

1.1

Ways of working

VOCABULARY

Different ways of working

1 How do you work most effectively? By working ...

- regular hours / flexible hours?
- from home / in an office?
- in a team / on your own?
- for a boss / as your own boss?

Compare your responses with a partner.

2 Match these ways of working 1–8 to definitions A–I. Do you work in any of these ways?

- | | |
|---------------|--|
| 0 freelance | A You work during different parts of the day (eg nights). |
| 1 teleworking | B You sell your work or services to a number of different companies. |
| 2 job-sharing | C You work for different companies for a short time without a permanent contract. |
| 3 shift work | D You work a number of hours per week or month but you decide when you start or finish. |
| 4 part-time | E You don't have a permanent place or office to work at, but you find a place to work when you arrive. |
| 5 temping | F You work for a company from home via email, phone or the Internet. |
| 6 consultancy | G You only work for some of the week (not full-time). |
| 7 flexitime | H You do your job for part of the week and another person does it for the other part. |
| 8 hot-desking | I You aren't employed by a company, but are paid to give specialist advice. |

3 Here are some people describing the advantages and disadvantages of different ways of working. Match the nine ways of working in exercise 2 to their comments. Some comments might describe more than one way.

It's great because I'm my own boss, but I still work with lots of different people.

I wish I had my own space. I have to carry everything around in my bag and sometimes there's nowhere to sit.

I like it because it's only for a couple of months and I'm saving up to go round the world.

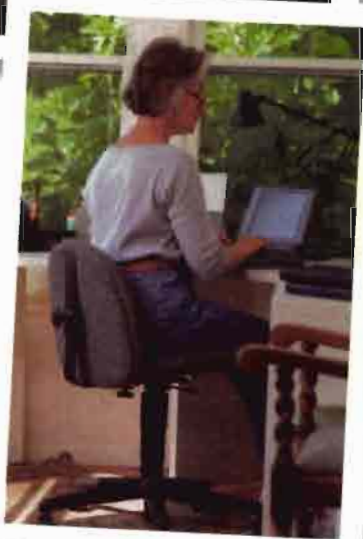
The only problem is sleeping. Your body never knows if it's night or day!

It can get a bit lonely at times. And I miss my colleagues and all the office gossip.

My children are at school so it lets me spend more time with them.

When one of us wants a week off, the other person does a few extra days so it's fairly flexible.

4 Work in pairs. Think of one more advantage or disadvantage for each way of working in exercise 2.



5 Read about job-sharing. Write these headings into each paragraph.

- | | |
|--------------------------|-------------------|
| Get organised | Set your limits |
| Put pen to paper | Two become one |
| Open your mind | Plan for disaster |
| Find the perfect partner | Don't feel guilty |

How to job-share

Wouldn't it be nice if the working week finished on Wednesday? With a job-share it can. Here's the essential guide to making it work.

(0) Find the perfect partner

Find someone you like. 'Be prepared to communicate and share credit and blame,' says Carol Savage, the managing director of Flexexecutive, a flexible working consultancy.

(1) _____

Bosses should consider requests for flexible working from employees with children under six. So embrace the benefits: 'Twice as much experience, skills, brainpower and energy,' Savage says.

(2) _____

Always discuss the worst-case scenarios. When Margaret Mills, a teacher, lost her job-share partner because of a family illness, a return to full-time work seemed inevitable. 'We had been over-optimistic. I did manage to find someone else who fitted in with me, but I was very lucky.'

(3) _____

Plan the system for handing work over carefully and play to each other's different strengths. Delegate the workload according to each other's particular skills and qualities.

(4) _____

Managers should clarify what they expect in terms of hours, availability and results, and employees should manage their employer's expectations. Sue Osborn, a job-sharer for 21 years, says, 'We're often asked to do five-day weeks. Eventually you just have to say no.'

(5) _____

Agree in writing arrangements for holidays, parental leave, retirement, etc. Everyone should know where they stand from the beginning.

(6) _____

Do not work until I am at home to make up for not being in the office every day.

(7) _____

Clients may not like having to deal with two people working closely together. As Savage says: 'A job-share should be like a marriage - one voice, one unit.'



Exam Success

Question 6 is the type of question the examiner will ask you in the BEC Vantage speaking test.

6 How easy would it be for you to job-share? Would your employer or boss think it was a good idea?

LISTENING

Working from home

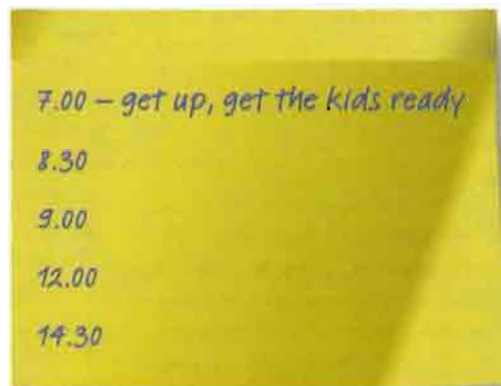
1.1 You will hear a woman called Michela talking about working from home.
<http://jeisee.com/tten/text/download/sound/?id=1191&filename=01.mp3>

- 1 What does she say is important when working from home?
- 2 What does she think are some of the advantages and disadvantages of this way of working?



2.1 Listen again and answer the following.
<http://jeisee.com/tten/text/download/sound/?id=1191&filename=01.mp3>

- 1 Complete the notes about Michela's typical day.



- 2 How long has she been with her current employer? How long has she been home-working?
- 3 Is she doing anything different from normal this week?

GRAMMAR

Present tenses

3 Match the sentences from the listening to the grammar explanations.

Sentences	Explanations
1 'I always get up around seven.'	A a state that started in the past and continues to the present
2 'I've been doing this kind of work for about five years.'	B a routine activity
3 'I've been with the same company since I left school.'	C an activity taking place at or around the time of speaking
4 'I'm going into the office nearly every day this week.'	D an activity that started in the past and continues in the present

4 Name the tenses in exercise 3.

present continuous present perfect continuous
 present simple present perfect simple

Grammar Tip

We don't usually write 'state' verbs such as *be, need, like, have* (for possessions), *love, hate* in the continuous form.

- 5 Write the verb in brackets in its correct form and complete these tips for working from home.

Working from home

- 0 Even at home, always **set** (set) yourself a timetable.
- 1 You _____ (need) to find a quiet place to work, where there are no distractions.
- 2 If you _____ (communicate) with a client on the phone today rather than face-to-face, it's still important to dress for work as normal.
- 3 Now that you _____ (escape) from the office, you'll still need peace and quiet at home. Don't answer the door to neighbours or make social calls.
- 4 Once you _____ (work) from home for a while, you might feel a bit lonely. It might be worth going into the office once or twice a week.
- 5 After you _____ (be) at the computer for a few hours, remember to take a break – why not leave the house and go for a walk outside?
- 6 Be strong. When a friend calls and asks you out to lunch, say what you would say in any other job: 'Sorry but I _____ (work) on something at the moment. How about after five instead?'
- 7 Make sure colleagues and clients can reach you and _____ (answer) the phone as though you are in the office.

SPEAKING

Exam Success

In Part Two of the speaking test, the examiner will ask you to give a presentation entitled 'What is important when ...?'

A mini-presentation

- 6 Work in pairs. Choose one of the ways of working below and prepare a 'mini-presentation' on the topic for the rest of the class.

A: WHAT IS IMPORTANT WHEN ...?

Job-sharing

- Find someone you like.
- Organise and plan how you share the work.
-
-

B: WHAT IS IMPORTANT WHEN ...?

Working from home

- Set up an office space in the house.
- Plan your working hours and your breaks.
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