

## INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

**DAILY ROUTINES**

*Read the text about an officer's daily routine.*

**Daily Routines**

Speaking about daily routines, I have to say that, unfortunately, I start my day very early. I have to be on the square at 0630 because that's when we have our muster parade and morning roster. We get our daily orders and our commander assigns the tasks for the day. Next activity, my favourite actually, is physical training. That starts at 0700 hours and finishes at 0745. We do different kinds of exercises, like running, gymnastics or practising on the assault course. You can also do self-defence. We can choose what we want to do and that's what I like about it. As you can imagine, such a training session wakes you up completely. I leave the square soaking wet, so before I put on my uniform I have a quick shower – which is at about 0750.

Then I start 'real' work. For me, basically, it means a lot of office work. That means that from 0810 to 1200 hours I hardly leave my office. I have to do some paper work, which I don't like very much. I have to write daily reports and sometimes I have to complete applications for my subordinates who are going on different courses. One of my main responsibilities is to supervise them, so I check how they're getting on with their daily tasks and that's when I leave my office, for a while at least.

As I'm chief of the group responsible for training and military exercises, my main duty is to plan and organize drills and exercises. However, we don't have exercises every day, so I do that only when I have to prepare an exercise. As you can see, mornings are always very busy for me. I finally get a break at 1200 hours. I then go for lunch to our mess hall and then at 1300 hours I start working again.

In the afternoon I prepare tasks for the next day, that is, at about 1445. Next, I check the daily schedules and prepare submissions for the next day's daily order. Officially, I finish work at 1515, but quite often I have to work overtime. You know, I often go on duty trips, so there's always something that needs to be done.

***1 Tick the activities the officer has mentioned in the article.***

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1 attending morning roster .....  | 7 supervising subordinates .....  |
| 2 doing physical training .....   | 8 attend a press conference ..... |
| 3 organise sport activities ..... | 9 organizing exercises .....      |
| 4 writing reports .....           | 10 call the duty officer .....    |

Operační program Vzdělávání pro konkurenceschopnost

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PROJEKT JE SPOLUFINANCOVÁN EVROPSKÝM SOCIÁLNÍM FONDEM A STÁTNÍM ROZPOČTEM ČESKÉ REPUBLIKY.

5 go to the General Staff .....  
 6 completing applications .....

11 going on duty trips .....  
 12 issuing orders .....

**2 Fill in the missing information.**

STUDENT A

STUDENT B

Activities	Times	Times	Activities
morning roster		0700	
physical training		0810	
shower		1445	
lunch		1515	

KEY ex.1: 1, 2, 4, 6, 7, 9, 11

KEY-ex.2:

STUDENT A: 0630, 0700-0745, 0750, 1200-1300

STUDENT B: physical training, office work, preparing next day's tasks, finish work

**MILITARY TIMES**

*Let's look at the 24-hour clock. Look at the times below and read them.*

**For times from 1 – 9 a.m. we say this:**

0100 ; zero one hundred (hours)

0200 ; zero two hundred

0300 ; zero three hundred

0400 ; zero four hundred

0500 ; zero five hundred

0600 ; zero six hundred

0700 ; zero seven hundred

0800 ; zero eight hundred

0900 ; zero nine hundred

**From 10 a.m. onwards, we say this:**

1000 ; ten hundred (hours)

1200 ; twelve hundred

1400 ; fourteen hundred

1600 ; sixteen hundred

1800 ; eighteen hundred

2000 ; twenty hundred

2200 ; twenty-two hundred

0000 ; zero hundred

1100 ; eleven hundred

1300 ; thirteen hundred

1500 ; fifteen hundred

1700 ; seventeen hundred

1900 ; nineteen hundred

2100 ; twenty-one hundred

2300 ; twenty-three hundred

**For the minutes, it is very similar. For 1 – 9 minutes we say this:**

1902 ; nineteen zero two (hours)

1005 ; ten zero five

0904 ; zero nine zero four

**From 10 – 59 minutes we say this:**

0915 ; zero nine fifteen (hours)

0645 ; zero six forty-five

1023 ; ten twenty-three

2259 ; twenty-two fifty-nine

And so on. So for hours and minutes from 1 – 9 we say: zero one, zero two etc.

And from 10 onwards we pronounce the words in full: e.g. ten, fifteen, twenty-two and so on.