productivity · supervise · flexibility · technology · collaboration · traditional · workforce · reports · managers · desks · competitive · project-based · consumers · constraints · productivity

The world we live in is changing rapidly, and workplaces must adapt in order to remain efficient and (1) _____. In more (2) _____ work settings, employees were expected to arrive at the office at fixed times and follow instructions from their (3) _____.

However, modern developments in smartphones and internet (4) _____ have changed the way people work. Employees now often answer emails, attend meetings, and prepare (5) _____ from home. Because of this, people need to work smarter, not just harder.

The role of managers is also evolving. Many organisations are moving towards a (6) _____ approach where teamwork and (7) _____ are essential. Instead of constantly trying to (8) _____ employees, managers now focus on helping teams adapt and achieve goals together.

To support these changes, companies are adopting agile working methods. Unilever defines agile working as an approach with maximum (9) _____ and minimum (10) _____.

Agile working is not only about working from home. Agile workspaces may include standing (11) _____, quiet zones, and social areas. Such environments help improve employee well-being and (12) _____.

LIVEWORKSHEETS

Task 1

Companies must remain **competitive** in order to succeed in the modern market.

Some offices include **quiet zones** where employees can think without distractions.

Traditional managers often **supervise** their employees closely.

They must **adapt** quickly to changing deadlines.

My technique has **evolved** throughout the years.

A similar plan was **adopted** eight years later.

A practical skills based **approach** is often really appreciated .

Task 2

Vocabulary Definition

1. …… agile

2. …… to clarify

3. …… globalisation

4. …… rain or shine

5. …… a constraint

6. …… one size fits all

7. …… to gather

8. …… productivity

a. a thing that limits something

b. able to move quickly and easily

c. to come together in a group

d. the rate at which a person, company, etc. does useful work

e. to make something clear or easier to understand

f. the development of closer economic, political and cultural relations between all the countries of the world because of travel and communication becoming easier

g. suitable for use in all circumstances or situations

h. no matter what happens

LIVEWORKSHEETS

Task 3

employees valuing adapt adopt employers enable limiting clarify

1. Companies need to …… to the changing world we live in. 2. Companies should …… agile approaches to find the most appropriate and efficient ways of working. 3. Many …… can now work from home. 4. More agile …… allow their workers more flexibility. 5. One of the roles of the manager is to …… goals and …… collaboration. 6. Agile working is about …… people instead of …… them.

Task 4

1. The world we live in _____ rapidly.
   a) change
   b) changes
   c) is changing
2. Companies need to adapt in order _____ competitive.
   a) remain
   b) to remain
   c) remaining
3. Employees used to _____ at the office at 9 a.m.
   a) arrive
   b) arrived
   c) arriving
4. Many workers are now _____ emails from home.
   a) answer
   b) answering
   c) answered
5. Managers no longer spend all their time _____ staff.
   a) supervise
   b) supervising
   c) supervised
6. Agile working helps organisations _____ more efficient.
   a) become
   b) became
   c) becoming

LIVEWORKSHEETS

7. Workspaces are designed _____ different kinds of work.
   a) suit
   b) to suit
   c) suited
8. Agile workspaces might _____ quiet zones and social areas.
   a) include
   b) included
   c) including

Task 5

Employees worked only in offices in the past.

(used to)

_____

Managers supervise staff less today.

(not as … as)

_____

Agile working improves productivity.

(passive voice)

_____

Companies adapt quickly to change.

(present continuous)

_____

Discussion

What's your experience of agile working?

LIVEWORKSHEETS