usually finish** at...*

SELF-CHECK BEFORE YOU FINISH

- I used Present Simple in every sentence (no past, no continuous).
- I used the *-s* correctly for *he / she / it*.
- I did NOT use the *-s* after *don't / doesn't / do / does*.
- I wrote at least *two negatives* and *one question*.
- I used *two adverbs of frequency* in the correct position.



10 QUESTIONS · FINAL CHECK

Mini Quiz

Circle the correct answer for each question. Answer key on the final page.

Q1 · Third person -s

She _____ in a hospital.

- A. work
- B. works
- C. is work
- D. working

Q2 · Negative

I _____ coffee. I prefer tea.

- A. don't drink
- B. doesn't drink
- C. not drink
- D. am not drink

Q3 · Question

_____ your boss speak English?

- A. Do
- B. Is
- C. Does
- D. Has

Q4 · Spelling

Choose the correct form: "He _____ every night."

- A. studys
- B. studies
- C. studyes
- D. study

Q5 · Double -s trap

Which sentence is correct?

- A. She doesn't works on Sundays.
- B. She don't work on Sundays.
- C. She doesn't work on Sundays.
- D. She not works on Sundays.

Q6 · Do vs Does

"Where _____ she live?"

- A. do
- B. does
- C. is
- D. has

Q7 · Adverb position

"I _____ take the bus to work."

- A. am usually
- B. usually
- C. usually am
- D. am usually not

Q8 · Plural subject

"Anna and Tom ____ in London."

- A. lives
- B. live
- C. are live
- D. living

Q9 · Never + be

Choose the natural sentence:

- A. She never is late.
- B. She is never late.
- C. Never she is late.
- D. She is late never.

Q10 · Find the mistake

Which Present Simple sentence is incorrect?

- A. My brother works at a bank.
- B. We don't finish at five.
- C. Does your sister speak French?
- D. He doesn't likes his boss.

ANSWER KEY

PART VI · PRACTICE

1. **B — works**
2. **C — don't have**
3. **A — Do / finish**
4. **B — studies**
5. **C — doesn't like**
6. **B — Does / send**
7. **A — watches**
8. **C — finish**
9. **B — always drink**
10. **C — is never late**

PART IX · MINI QUIZ

- Q1: **B — works**
- Q2: **A — don't drink**
- Q3: **C — Does**
- Q4: **B — studies**
- Q5: **C — She doesn't work on Sundays.**
- Q6: **B — does**
- Q7: **B — usually**
- Q8: **B — live**
- Q9: **B — She is never late.**
- Q10: **D — He doesn't likes his boss.**

Well done! You have completed Lesson 01 of 30 in the Fleydo Adults A2 Grammar series. In the next lesson, we will look at **adverbs of frequency** in more detail — *How often do you...?*