Name:

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Tutorial 9: Routine and the work place (2)

Reading activity

Activity 1:

What is Flexi-time?

Flex-time is a scheme where an organisation gives its employees the opportunity of a flexible working hours arrangement.

Under flexi-time, there is normally a core period of the day when employees must be at work (e.g. between 10 am and 4pm), and the rest of the working day is "flexi-time", when staff can choose when they work. An employee must work between the basic core hours and has the flexibility to clock in/out between the other hours.

An example of a typical flexi-time day is below:

- Begin work between 07.00 – 10.00 (flexi-time)
- Must be there between 10.00 – 12.00 (core time)
- Lunch break between 12.00 – 14.00 (flexible lunch hour)
- Must be there from 14.00 – 16.00 (core time)
- Leave between 16.00 – 19.00 (flexi-time)

The hours you work between these times are credited to your flexi-time balance.

Most schemes allow you a credit or debit margin, often of about 8 hours.

For example, if you work a 35-hour week, then, over four weeks, you will be obliged to work for 140 hours. If you work more than the required hours in those four weeks then you will be in credit. If you work fewer hours then you will be in debit.If you have enough flexi-time credit you can turn that into time off. This could be one or maybe 2 days a month depending on your scheme.

Q: Read the previous passage and answer yes/no

1. This is a newspaper article. a. yes b. no
2. Flexi-time is an opportunity to work flexible hours. a. yes b. no
3. A core period is when employees can work flexi-time. a. yes b. no
4. Clock in /out means to enter and leave the work place. a. yes b. no
5. The flexi-hours you work are credited to your account. a. yes b. no
6. Your account can never be in debit. a. yes b. no
7. If you have a lot of credit you can take a holiday. a. yes b. no
8. The article provides an example of a typical flexi-timetable. a. yes b. no

Opinions Column

Is Flexi-time a Good Thing?

I work flexi-time and I love it! There are so many advantages: Flexi-time gives me more opportunity to fit other commitments and activities in with work and make better use of my free time. I have a family with two young children, so flexi-time is perfect for me.

I feel that I am more in control of my workloads, and I can manage a better balance between life and work. I can decide what time I travel to work and I can avoid congestion the traffic jams. This helps my stress levels.

I really like the flexi-time credit scheme so I "bank" time and then use it for leisure activities when I want. I can attend to personal matters without taking time off. I feel more in control!

Of course there can be some disadvantages to flexi-time. It is important that the scheme is well organized and fair, so that it is not possible for misrepresentation by the employee or the employer to happen.

Also the administration of the scheme may make demands upon the Human Resources department and create extra work.

- Taking that time off.
- Aiming for a promotion?
- Achieving your goals!
- Looking for a career?
- Learning at work
- Getting a healthy career

Q: Read the article above and choose the correct answer:

1. The writer thinks that flexi-time.
a. is a good idea b. is bad idea. c. isn't sure

2. The writer thinks that flexi-time means that.
a. she can have more free time b. she can have more children c. can use her time better

3. The writer thinks that flexi-time.
a. helps her manage her workload better. b. makes her workload more. c. makes her workload less

4. The writer really likes.
a. the flexi-time debit scheme. b. the flexi-time credit scheme. c. her bank manager

5. The writer thinks that flexi-time.
a. more advantages than disadvantages. b. more disadvantages than advantages
c. the same number of advantages and disadvantages

6. The writer thinks that the flexi-time scheme.
a. may create more work for the human resources department
b. may create less work for the human resources department
c. the human resources department do not like the scheme

<u>Reading Activity 3</u>

Sanso Company
Computer/people-management skills checklist

Use this form to document your skill. It is helpful for you to keep a skills checklist and update it as you increase your skills. Then you will have this information easily available when you need to update your resume/CV, respond to inquiries at interviews and give an accurate picture of your skill level at salary reviews. You can also use it to start a skills development plan.

Computer skills
Skills for using a computer to produce business reports, presentations, letters, memos, and other office communications.

General Skills	Evaluate your skill level. Tick ✓

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	Excellent	Very good	Satisfactory	Needs development
File Management				
Internet				
Microsoft Windows				
Navigation				

Applications	Evaluate your skill level. Tick ✓			
	Excellent	Very good	Satisfactory	Needs development
Database				
Word processing				
Spreadsheets				
PowerPoint presentation				
Graphics				

People management skills
Rate your skill level in working with other people:

Evaluate your skill level. Tick ✓				
	Excellent	Very good	Satisfactory	Needs development
Active listening Giving full attention to others without interrupting.				
Negotiation Finding common ground between opposing parties.				
Conflict resolution Bringing people together and reconciling differences.				

