

THIS IS MY JOB**Before you read****1 Answer these questions about yourself.**

- a) What time does your day start?
- b) Do you work best in the morning or in the afternoon? Why?

2 Use a dictionary to match the words (1–4) to the correct definitions (a–d).

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|------------------|---|
| 1 administration | a) being alone or away from other people |
| 2 solitude | b) things that interest you very much |
| 3 maximising | c) making something as strong as possible |
| 4 passions | d) doing paperwork and other things in the office |

Reading

Read this article adapted from the *Financial Times* and answer the questions on the next page.

Business diary: Johan Roets

as told to Jude Webber

Johan Roets is Head of Personal and Business Banking for the Americas at Standard Bank. He is based in Buenos Aires.

- 5 Johan says, "I don't really have a typical day. Sometimes I have a conference call with the executive committee at 3 a.m. – there is a five-hour time difference with
10 our head office in Johannesburg.

Usually, the Argentine day doesn't start until 10 a.m. or

11 a.m. I do my best thinking in the morning and my best
15 administration in the afternoon.

"I go to South Africa every couple of months. What I love about travel is the solitude to think and read. I don't
20 like meetings – they can be incredibly unproductive – and I try to avoid them. I sit on two boards and typically have six or eight meetings a week.

- 25 "The way I pay attention to things is to write them down. I buy notebooks and take them everywhere. I write whenever I can during the day, and I go
30 back and highlight important bits.

"I think the great secret in life – and business – is to focus on maximising your strengths, not improving your weaknesses. My
35 passions are business, technology and people."

1 Decide whether these sentences about Johan Roets are true (T) or false (F).

- a) He works in a bank. **T**
- b) He is usually based in Argentina.
- c) Every day is the same for Johan.
- d) He often gets up late to make business calls.
- e) He regularly travels to South Africa.
- f) He has more than five meetings every week.
- g) He never uses notebooks.
- h) He has three main interests.

2 Complete the sentences below using the words in the box.

afternoon five six ten three two

- a) Johan sometimes has a conference call at three o'clock in the morning.
- b) There is a-hour time difference between Argentina and South Africa.
- c) In Argentina, the working day usually starts at in the morning.
- d) In the, he works on administration.
- e) He usually goes to South Africa every months.
- f) Johan usually has or eight meetings each week.

3 Put these words in the correct order to make questions.

- a) get up? / What / time / you / do
What time do you get up?
- b) start / When / you / do / work?
- c) meetings / have? / do you / How many
- d) use / you / a notebook? / Do
- e) to travel? / you / Do / like

Over to you

Discuss in pairs or small groups.

- Do you have a typical day?
- What are your interests?
- What do you like or dislike about travel?