

## Lesson 1 – Introduction to Archiving

Lesson aim:

Students learn basic vocabulary connected with archives and describe their job using the Present Simple.

*Słuchacze poznają podstawowe słownictwo archiwalne i uczą się mówić o swojej pracy w czasie Present Simple.*

### Vocabulary – Słownictwo (EN-PL)

archive	archiwum
archivist	archiwista
document	dokument
record	zapis / akta
filing system	system archiwizacji
store	przechowywać
organize	porządkować
find	znaleźć
work with documents	pracować z dokumentami
information	informacja

### Text – Tekst

#### **An Archivist at Work**

An archivist works in an archive.

The archivist stores and organizes documents and records.

Archives keep important information for the future.

Archivists use a filing system to find documents easily.

Their work helps people understand the past and use information correctly.

### Dialogue – Dialog

#### **At the Archive**

**Archivist A:** Good morning. I am an archivist.

**Archivist B:** Good morning. Where do you work?

**Archivist A:** I work in an archive.

**Archivist B:** What do you do there?

**Archivist A:** I store and organize documents.

**Archivist B:** That sounds important.

**Archivist A:** Yes, it is.

## Exercises – Ćwiczenia

A. True / False – Prawda / Fałsz

1. An archivist works in an archive.
2. Archives store food and clothes.
3. Archivists organize documents.
4. Filing systems help find documents.

## B. Answer the questions – Odpowiedz na pytania

1. Where does an archivist work?
2. What does an archivist store and organize?
3. Why are archives important?

## Vocabulary Practice – Ćwiczenia słownikowe

### A. Match the words – Połącz wyrazy

- |                  |                                     |
|------------------|-------------------------------------|
| 1. archive       | a) a person who works with records  |
| 2. archivist     | b) a place where records are stored |
| 3. document      | c) a written or digital file        |
| 4. filing system | d) a way to organize records        |

### B. Fill in the gaps – Uzupełnij zdania

(archive, archivist, documents, filing system)

1. I work in an \_\_\_\_\_.
2. An \_\_\_\_\_ organizes records.
3. We store important \_\_\_\_\_.
4. A \_\_\_\_\_ helps find files easily.

## Grammar tip

EN

We use the **Present Simple** to talk about work and daily duties.

**Affirmative (twierdzenia):**

- I work in an archive.

- I organize documents.
- We store records.

**Negative (przeczenia):**

- I **do not (don't)** work on Sundays.
- We **do not (don't)** store private documents here.

**Questions (pytania):**

- **Do** you work in an archive?
- **Do** you organize documents?

**Short answers:**

- Yes, I do.
- No, I don't.

**PL - krótka odpowiedź**

- **do / don't** używamy w pytaniach i przeczeniach
- **do** + podmiot + czasownik (bez zmian)

**Grammar Practice – Present Simple (I / you / we / they)**

**A. Complete the sentences – Uzupełnij zdania**

Use the correct form of the verb.

(work, store, organize, use)

1. I \_\_\_\_\_ in an archive.
2. We \_\_\_\_\_ documents and records.
3. Archivists \_\_\_\_\_ a filing system.
4. We \_\_\_\_\_ important information.

**B. Make negative sentences – Zrób przeczenia**

1. I work with photos.  
→ I \_\_\_\_\_ with photos.
2. We store private records here.  
→ We \_\_\_\_\_ private records here.

**C. Make questions – Ułóż pytania**

1. you / work / in an archive  
→ \_\_\_\_\_ ?
2. you / organize / documents