# FINAL EXAM - PART 2

1. **Read the text and complete the tasks.**

## Work–life balance

Ronan
I work in a fairly traditional office environment doing a typical nine-to-five job. I like my job, but it's annoying that my commute to work takes an hour and a half each way and most of my work could really be done online from home. But my boss doesn't seem to trust that we will get any work done if left to our own devices, and everyone in the company has to clock in and out every day. It's frustrating that they feel the need to monitor what we do so closely instead of judging us based on our task performance, like most companies do these days.

Jo
I used to do a typical five-day week, but after I came out of my maternity leave, I decided that I wanted to spend more time with my children before they start school. After negotiating with my boss, we decided to cut my working week down to a three-day work week. This of course meant a significant cut in my pay too, as I'm paid on a pro-rata basis. I've since noticed, though, that my workload hasn't decreased in the slightest! I'm now doing five days' worth of work in three days, but getting paid much less for it! I find myself having to take work home just so that I can meet the deadlines. It's wearing me out trying to juggle work with looking after my children and my family, but I don't dare to bring this up with my boss because I think he feels as if he's made a huge concession letting me come in only three days a week.

Marcus
I work for a global IT company, but because their headquarters is in the States, I do all my work online from home. That means that I don't waste time commuting or making idle chitchat with colleagues. I work on a project basis, and this flexibility is very valuable to me because it means that I can easily take some time off when my children need me to go to their school performances or if I need to schedule an appointment with the dentist. The downside is that without clear office hours, I tend to work well into the evening, sometimes skipping dinner to finish a task. It can also get quite lonely working on my own, and I sometimes miss sharing ideas with colleagues.

Lily
I'm a freelancer and work for myself. This is great because I am in control of what I do and how I spend my time. At first, I was working from home, but I found it really hard to concentrate. There were just too many distractions around: housework that needed doing, another cup of tea, my family members wanting my attention for various things. So I started to go to a nearby café to work, but the Wi-Fi connection wasn't ideal and I found myself drinking too much coffee. In the end, I decided to rent a desk in a co-working space with five other freelancers like myself. I liked getting dressed to go to work in the morning and being able to focus in an office environment. The other freelancers do

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similar kinds of web-based work to me and so it's nice to have workmates to bounce ideas off as well.

**Task 1: Circle the best answer.**

1. Ronan would prefer it if he …
   a. wasn't left to his own devices.
   b. could spend more time commuting and less time in the office.
   c. could work from home and be judged based on task performance.
   d. could trust his boss more.
2. Jo wanted to reduce her working hours because she …
   a. thought she would be more efficient and productive when she was at the office.
   b. wanted to bring her work home.
   c. wanted to go on maternity leave.
   d. wanted to spend time with her children.
3. Jo is unhappy with her three-day work week because …
   a. she didn't realise how much the change would affect her economically.
   b. she now has to spend more time looking after her children and her family.
   c. she has more deadlines to meet.
   d. her workload has remained the same although she's reduced her hours.
4. In Marcus's opinion, which of these is a disadvantage of working from home?
   a. You spend a lot of time in the house.
   b. It's easy to get distracted by your family.
   c. You tend to work later.
   d. You end up eating more as you have access to the fridge all day.
5. Why did Lily not like working from home?
   a. She found it lonely.
   b. Her family didn't like her working.
   c. She didn't have a good Wi-Fi connection.
   d. There were a lot of distractions.
6. What solution did Lily find most suitable for her working needs?
   a. Renting an office space to work from.
   b. Working from a café.
   c. Working for an employer.
   d. Working for other freelancers.

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**Task 2: Are the sentences true or false?**

| | |
|---|---|
| 1. Ronan's boss thinks his employees will not be as productive if they work from home. | TRUE FALSE |
| 2. Ronan thinks that the performance of employees should be judged according to how much time they spend in the office. | TRUE FALSE |
| 3. Jo is paid the same for a five-day work week as she is on a three-day week. | TRUE FALSE |
| 4. Jo feels exhausted trying to manage both a five-day workload and childcare. | TRUE FALSE |
| 5. Although Marcus sees the benefit in not having idle chit-chat, he misses interacting with his colleagues. | TRUE FALSE |
| 6. Lily didn't like working from the café because the coffee wasn't very good. | TRUE FALSE |

**Listen to the presentation about a new product design to practise and improve your listening skills.**

**Task 1 Are the sentences true or false?**

1. They have redesigned an old product. true false
2. The product is aimed at men and women aged 18–40. true false
3. The new design means you don't need two hands to use it. true false
4. There's only one size now. Another one will follow in a few months. true false
5. They will make a Gantt chart for the project next month. true false
6. He finished the presentation with enough time to take some questions. true false

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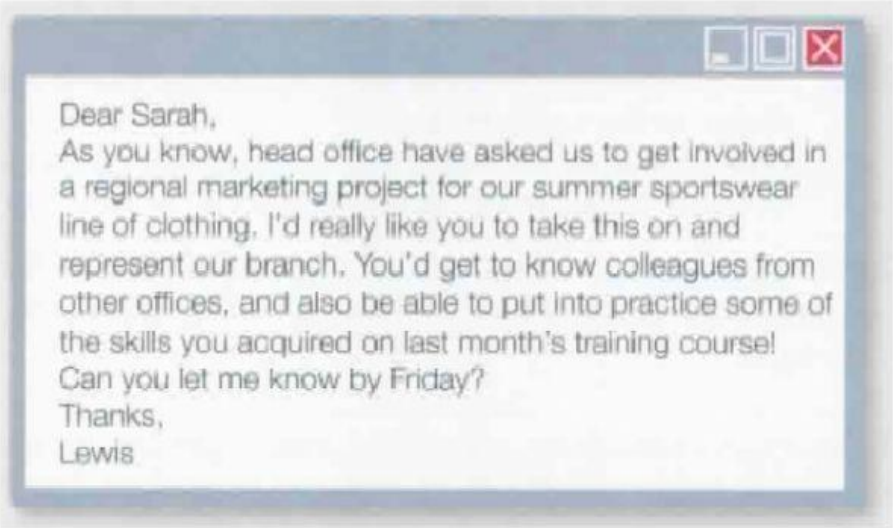

Dear Sarah,
As you know, head office have asked us to get involved in a regional marketing project for our summer sportswear line of clothing. I'd really like you to take this on and represent our branch. You'd get to know colleagues from other offices, and also be able to put into practice some of the skills you acquired on last month's training course!
Can you let me know by Friday?
Thanks,
Lewis

- last month's course was over three weekends - no free time! already behind with work.
- pleased to be asked, but, sorry, No!
- perhaps another time; will meet some colleagues in any case at sales meeting in June
- still settling in to new post; don't want to take on anything extra yet.

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