You are the owner of the hotel. You want to check your cleaner's work so you make a conversation and ask them questions, e.g.:

You: Have the beds been made?

Cleaner: Yes, they have. No, they haven't.

You: When were they made? When will they be made?

Cleaner: At 7 a.m. At 3.30 p.m.

Write down the answers on your checklist.

Job	Done (yes/no)	Time
1. Make the beds		
2. Change the sheets		
3 . Vacuum the floors		
4 . Clean the bathrooms		
5 . Empty the bins		
6 . Clean the windows		
7 . Dust the furniture		
8. Wash the clothes		
9 . Load the mini bar		
10 . Put fresh flowers into the vase		

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You are a cleaner in the hotel. The hotel owner wants to check your work so you answer the questions, e.g.:

Hotel owner: Have the beds been made?

You: Yes, they have. No, they haven't.

Hotel owner: When were they made? When will they be made?

You: At 7 a.m. At 3.30 p.m.

Before you speak to the hotel owner, mark the things you have already done and the things you're planning to do.

Job	Done (yes/no)	Time
1 . Make the beds		
2. Change the sheets		
3 . Vacuum the floors		
4 . Clean the bathrooms		
5 . Empty the bins		
6 . Clean the windows		
7 . Dust the furniture		
8. Wash the clothes		
9. Load the mini bar		
10 . Put fresh flowers into the vase		

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Work with your partner. One of you is the parent and the other is a teenager who has lots of responsibilities at home. Agree on the things that the teenager has to do and make a similar conversation as in the previous exercise. Then you may change roles.

Responsibility	Done (yes/no)	Time
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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Work with your partner. One of you is the parent and the other is a teenager who has lots of responsibilities at home. Agree on the things that the teenager has to do and make a similar conversation as in the previous exercise. Then you may change roles.

Responsibility	Done (yes/no)	Time
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