First 2.

Follow-up units 8 and 9

READING:

When you don't go out to work

A Max: language tutor

My work involves teaching people English via the internet. The best thing about working from home is not having anyone breathing down your neck or telling you what to do and being able to work in your own time. I teach people in other time zones **so** a lot of my classes are in the evenings or early mornings. The negative points have to be when an unexpected caller insists on ringing the doorbell when I'm working or when it's a very hot, sunny day and you'd rather be out in the sunshine but have to put in your hours. At the beginning, I was putting in far too many hours, actually. That was before I started using a diary. I make a note of all my appointments and classes, personal and professional alike. I don't think I could manage without it. It's my lifeline. I have one unbreakable rule: I always keep Sunday free for myself.

B Peter: historian

I have always been home-based. Soon after university I started work as a researcher for an established writer on archaeology and then I started writing my own books. Of course, I have had other jobs. As a kid I used to help in my parents' shop and I had a few holiday office jobs as a student **as well**. I learnt from the office jobs that I never wanted to do that sort of thing again! I feel sorry for those people who spend two hours a day squished in a Tube train breathing in bad air and then have to work in places like that. My office at home, the largest room in the house, has a sofa, TV and radio. I think it is important to be able to switch off occasionally and watch the news or whatever. Apart from not having to commute, you can also do two things at the same time, like monitoring the washing machine while getting on with work.

C Mervin: musical supplier

I supply music rolls for mechanical organs. For me working from home has all the usual advantages like not having to get up at some ungodly hour to go out to work, especially when it's freezing outside; no office politics, no boss looking over my shoulder and I can sit in the garden with my wife when the sun comes out. I can't think of any disadvantages **but** there are some things to take into account. Firstly, a home-based business sometimes has less credibility than a 'proper' one. It's generally not a good idea to let new customers know that you are working from home until you can show them that you are serious about what you do. **Another thing is that** sometimes it is illegal to run a business from your premises unless you get planning permission, especially if your work involves extra traffic, either deliveries or people, activity or noise.

D Gary: magazine journalist

I was injured in a car crash and was stuck in the house with nothing to do. I did a lot of thinking about things and realised that I hated my job so much that it was making me miserable. **Despite** having wanted to be a journalist since I was a kid, I'd never really tried to get into it. It seemed a good time to change that, so I decided to contact a magazine with some story ideas. I ended up with my first commission and had enough work to go self-employed within six months. I need to do things pretty much the minute I get the commission. I don't mind, **though**. I like the pressure. I do find that without it, I just don't work. I need to have a bit of a crisis mentality. That's where I get the motivation from. Without it I end up watching dodgy television programmes instead of working.

1. **For questions 1-10, choose from the people A-D**

Which person

offers some advice to others planning to work from home?	1
finds it annoying when others interrupt his work?	2
had to control the amount of time he was spending on work?	3
sometimes finds self-discipline a problem?	4
regards taking breaks and relaxing as a good thing?	5
likes to spend longer in bed in the mornings?	6
resists the temptation to go and sit outside?	7
realised early on that he could not do some sorts of work?	8
has managed to fulfil an ambition?	9
is sympathetic with other workers and what they have to put up with?	10

LIVEWORKSHEETS

2.Complete the paragraph with the words and phrases in bold.

I work in the evenings from five to ten. I don't mind **(1)** _____. It means I don't have to get up early in the morning. **(2)** _____ if I have to do something like go to the bank or the dentist, I don't have to take time off work. I can do all my shopping in the mornings **(3)** _____. My girlfriend is a student and her classes are in the mornings **(4)** _____ we don't get to see much of each other during the week. That's a pity **(5)** _____ it can't be helped. **(6)** _____ not getting home until about 10.30, I usually manage to be in bed by eleven. I like to meet up with friends for a drink or to go to the cinema but I need my sleep too.

Use of English

Activity 1: Complete the sentences using the correct form of the word in capitals.

1 The college needs to have a student _____ on the management team. **REPRESENT**

2 There's a lot of _____about the situation. **ANGRY**

3 Many people are worried about the lack of job _____. **SECURE**

4 Some _____ are trying to recruit students for part-time positions. **EMPLOY**

5 Heavy rain is expected so there is a flood _____ out for this area. **WARN**

6 They came up with some good _____ for the new play. **SUGGEST**

7 There's a lot of _____ at the moment because of the poor economic situation. **EMPLOY**

8 It's important to have _____in yourself when you go for an interview. **CONFIDENT**

Activity 2: Complete the gaps with ONE word.

