**My Working Day.**

On weekdays the alarm-clock wakes me up at 6.30 and my working day begins. I’m not an early riser, that’s why it’s very difficult for me to get out of bed, especially in winter. I switch on my tape-recorder and do my morning exercises. Then I go to the bathroom, take a warm shower, clean my teeth and shave. After that I go to my bedroom to get dressed.

Usually my mother makes breakfast for me. But when she is away on business or just doesn’t have to get up early, I make breakfast myself. While having breakfast, I listen to the latest news on the radio.

I leave the house at 7.30 and go to the nearest underground station. Last year I **tried** to enter Moscow University, but unfortunately I **failed** my entrance examinations. So I **thought (think)** I should work somewhere. It **wasn’t** (be) easy to find a job, but I **managed** to get a position of a secretary in a small business company.

They agreed to take me because I had studied typewriting, computing and business organization at school. And besides, I **passed** my English school leaving exam with an excellent mark.

It takes me an hour and a half to get to work. But I don’t want to waste my time on the train. I’ve got a small cassette-player and I listen to different texts and dialogues. Sometimes I read a book and retell it silently. If I come across an interesting expression I try to memorise it. I also write some English words on flashcards and learn them.

I usually arrive at work at ten minutes to nine though my working day begins at 9 sharp. There are always some fax messages to translate from English into Russian. Sometimes my boss wants me to write a letter to our business partners abroad. There are also a lot of phone calls which I have to answer.

At 1 o’clock in the afternoon we have lunch. We usually have lunch in a small cafe just round the corner. At 2 o’clock we come back to work. And we work hard till 5 o’clock. During the working day we also have several short coffee breaks. But sometimes we have no time for them.

I come home at about 7 o’clock in the evening. My parents are usually at home, waiting for me. We have dinner together. Then we sit in the living room, drink tea, watch TV or just talk. Occasionally I have to stay at work till 6 or even 7 o’clock in the evening. When we have a lot of things to do we go to work on Saturdays. So by the end of the week I get very tired. All I can do on Sundays is to sleep till eleven o’clock, watch television, listen to music and read something in English.

And still I always look forward to my next working day because I like my job. I think I get a lot of useful experience.

Questions:

1. When do you get up in the morning? Are you an early riser?
2. Does the alarm-clock wake you up every morning?
3. What do you do after getting up?
4. Do you have breakfast? What do you usually have for breakfast?
5. Do you study on line, off line or in class?
6. How long does it take you to get to the Institute?
7. Which days of week do you have studies? Is Sunday your day off?
8. How many lectures and seminars do you have every day?
9. Which days of week do you learn English in class?
10. Where do you like to have lunch? Why?
11. What time do you usually come home?
12. Do you have dinner with your family in the evening?
13. Do you have free time evening? What do you usually do in your free time?
14. How much time does it take you to do your homework in the evening?
15. What time do you usually go to bed?