Daily routine

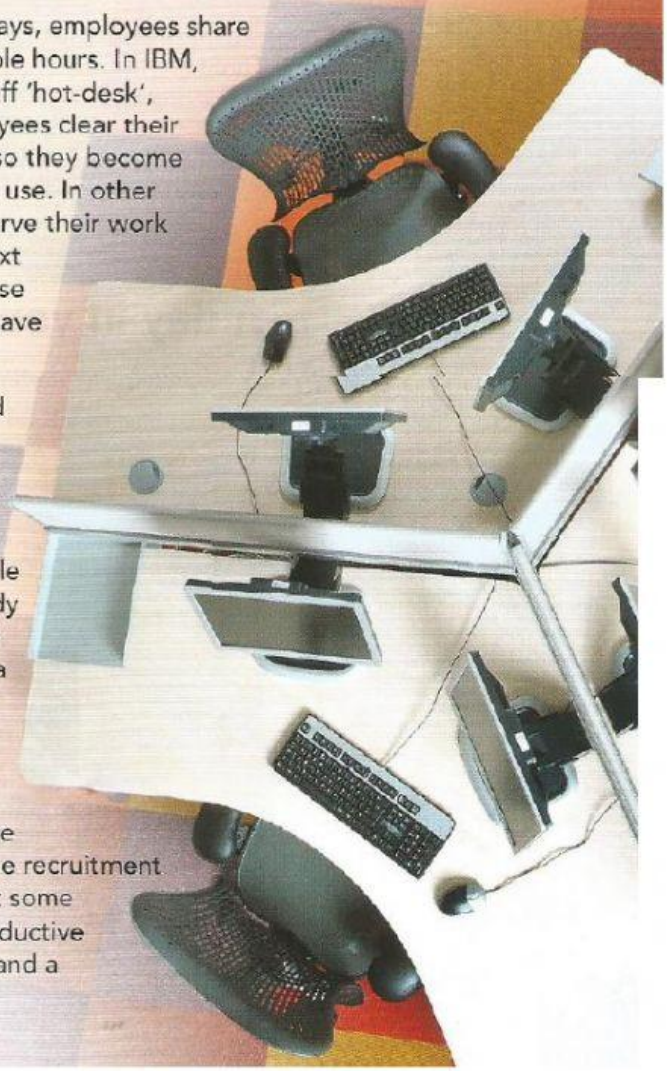
1 Read the article below from a business magazine. Say if the following sentences are true or false.

a In IBM, all of the staff share desks.
b Hot-desking is the same as job-sharing.
c In IBM, employees reserve their desk the day before.
d The article says that sharing desks reduces costs.
e The study says that some people are less productive when they have their own desks.

HOT-DESKING

Do you start work and leave the office at the same time every day or do you work flexible hours? Do you have your own desk?

In many companies these days, employees share office space and work flexible hours. In IBM, for example, 60% of the staff 'hot-desk', or share their desks. Employees clear their desks before leaving work so they become free for other colleagues to use. In other companies, employees reserve their work space in advance for the next day. The companies say these systems are more flexible, save space and cut costs.



However, many workers find desk-sharing more stressful than traditional office organization. They prefer to have their own personal space and feel uncomfortable about sharing. A recent study claims that daily routine and office rituals help to create a happy working atmosphere. For example, some people like to drink from a favourite cup and put their name on personal office equipment. The study, by the recruitment firm Office Angels, says that some office workers are more productive with regular working hours and a personalized work space.

LIVEWORKSHEETS

2 1.22–1.24 A recruitment firm phoned people to ask them about how they work. Listen to three conversations and complete the table with ✓ or ✗.

	Conversation 1	Conversation 2	Conversation 3
shares a desk			
works flexible hours			
has own coffee cup			

3 1.22–1.24 Put the words in the correct order to make questions. Then listen again to the conversations in 2 and check your answers.

a work / do / flexitime / you / ?
Do you work flexitime?

b have / do / your / own / you / coffee / cup / ?
_____

c regular / work / do / you / hours / ?
_____

d you / plastic / do / use / cups / ?
_____

e have / desk / your / at / work / do / you / own / personal / ?
_____

4 Work in groups. Ask other students in the class the questions in 3. Then complete the report for the whole class.

In our class, there are (a) _____ students. (b) _____% of the people 'hot-desk', or share their desks, at work. (c) _____% of the people in our survey say they work regular hours and (d) _____% work flexitime. (e) _____% have their own coffee cup. (f) _____% use plastic cups.

5 Do you work better when you have your own space and personal things near you? Or do you like to have a new place to work each day? Tell your partner. Use the words in the box and the phrases below.

flexible hours	hot-desking	personalized work space	regular working hours
reserve a desk	routine	stressful	

I like / don't like ... *I think ... is ...* *I think it's a good idea to ...*

LIVEWORKSHEETS