LESSON 9 – READING – TUTOR'S HANDOUT – ĐIỆN TỬ 3

Reading 1 : Read and fill in the blanks with the most suitable given words.

inside	**working hours**	**equipment**	**working days**	**electrician**
electricians	**machines**	**Shifts**	**outside**	**construction sites**

Work environment. Electricians can be found working (1)_____and outside, at personal residences, factories, and (2)_____. Working as an electrician can be tired since they lift heavy loads, stand and knee for long stretches at a times. Working as an electrician can also be dangerous since there is always a risk to get cut or killed by electricity, so it is essential to follow safety rules. Some electricians work in bad weather, and (3)_____often must spend a lot of time traveling to worksites

Electricians usually have 40 (4)_____a week with occasional overtime. Electricians specializing in maintenance often work evenings, weekends, and whenever they are needed to perform a repair. Industrial electricians work overtime when factories or other firms organize equipment reviews. Factories that operate around the clock often run three (5)_____with electricians working during all of them.

Reading 2: Make use of plants and windows to optimize your workspace.

If you only do one thing to optimize your workspace, invest in a green plant or two. Research has repeatedly shown that the office plants has a range of benefits including helping workers recover from demanding activities and lowering stress levels. As a bonus, there's also evidence that plants can reduce office pollution levels.

Another feature of an optimized office is a window with a view, preferably of a natural landscape. This is because a glance at the hills or a lake recharges your mind. Obviously a view of nature isn't possible for many people who work in cities, but even in an urban situation, a view of trees linked with restorative benefits. If you can't have a desk with a view, another plan is to choose an office in your building that's near an urban park. A visit here wil revitalize your mind and compensate for your lack of a view.

Decide if the following effects are the effects of plants or of the view from the window in the office. Write P for plant, V for view from the window.

1. help workers recover from demanding activities _____
2. recharges your mind _____
3. lower stress levels _____
4. give restorative benefits _____
5. reduce office pollution levels _____

LIVEWORKSHEETS

Reading 3: ***Read the information about three companies and answer the following questions***

Keymed	CMG	Maersk
(Japanese-owned UK medical equipment maker) Keymed is one of the first companies in Britain to set up a high- quality in company crèche. The company pays most of the cost, with parents'paying just $15.50 a day. There's a company pension and private healthcare, and staff get a bonus for perfect attendence. In the first half of 1999, 250 workers received $150 for never missing a day. Keymed managers are active in community organizations and schools, and the company also supports local charities.	*(UK information technology company)* What CMG likes most about their company is its culture of openness. There are no private offices and managers sit among the rest of the staff. Anyone in the company can find out a colleague's salary and performance details. CMG also believes in good management. If anyone is unhappy with their manager, the company wants them to say so. CMG gives its staff good holidays, a company pension, private healthcare, and opportunities for career development.	*(Danish shipping company with offices in UK)* Maersk has offices in 80 countries. Trainees can join a two-year programme in which they work in different countries before taking a management position. During that time they must study two foreign languages at evening school. Staff get private healthcare and detal treatment. At Chrismas the company gives them presents of wine, chocolates, biscuits, and a $100 voucher. In Summer they can have a free holiday with their family at one of the cottages the company rents in Devon, Yorkshire, and Scotland.

Fill in the blank with the most suitable words from the text. Each blank consists of only ONE WORD.

Keymed is one of the first companies in Britain to set up a high- quality in – company crèche. The company provides a company pension and private (1)_____, a staff bonus for perfect attendance. Meanwhile, CMG's employees like their company most about its (2)_____of openness. There are no private offices and (3)_____sit among the rest of the staff. The company also gives its (4)_____good holiday, a company pension, private healthcare, and opportunities for career development. Lastly, staff at Maersk get private healthcare and dental

(5) _____, presents at Christmas and free holiday for all family members.

LIVEWORKSHEETS