Service orientation Actively looking for ways to help others.				
Persuasion Persuading others to change their minds or behaviour.				
Delegating Matching tasks to people with the appropriate skills and interest to do them.				
Coordination Adjusting actions in relation to the actions of others as necessary.				
Instructing Teaching others to do something, making sure that they understand.				
Speaking Talking to others to convey information effectively.				
Writing Communicating effectively in writing as appropriate for the intended readers.				
Monitoring Assessing performance and stepping in to make improvements.				
Email etiquette Taking time to write clearly and respond appropriately.				

Q: **Look at the picture and decide what it means.**

1. This icon means: a. File management b. Internet c. Microsoft Windows

2. This icon means: a. File management b. Internet c. Microsoft Windows

3. This icon means: a. File management b. Internet c. Microsoft Windows

4. This icon means: a. File management b. Navigation c. Microsoft Windows

5. This icon means: a. Spreadsheets b. Word processing c. PowerPoint

6. . This icon means: a. Spreadsheet b. Word processing c. Microsoft Windows

7. This icon means: a. File management b. Internet c. Graphics

8. This icon means: a. File management b. Database c. Microsoft Windows

9. This icon means: a. PowerPoint b. Internet c. Word processing

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Creating power point presentation using a template:

Q: Look at the PowerPoint instructions flowchart. Read and complete the following sentences:

1. Step 1: Click the Office button, then click _____

2. Choose one of the following: Click the blank and _____ category to open recently used templates.

3. Step 3: Click Create or _____ . Click the template you want, then click OK.

Listening activity

Click on the link below to go the listening page:
https://www.youtube.com/watch?v=MCrUlsNclfs&feature=youtu.be
Listen to the interview and choose the correct answer:

1. Nadia's job is:
a. manager b. CEO c. clerk

2. Nadia thinks that routines:
a. are not important b. quite important c. very important

3. Nadia explains:
a. one reason b. two reasons c. three reasons

4. Nadia thinks that creating routines makes you:
a. more beautiful b. happier c. more efficient

5. Nadia thinks you need to write down your routine:
a. every day b. every month c. both

6. A quarterly budget update is:
a. every day b. every month c. every three months

7. An official performance review is:
a. every year b. every three months c. every month

8. Nadia says you must put your routines in your:
a. handbag b. agenda c. drawer

9. Nadia says you must:

a. repeat your routines often b. do a routine once only c. Tell your friends about your routines

10. Nadia says that routines:
a. give you leisure time b. make you work more c. give you time to do everything

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listening task 2:
https://www.youtube.com/watch?v=0Xo7nNMQlWk&feature=youtu.be

Listen and write the correct answer:

1. You should spend _____ of your time in activities that produce results.

2. You should allow time for _____ .

3. You should take _____ minutes to plan your day.

4. You should put up a do-not-disturb _____ when you are busy.

5. You should schedule a time to _____ email and return phone calls.

Grammar focus: **The use of modal verb can**

When we want to say that someone is able to do something ✓, we use the word 'can'.

For example: I **can** speak Arabic. ✓ She **can** work tomorrow. ✓

If we want to say that someone is not able to do something ✗, we use the word 'can't'.

For example: We **can't** speak French. ✗ They **can't** work at home. ✗

When we want to make a simple present sentence into a question we add do or does in front of the verb.

For example.

Sentence: You go to the mall every day **Question:** Do you go to the mall every day?

Sentence: She goes to the mall every day **Question:** Does she go to the mall every day?

Read the following sentences and practice saying them:
I can speak French but I can't speak Spanish.
You can speak Arabic but you can't speak French.
He can speak Russian but he can't speak French.
She can speak Spanish but she can't speak French.
We can speak Arabic but we can't speak Russian.
They can speak French but they can't speak Arabic.
Do I go to work everyday?
Do you go to work every day?
Does she go to work every day?
Does he go to work every day?.
Do we go to work every day?
Do they go to work every day?

Q: **Do as shown between brackets:**

Write these words into the correct form, according to whether they're positive or negative sentences (can/can't) or with the right form of the verb (do you/does she).

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1. She (can't/can) go to the mall. **(positive)** .....

2. He (can't/can) drive to work.(**Negative)** .....

3. (Does/Do) she walk to work? .....