Gemma had always been a lucky person and wasn't usually superstitious. But that morning she was worried because she'd broken a **1**_____ and then seen a black **2**_____ outside her window. She started to think that her luck was finally **3**_____ out. And to make it worse, as she walked out of the front door, she found herself walking under the window cleaner's **4**_____. She was convinced that from now on she would have **5**_____ but bad luck. She tried to focus **6**_____ positive things as she got into her car to drive to work, but she didn't succeed **7**_____ losing the feeling that something even worse was going to happen that day.

LIVEWORKSHEETS

Activity 3: Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given. You must use between two and five words, including the word given.

1 'Don't forget to switch off the computer when you leave,' my boss told me.

WARNED

My boss _____ forget to switch off the computer when I left.

2 'We were travelling across the desert,' the explorer said.

EXPLAINED

The explorer _____ across the desert.

3 'Are you ready?' my brother wanted to know.

ASKED

My brother _____ ready.

4 'Tomorrow is my birthday,' Amelia reminded me.

THE

Amelia reminded me that _____ birthday.

5 'Yesterday we woke up late,' he explained.

DAY

He explained that the _____ up late.

6 He didn't win the race because he was tired.

WOULD

He _____ if he hadn't been tired.

7 We want to buy a house, but we haven't got enough money.

HAD

If _____, we'd buy a house.

8 Get that job, then we can have a party.

IF

We _____ you get that job.

9 She did well because he helped her.

NOT

She _____ well if he hadn't helped her.

10 We didn't win the cup because our best players weren't playing.

COULD

We_____our best players had been playing.

LIVEWORKSHEETS

Activity 4: Read the text and decide which answer (A, B, C or D) best fits each gap.

The old lady had **1** _____ that the young reporter came to her house **2** _____ that she could tell him about her ghost. She said that the ghost **3** _____ living in her house for centuries but she denied ever actually **4** _____ it herself. The reporter listened while the old lady **5** _____ that she had heard the ghost many times. In fact, she said that the **6** _____ week she had heard someone walking up and down the stairs, but there was nobody else in the house with her. The reporter accused her **7** _____ lies, but the old lady told him off for being rude. He apologised **8** _____ not believing her and then she announced that he was about to meet her ghost. The young man turned round and then was hit on the back of the head with a book, which appeared to be flying. He turned back to the old lady who was watching him smugly. Had she thrown the book, or had it really been the ghost?

1	**A** offered	**B** suggested	**C** warned	**D** told
2	**A** so	**B** order to	**C** although	**D** that's why
3	**A** was	**B** is	**C** has been	**D** had been
4	**A** to see	**B** she saw	**C** seeing	**D** of seeing
5	**A** reminded	**B** refused	**C** told	**D** confirmed
6	**A** before	**B** last	**C** previous	**D** earlier
7	**A** telling	**B** of telling	**C** with telling	**D** had told
8	**A** for	**B** of	**C** with	**D** by

Activity 5: Put the verbs in brackets in the correct form.

1 I _____ (come) with you if you had told me earlier.
2 They might be able to help you if you _____ (ask) them.
3 He runs much better when the weather _____ (be) warmer.
4 If we _____ (have) tickets, we would go to the match.
5 We _____ (go) out for dinner if you win the race.
6 What _____ (you/do) differently if you'd had the chance?
7 If she won the lottery, she _____ (not/stop) working.

LIVEWORKSHEETS

LISTENING:

A. **You will hear a radio interview with Carol Johnson, a successful young racing cyclist. For questions 1-7 choose the best answer (A, B or C)**

1 Why did Carol start cycling?
- **A** Her parents encouraged her.
- **B** A younger person made her jealous.
- **C** She wanted to do something better than her friend.

2 How does Carol describe herself?
- **A** too competitive
- **B** very quiet when she's working
- **C** different from some other athletes

3 Carol thinks that her training programme is
- **A** hard and not very enjoyable.
- **B** the key to winning all the time.
- **C** important for the right mental attitude.

4 What does Carol say about the attitude of other sportspeople?
- **A** They are less confident than they appear.
- **B** They are often self-centred.
- **C** They are driven to succeed.

5 What is Carol's attitude to luck?
- **A** It's more important than anything else.
- **B** It's balanced by practical techniques.
- **C** It's limited to certain aspects of racing.

6 How does Carol feel about the media?
- **A** It is an unnecessary part of her sport.
- **B** It is difficult to deal with sometimes.
- **C** It stops her getting financial support.

7 What advice does Carol have for young cyclists?
- **A** Keep things in perspective.
- **B** Plan for life after sport.
- **C** Enjoy your success.

ANSWERS			
1	A	B	C
2	A	B	C
3	A	B	C
4	A	B	C
5	A	B	C
6	A	B	C
7	A	B	C

LIVEWORKSHEETS