

1.1

Ways of working

VOCABULARY

Different ways of working

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

- regular hours / flexible hours?
- in a team / on your own?
- from home / in an office?
- 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 (e.g. 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.



READING

5 Read the article and write these headings into each paragraph.

- a) You don't need to come in today
- b) Taking extended breaks
- c) Fixing core hours
- d) Redefine your working hours
- e) Communication and trust is key
- f) Two heads are better than one
- g) Focus on results not time-keeping
- h) Taking days off in lieu

Offering your staff more flexibility

Many employers assume that people can only do their jobs by travelling to a building every day to 'do work' sitting at a desk and answering the phone. However, the combination of technology and a more relaxed attitude to the working day means that many people's work-life balance could actually be made much more flexible.

(0) Redefine your working hours

For most jobs, there's no real reason why everyone has to work the same hours every day. In fact, we've had shift systems in many industries. A system where one person starts at six in the morning and one person starts at midday can often have benefits for everyone.

(1) _____

If you do implement flexible working hours but you also need people to attend meetings or have face-to-face time in the office, then establishing certain times of the day when everyone has to work, such as the middle of the day, is a good idea.

(2) _____

Another option is to offer staff the chance to spend one day a week working from home. For jobs which rely heavily on the use of a computer and phone, many employees will be able to work from home and probably get a lot more done too without having to face the constant interruptions of an office space.

(3) _____

For staff that typically have busier and quieter times of the year, companies could consider offering them the chance to take extra days off instead of paying more over time. This saves costs while showing a level of respect for staff by making them responsible for their own time-keeping.

(4) _____

When introducing a system with more flexible working hours, managers often worry too much about when people are starting and finishing their day and trying to control this. However, the real area that you should concentrate on is whether you are achieving your main goals. Many companies have found that staff exceed their objectives when they manage their own hours.

(5) _____

Increasingly, job-sharing is becoming common in modern business. It works when two members of staff want to work part-time for a while and so they can share the same job and split the benefits. Ideally, they will be people who get along and communicate well. Two people working on the same job also gives rise to increased opportunity to share ideas.

(6) _____

After a few years of hard work, some staff might request unpaid leave so they can do something different for a few months, such as travelling. Rather than seeing this as a problem, see it as an opportunity for personal growth and let your staff leave, and return refreshed, bearing new ideas.

(7) _____

New ways of working are effective when everyone knows what other people are doing and everyone is kept up to date. Define the company's approach to flexible working and make the system transparent. Assume that if you believe your staff can take responsibility for their own working hours, they will reward you with improved performance.



Exam Success

Question 6 is the type of question the examiner will ask you in the BEC Vantage Speaking Test.

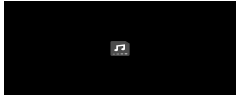
- 6 Work in groups. Imagine you want to convince your manager to introduce a system of flexible working. Prepare a list of arguments for a new system using ideas in the article as well as your own ideas. Then present your ideas to the class.

LISTENING

Working from home

1.1 听力音频链接

https://jeisee.com/static/sound/sound20240514_1715658420.mp3



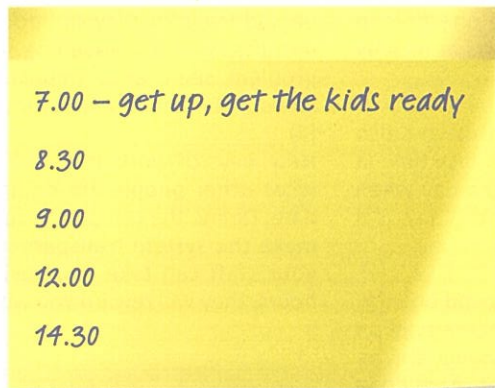
1 1.1 You will hear a woman called Michela talking about working from home.

- 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 1.1 Listen again and answer the following.

- 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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