Problems at work

Task 1:

Personal work problems

Match the words to the pictures below of work problems.

a boring job
no job training
a difficult colleague
too much work
a health problem
working long hours



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____

Task 2:

Company problems

Look at the problems below. Match them to the descriptions.

1. "We don't have enough room for all the staff. We need to move to a bigger office."
2. "We can't pay our bills at the moment. We are spending too much and are not making enough."
3. "Things are very different at the company now and the staff are worried they will lose their jobs."
4. "Every month we get a new program. We need to train the staff how to use it. "
5. "Our clients want a lot of information and sometimes we can't answer all the messages fast enough."
6. "There are rules about how to manage customer's details."

a. Changes at work
b. Customer service
c. Data protection
d. Money problems
e. Space problems
f. Technology

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Task 3:

Fixing problems

Choose the correct adjective to complete each sentence.

bright correct flexible helpful modern tidy

1. "This is the wrong document. Can you send the _____ one please?"
2. "You can work _____ hours if you can't start work at 9am."
3. "My computer froze, but my _____ colleague fixed the problem."
4. "I could never find anything on my desk but then I started to keep it _____."
5. "My computer screen was too _____, so I made it darker."
6. "The printer was really old, so we bought a more _____ one."

Can you work flexible hours at your company?

Task 4:

Read the dialogue. Fill in the gaps:

back check connection correct
printer run size try

Lucy: Simon, can you help me? I can't print anything.

Simon: Is the _____[1] on?

Lucy: Yes, it is.

Simon: Hmm, maybe turn it off and then turn it _____[2] on again."

Lucy: I did that. Nothing happened.

Simon: Okay, well maybe there is a _____[3] problem.

Lucy: How can I _____[4] if that's the problem?

Simon: You can _____[5] a test on your computer. It's really quick, let me show you.

Lucy: Okay, let's _____[6].

Simon: No, it's not the connection. Maybe the paper _____[7] is wrong?

Lucy: Let's see. Oh it's not the right size.

Simon: Okay, you need to change it to the _____[8] paper size.

Lucy: Alright. Let's see if this works.

Simon: Yes! It's working.

Lucy: Great! Thanks Simon.

Simon: No problem.

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Task 5:

One employee tells about problems in his new job. Read his story. What does he need to do in this situation?

The problem

"My new job is a great disappointment. My department is badly run, top management don't seem to care, and my new colleagues are not very friendly. Now I hear that my old boss wants me back. I want to see if he is serious, but that might seem like I am desperate to return to my old job. Besides, I don't want to be too hasty. I have worked in my new job for six months. After all, it takes time to be accepted into a successful team."

Choose the options in italics to make sentences that you agree with.

a) I think it's a good idea for him to *stay in /leave* his new job.

b) It *is /isn't* a good idea to return to his old job.

c) Six months *is /isn't* enough time to decide that a job is good or bad.

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Task 6:

Read the solution of the problem. Do you agree?

The solution

Going back to an old employer is never a bad idea. You know exactly what it is like to work for your old boss. You know that working there is comfortable, and sometimes comfort is a good thing.

You say your old boss is anxious to rehire you, but don't approach him yet. Wait and let him come to you. Try to negotiate a return with a lot more money and a promotion.

But remember you've only been away for six months. I'm not sure that this is long enough to make a decision about the new place.

Some organisations don't like outsiders; it takes a while before they accept them, and until then, they are pretty unfriendly.

Spend time working hard at your new job and be friendly. Then, if you decide to go back to your old job, you know that you tried.

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