

**Task 9. Guess the words reading the definitions:**

- a) Technology of sending signals, images and messages over long distances by radio, telephone, television, satellite.
- b) A system for talking to smb. else over long distances, using wires or radio.
- c) An electronic machine that can store, organize and find information, do calculations and control other machines.
- d) Method of sending messages over long distances, using wires that carry electrical signals.
- e) A piece of equipment used for listening to programmes that are broadcast to the public.
- f) Telecommunications device which circles the earth to receive, amplify, and retransmits signals around the world.

**Task 1. Match the definitions (a–h) with the vocabulary (1–8).**

1- 2- 3- 4- 5- 6- 7- 8-

Vocabulary	Definitions
1. a mindset	a) to stay or spend time in a place
2. supervision	b) to travel regularly between work and home
3. employee retention	c) to work outside a traditional office environment, e.g. to work from home
4. to commute	d) watching someone to make sure they do something correctly
5. to work remotely	e) to manage people through excessive control and attention to detail
6. to micromanage	f) a person's way of thinking
7. to hang around	g) a real or imaginary line that marks the limit of something
8. a boundary	h) an organisation's ability to keep its staff and not have them leave the company

**Task 3. Complete the sentences with the words given in the box.**

remotely	boundary	hours
freedom	retention	mindset

1. Working ..... means that employees can use their commuting time to work.
2. Flexible working gives employees more ..... to make their own decisions and they become more engaged with their work.
3. Remote workers are more motivated and may work past their normal working.....
4. If employees are happier, they are less likely to leave for another company. Flexible working can improve employee ..... rates.

5. One disadvantage for remote workers may be that there is less of a ..... between work and personal life.
6. For flexible working arrangements to work well, staff who are used to traditional ways of working may need to change their..... .