

I) VOCABULARY:

Complete these sentences with pairs from the list.

stressful + depressing	varied + dull
challenging + worthwhile	routine + fun
rewarding + good	demanding + glamorous

- 1 My main duties are fairly _____, but sometimes I go on a trip abroad and that's a lot of _____.
- 2 Being in recruitment is _____ because you help people with their careers and that makes me feel _____.
- 3 A CEO probably has the most _____ job in the company, and of course it can also be quite _____ with all the executive events.
- 4 Most of the time I have lots of different tasks to do, so my job is really _____, but sometimes I have to spend hours doing paperwork and that is really _____.
- 5 Many people who work in finance find that their high-powered jobs are very _____. Eventually they also find them _____ and want to leave.
- 6 Working for an NGO in Africa must be really _____, but also very _____ because you help so many people.  **LIVEWORKSHEETS**

II) READING:

Read what four people have to say about their working hours to practise and improve your reading skills.

Then read the text and do the exercises.

Ronan

I work in a fairly traditional office environment doing a typical nine-to-five job. I like my job, but it's annoying that my commute to work takes an hour and a half each way and most of my work could really be done online from home. But my boss doesn't seem to trust that we will get any work done if left to our own devices, and everyone in the company has to clock in and out every day. It's frustrating that they feel the need to monitor what we do so closely instead of judging us based on our task performance, like most companies do these days.

Jo

I used to do a typical five-day week, but after I came out of my parental leave, I decided that I wanted to spend more time with my children before they start school. After negotiating with my boss, we decided to cut my working week down to a three-day work week. This of course meant a significant cut in my pay too, as I'm paid on a pro-rata basis. I've since noticed, though, that my workload hasn't decreased in the slightest! I'm now doing five days' worth of work in three days, but getting paid much less for it! I find myself having to take work home just so that I can meet the deadlines. It's wearing me out trying to juggle work with looking after my children and my family, but I don't dare to bring this up with my boss because I think he feels as if he's made a huge concession letting me come in only three days a week.

1. Ronan's boss thinks his employees will not be as productive if they work from home. ☐ True ☐ False
2. Ronan thinks that the performance of employees should be judged according to how much time they spend in the office. ☐ True ☐ False
3. Jo is paid the same for a five-day work week as she is on a three-day work week. ☐ True ☐ False
4. Jo feels exhausted trying to manage both a five-day workload and childcare. ☐ True ☐ False

III) LISTENING

Look at the notes about negotiations. Some information is missing. You will hear part of a talk given by a business executive. For each question (1 - 7) fill in the numbered space using one or two words. You will hear the talk twice.

Avoid thinking that a negotiation is the same as a _____¹. You will get a bad reputation and you won't be able to stay _____² long-term.

Before the negotiation, make sure you prepare. Think about the following points:

1. What could the _____³ result of the negotiation be for you? It's unlikely you will get this, but you need to know what it is to get close to it.
2. When do you need to _____⁴ from the negotiations? Knowing what you can't accept is just as important as knowing what you can.
3. What are you prepared to give the other side to be able to secure your _____⁵?

Try being clear about your goals for the negotiation at the beginning to help build a trusting relationship. If you're both honest, you can more easily advance towards a _____⁶. Finally, learn about the other person and what they want and need. You'll both be more productive if you're trying to help each other rather than trying to _____⁷ each other.

IV) WRITING:

Write an essay as the below topic. Try to write more than 150 words.

Suggested structure: Included 2 supporting ideas and 2 examples.

Suggested vocabulary: running cost, local charities, environmental project, education initiatives.

“As well as making money, business also have social responsibilities. To what extend do you agree or disagree?”