

LESSON 3 WORK ENVIRONMENTS

VOCABULARY collocations with *work*

A Match the phrases to the definitions.

get to work	work nine to five	work remotely	work under pressure
work a flexible schedule	work overtime	work something out	workstation

- 1 _____: to work at different times from usual working hours
- 2 _____: to work extra hours
- 3 _____: to solve a problem
- 4 _____: a small area with a desk and a computer
- 5 _____: to feel a lot of stress and worry about work
- 6 _____: to work during usual business hours
- 7 _____: start working
- 8 _____: to work away from your office (e.g., at home)

LIFE SKILLS self-management

A Read the definition. What are some characteristics of self-management?

Self-management is the ability to manage your work, time, and behavior on the job. Employees with good self-management skills know how to set priorities, use time well, and solve problems independently. They are motivated to succeed and feel productive at work.



B 2.04 IN PAIRS Listen to a panel discussion. Make a list of characteristics mentioned that are needed to work in nontraditional and traditional work environments.

Nontraditional work environments	Traditional work environments



MAKE IT REAL

When speaking informally, people often shorten words.
 exec: executive
 flex: flexible
 rec: recreation
 tech: technology

C Assess your self-management skills. Circle the number that shows how much you agree with each statement.

	Strongly disagree	Somewhat disagree	Somewhat agree	Strongly agree
I'm good at managing my time.	1	2	3	4
I'm good at establishing priorities.	1	2	3	4
I'm good at solving problems.	1	2	3	4
I can work or study in different environments.	1	2	3	4
I can motivate myself to get my work done.	1	2	3	4
I can manage stress and multiple tasks.	1	2	3	4