

## Vocabulary

### Stress in the workplace

#### A Match the words to their definitions.

- |              |   |
|--------------|---|
| 1 lifestyle  | a) a time or date by which you have to do something                             |
| 2 workaholic | b) a system where employees choose the time they start and finish work each day |
| 3 workload   | c) the way people choose to organise their lives                                |
| 4 deadline   | d) someone who cannot stop working and has no time for anything else            |
| 5 flexitime  | e) the amount of work a person is expected to do                                |

#### B Complete each sentence with an appropriate word from the list in Exercise A.

- I worked until 11 o'clock at night to meet the ..... for presenting the report.
- I work six days a week and never have a holiday. My girlfriend says I'm a .....
- Karl has a heavy ..... at the moment because several colleagues are sick.
- She gave up a highly paid job to join a meditation group in India. She's completely changed her .....
- A ..... system can help to reduce stress levels of employees by giving them more control over their working hours.

## Language review

### Past simple and present perfect

#### Answer the questions about the sentences in italics.

- She has worked in Warsaw for five years.*
  - Does she work in Warsaw now?
- She worked in London for three years.*
  - Does she work in London now?

#### Which sentence (1 or 2) uses the past simple? Which uses the present perfect?

We use the past simple:

- to talk about completed actions that happened in the past.  
*They **worked** over last weekend to meet the deadline.*
- to refer to a definite moment or period in the past.  
*They **made** the presentation on Monday.*

The present perfect connects the past and the present. We use the present perfect:

- to talk about past actions that affect us now.  
*Our company **has just introduced** flexitime and everyone's delighted.*
- to talk about life experiences.  
*I've **worked** with many companies where stress was a problem.*
- to announce news.  
*The CEO **has appointed** a new management team.*

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#### A Cross out the incorrect sentence in each pair.

- Stress levels have increased in recent years.  
~~Stress levels increased in recent years.~~
- The role of women changed dramatically over the past 100 years.  
The role of women has changed dramatically over the past 100 years.
- He has worked as a stress counsellor since 1999.  
He worked as a stress counsellor since 1999.
- I resigned two months ago.  
I have resigned two months ago.
- Have you ever been to a stress counsellor before?  
Did you ever go to a stress counsellor before?
- I have seen a stress counsellor last week.  
I saw a stress counsellor last week.