Vocabulary
Stress in the workplace

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

1 lifestyle
2 workaholic
3 workload
4 deadline
5 flexitime

a) a time or date by which you have to do something
b) a system where employees choose the time they start and finish work each day
c) the way people choose to organise their lives
d) someone who cannot stop working and has no time for anything else
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.**

1 I worked until 11 o'clock at night to meet the ..... for presenting the report.
2 I work six days a week and never have a holiday. My girlfriend says I'm a ..... .
3 Karl has a heavy ..... at the moment because several colleagues are sick.
4 She gave up a highly paid job to join a meditation group in India. She's completely changed her ..... .
5 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.

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

2 *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.**

1 Stress levels have increased in recent years.
~~Stress levels increased in recent years.~~

2 The role of women changed dramatically over the past 100 years.
The role of women has changed dramatically over the past 100 years.

3 He has worked as a stress counsellor since 1999.
He worked as a stress counsellor since 1999.

4 I resigned two months ago.
I have resigned two months ago.

5 Have you ever been to a stress counsellor before?
Did you ever go to a stress counsellor before?

6 I have seen a stress counsellor last week.
I saw a stress counsellor last week.

LIVEWORKSHEETS