

Name:

Class:

B2 VSTEP Writing lesson 6

Vocabulary exercise

1. Matching the words in column A with their definitions in column B:

Column A	Column B
1. find the right work-life balance	a. significant improvements or developments in technology
2. turn your home into your place of work	b. to be unable to concentrate on something because of other thoughts or external factors
3. major advances in technology	c. to work at home
4. get distracted	d. to discover and maintain a balance between one's professional and personal responsibilities and commitments

2. Fill in the gaps by dragging the appropriate phrases into the gap:

the comfort of

get distracted

major advances

making their way

our home and work life

However, even with the best time management skills, we can still face challenges such as the rush-hour traffic or unexpected disruptions that can throw off our schedule.

One way to deal with these challenges is to work from _____ our own home. With the _____ in technology, it is now possible for many people to work remotely and still stay connected with their colleagues through virtual communication channels. This allows us to keep _____ completely separate, which can be especially important for maintaining a healthy work-life balance.

However, working from home can also present its own challenges. It can be easy to _____ by household tasks or other distractions, so it is important to set boundaries and create a dedicated workspace in order to maintain focus and productivity. For those who prefer to work in an office setting, _____ to

the office can be a daily challenge. Some people choose to turn their home into their place of work in order to have more control over their work environment and avoid the commute.