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.

Complete these sentences with words from the list.

budget	track	tasks	deadline	job	update
schedule	objectives	resources	skills		

1   We'll never meet the _____ at this rate.
     Can we go any faster?

2   You never know. At this speed we might even
     finish ahead of _____!

3   If we have another good day we'll be back
     on _____.

4   It's my job to allocate the necessary
     _____ to departments and check they
     have what they need.

5   The finance department is on the phone asking
     why we don't appear to be staying within
     the _____. I said they should talk to
     you.

6   I find delegating _____ one of the most
     difficult things to do on a project like this.

7   My boss likes to receive weekly _____
     from everyone in order to avoid any problems
     or delays.

8   Any successful project needs the manager to
     set clear _____ right from the
     beginning.

9   Any project is an opportunity to learn new
     _____.

10   Come on everyone. Let's get on with the
     _____, otherwise we'll never get home.

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.

Marcus

I work for a global IT company, but because their headquarters is in the States, I do all my work online from home. That means that I don't waste time commuting or making idle chit-chat with colleagues. I work on a project basis, and this flexibility is very valuable to me because it means that I can easily take some time off when my children need me to go to their school performances or if I need to schedule an appointment with the dentist. The downside is that without clear office hours, I tend to work well into the evening, sometimes skipping dinner to finish a task. It can also get quite lonely working on my own, and I sometimes miss sharing ideas with colleagues.

Lily

I'm a freelancer and work for myself. This is great because I am in control of what I do and how I spend my time. At first, I was working from home, but I found it really hard to concentrate. There were just too many distractions around: housework that needed doing, another cup of tea, my family members wanting my attention for various things. So I started to go to a nearby café to work, but the Wi-Fi connection wasn't ideal and I found myself drinking too much coffee. In the end, I decided to rent a desk in a co-working space with five other freelancers like myself. I liked getting dressed to go to work in the morning and being able to focus in an office environment. The other freelancers do similar kinds of web-based work to me and so it's nice to have workmates to bounce ideas off as well.

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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

5. Although Marcus sees the benefit in not having idle chit-chat, he misses interacting with his colleagues. ○ True ○ False

6. Lily didn't like working from the café because the coffee wasn't very good. ○ True ○ False

LIVEWORKSHEETS

II) READING:

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