twee
Tweak your lessons
with the power of AI

Work-life balance

C1 Level Duration: 45 min

1 Warm-up

1. What does work-life balance mean to you?
2. In what ways can having a good work-life balance benefit you?
3. What are some of the most common mistakes people make when trying to achieve a good work-life balance?
4. What tips do you have for creating a healthy work-life balance?

2 Vocabulary presentation

Exercise 1: Match the words with their definitions.

1. gathering
2. to infringe on
3. discipline
4. to reassess
5. "me" time
6. to keep something in check
7. to pop up
8. to carve out
9. to stick to
10. to be worn out

a. to feel very tired and exhausted.

b. to appear or happen suddenly or unexpectedly.

c. to remain loyal to a particular opinion, belief, or person.

d. to control it and prevent it from getting too large or powerful.

e. to limit or interfere with someone's right or freedom to do something.

f. to create or make something by removing parts of something else.

g. to consider something again in order to make a new judgment about it.

h. the practice of training people to obey rules or a code of behavior, using punishment to correct disobedience.

i.an event or activity at which people come together for a particular purpose.

j. time spent alone doing something enjoyable or relaxing.

LIVEWORKSHEETS

twee
Tweak your lessons
with the power of AI

3

Reading

Exercise 2: Read the dialogue. What is Abby worried about? What tips does Evan give to Abby?

Abby: Working long hours has been killing my energy lately.

Evan: Work-life balance is the key to stay productive and healthy.

Abby: Sure, but I can't afford to lose any opportunities for promotion at work either.

Evan: Well that's true, but it shouldn't take over your life entirely otherwise you're going to be worn out.

Abby: Right, but with social gatherings keep popping up along the way, it's difficult to stick to a routine.

Evan: Finding the proper balance is tough indeed, but making time for yourself is the best way of staying motivated.

Abby: Yeah, taking care of one's self should always be top priority. But what if there was an easier way?

Evan: You have to find the right formula for keeping everything in check without infringing on part of your day.

Abby: It all requires so much discipline though...

Evan: It does! That's why it often helps to discuss this issue with colleagues or friends who might have the same problem.

Abby: True, hearing different points of view could definitely help. What kind of strategies do they suggest?

Evan: Setting limits on working hours is always a great start. Take regular breaks throughout the day, carve out some "me" time, plan ahead and constantly reassess and revise your strategies.

Exercise 3: Mark the statements (T)rue/(F)alse

1. Taking care of yourself should always be top priority.
2. Setting limits on working hours is not a good strategy for staying productive.
3. Abby and Evan suggest discussing the issue with colleagues or friends.
4. Social gatherings make it difficult to stick to a routine.
5. Making time for yourself is the best way of staying motivated.
6. Finding the proper balance is easy.
7. Carving out "me" time is not important.
8. Planning ahead and constantly reassessing strategies is unnecessary.

LIVEWORKSHEETS

twee
Tweak your lessons
with the power of AI

4 Vocabulary practice

Exercise 4: Fill in the gaps with the words from Exercise 1

Work-life balance is an important concept that has been gaining more and more attention in recent years. It refers to the ability to maintain a healthy relationship between your work and personal life, allowing both to coexist harmoniously without one infringing on the other.

Achieving this balance requires _____ and self-control, as well as being able to _____ our priorities on a regular basis. It is important to remember that we need to take care of ourselves first, so that we can better manage our work responsibilities. This means _____ out _____ time for activities that help us relax, such as a social _____ with friends or some alone time to reflect. We also need to keep in _____ how much time we spend on our phones or laptops, to ensure that we are not letting work dominate our lives.

Another important aspect of work-life balance is _____ to a routine. Having a set schedule helps to keep distractions at bay and allows us to focus on our tasks. However, it is also essential to be flexible and open to changes when they _____ up. Being too rigid with a routine can lead to burnout, which can leave us feeling _____ out and overwhelmed.

Overall, having a good work-life balance is essential for leading a healthy and fulfilling life. It is important to remember that it is not a one-time thing; it is an ongoing process that requires effort and dedication. It is essential to take time to assess our priorities and make sure that we are taking care of ourselves, both mentally and physically. By doing so, we can create a more balanced lifestyle and enjoy a greater sense of wellbeing.

5 Speaking

Exercise 5: Discuss with your partner: How do you manage your time between work and personal life?

LIVEWORKSHEETS

Process and correct answers

Warm-up

For the warm-up I picked the "Find discussion questions" tool. I typed "work-life balance" in the topic field and got 10 questions in no time. I used 4 questions for the warm-up and one of them for the speaking task at the end of the class.

Exercise 1. Match the words with their definitions.

Correct answers:

1. i	5. j	9. c
2. e	6. d	10. a
3. h	7. b	
4. g	8. f	

Exercise 2. Read the dialogue. What is Abby worried about? What tips does Evan give to Abby?

I used "Create a dialogue on any topic" tool for the reading exercise, and then I selected the target vocabulary from the dialogue and created the matching exercise word-definition (Exercise 1)

Exercise 3. Mark the statements (T)rue/(F)alse

I used the "True/False Statement" tool with the dialogue created by Twee as an input. I selected 8 statements out of 10 for my lesson.

Correct answers:

1. True	5. True
2. False	6. False
3. True	7. False
4. True	8. False

Exercise 4: Fill in the gaps with the words from Exercise 1

I used two Twee Tools to make this exercise. First I chose the "Create a Text" tool and wrote "work-life balance topic" and "including these words <10 words that I wanted to exclude from the text later> in the topic field.

After that, I used the text for the "Fill in the gap" tool.

Correct answers:

infringing, discipline, reassess, carving, me, gathering, keep, check, sticking, pop, worn

Exercise 5: Discuss with your partner: How do you manage your time between work and personal life?

I used one of the questions that I generated in the beginning with the help of the "Find discussion questions" tool.

LIVEWORKSHEETS