

Questions 9-13 CH3_HP9-13.mp3

Complete the table below.

Write **NO MORE THAN TWO WORDS** for each answer.

Project Status Record:
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Topic	Research Completed	Further Suggestions
Flextime	– led to less fatigue and illness and increased 9 – allows employees to have better 10 balance	– Add information on how flextime helps 11
Flexplace	– has become more 12 due to wireless Internet access and laptop affordability	– Do interviews with company 13 about flexplace programmes