4. (Does/Do) you study at night? .....

Language focus:

There are many ways in which people can express their opinions about something.
They can use either formal or informal expressions:

Read and look at the underline the formal expressions of opinion used in the sentences below:
In my view, English is an important language.
From my point of view, English is an important language.
In my opinion, English is an important language.
To my mind the quality of their football is just not good enough.
I reckon it'll rain later today. Let's go tomorrow.
I feel she shouldn't be getting married so young.
If you ask me, it's unreasonable to pay for something which should be free.
To be honest with you, I'm surprised you got into university with such low grades.

Listen and choose the correct picture:
https://youtu.be/OymV7j4AkCk

1. No smoking

a. b. c.

2. Smoke alarm

a. b. c.

3. Fire alarm

a. b. c.

4. Emergency exit

a. b. c.

5. Fire extinguisher

a.

b.

c.

6. Do not use the lift in case of fire

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a. b. c.

7. Danger zone: do not enter

a. b. c.

8. Assembly point

a. b. c.

9. Wear a protective hat

a.

b. c.

10. Life jacket under your seat

a.

b. c.

Read and write your personal opinion about overtime in your notebook:

Overtime is the amount of time someone works beyond normal working hours.
Most nations have overtime labor laws to stop employers from forcing their employees to work very long hours. These laws take into account considerations such as looking after the health of workers so that they can continue to be productive, or increasing the overall level of employment in the economy. One common approach to regulating overtime is to ask the employers to pay workers at a higher hourly rate for overtime work.
Overtime pay rates can cause workers to work longer hours than they would at a flat hourly rate. Overtime laws, attitudes toward overtime and hours of work vary greatly from country to country and between different economic sectors.

Q: Use the following words to fill in the gaps from the text:

Fact	reason	untrue	true	check	accepted	prove	journalist	statement	use

Journalists are always faced with problems of reporting facts and opinions. They must be able to tell the difference between them. This is important for writing and reporting news.

Facts

A ..... can be defined as something said to have happened or supposed to true.
There are three kinds of facts which you have to deal with as a .....:

Proven facts

These are facts which are proved and accepted as ..... by everyone. They include such ..... as "The world is round" or "Barack Hussein Obama is President of the United States". You could check these facts yourself, but they are so universally ..... as true that you do not need to. Of course, facts can change.

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Probable facts

These statements seem reasonable to believe are true, but you are not able to ..... yourself, either because you do not have access to the information or because you do not have time to dig for proof. Probable facts include statements

by people who are in a position to know the truth and who have no obvious ..... to tell a lie. If the Finance Minister tells Parliament that there are $10 million in taxes this year, you can treat this as a probable fact.

These are not, however, the same as proven facts. Although they are probably true, there is a chance that they might be wrong, either because a mistake has been made or because someone lied. Because this doubt exists, we must attribute probable facts to the people who provide them.

Probable lies

People sometimes make statements which seem to be ....., but which might just be true. A claim that "The Prime Minister has secretly resigned his job." May seem highly unlikely, but it just might be true.

You must always ..... such statements before using them, and never use them without confirming them first. Once you have checked that they are true, you do not need to attribute them. They have become proven facts. Of course, if you find they are untrue, you must not ..... them.

Punctuation:

Punctuate the following text about a dictionary definition .

Use inverted speech marks (" "), capitals (abc), full stops (.) question marks (?)and commas (,).

Question

what does time in lieu mean

when I asked for a training course my boss said that I must take a holiday or time in lieu to do it.

Answer

the phrase in lieu is a french expression and means instead of or in place of time in lieu is given to someone who has worked extra hours or overtime instead of being paid for the extra hours they are given time off from their usual scheduled hours one usually has to work the extra hours in advance of getting the time off

work

fatima

Self- assessment:

Check if you have learnt all the points mentioned below. If not, go back to the self-study and relearn them.

1. I can read and answer questions from an article about flexi-time.
2. I can read and answers questions about someone's opinion of flexi-time.
3. I can understand and complete my own skills checklist.
4. I can understand instructions how to locate a template using powerpoint.
5. I can listen to an interview about work routines and answer questions.
6. I can listen and understand some work giving tips about time management.
7. I can use the verb: can/can't correctly.
8. I can ask questions about people's daily routines.
9. I can recognise and identify health and safety signs in the work place.
10. I can write my opinion about working over time.
11. I read and complete a text about the difference between fact and opinions.
12. I can punctuate a text about a dictionary definition.