

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