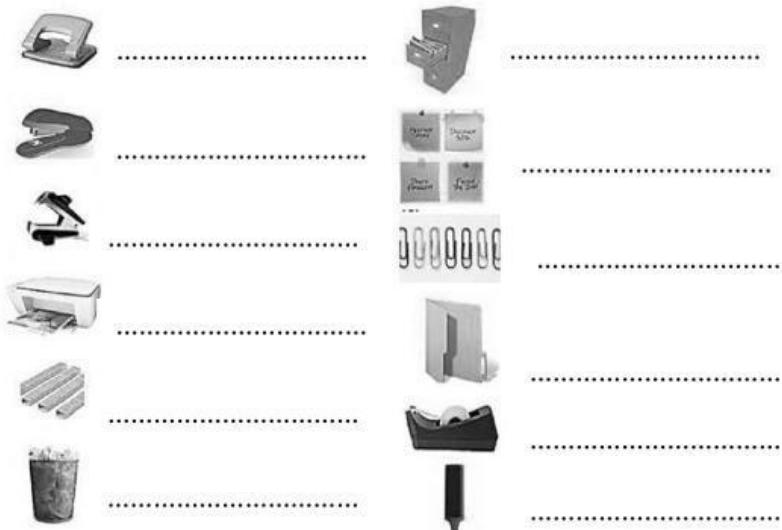


Amazon staff to return to office five days a week

Label the object in the office.



Use the words above to fill in the gaps.

- Could you check if the _____ has enough paper before I send the next document?
- I use _____ to remind myself of important tasks during the day.
- Don't forget to empty the _____ before leaving the office.
- Can you pass me some _____ to organize these papers?
- We need more _____ to wrap the boxes for shipping.
- I used the _____ to take out the staples from the old reports.

Write the words for the definitions.

- _____: small pieces of metal used to fasten paper together when using a stapler.
- _____: a device used to punch holes in paper for filing
- _____: a piece of office furniture with drawers for storing documents.
- _____: a writing tool with a bright-coloured ink used to mark important text
- _____: a container, often made of plastic, used to organize and store papers
- _____: a piece of equipment that puts staples into paper to hold it together

Use the words above each paragraph to fill in the gaps.

policy **being** **declared** **collaborate** **still**
office **memo** **return**

On the 23rd of May 2023, the WHO _____ "with great hope" an end to COVID-19 as a public health emergency. Sixteen months later, many workers are _____ working from home. Retail giant Amazon has decided it is time to end its hybrid work _____. The company has told its employees they must _____ to a five-day week from the 2nd of January 2025. Amazon CEO Andy Jassy told staff in a _____ that: "We've decided that we're going to return to being in the office the way we were before Covid." He said _____ with other staff would help workers _____, brainstorm, and invent. He added that teaching and learning from one another is "more seamless" in the _____.

contribution **required** **employees** **globally**
mailbox **history** **accelerate** **protest**

Some _____ at Amazon are unhappy with the return-to-office rule. Staff have a _____ of telling Amazon about their concerns. In February 2023, Amazon _____ its employees to be in the office for three days a week. This caused many workers at the company's Seattle headquarters to _____. They walked out of their offices. The workers also complained about job cuts. Amazon cut 27,000 jobs _____ in early 2023. Another complaint was about Amazon's _____ to climate change. The workers believe that asking people to commute to work will _____ the climate crisis". Mr Jassy has created a "bureaucracy _____" for staff to make complaints about company rules.

Connecting past and present II

1 Underline the correct words.

- 1 Yesterday *I phoned/ll've phoned* the bank about our overdraft.
- 2 *I work/ll have worked* here since the end of last year.
- 3 *I work/ll have worked* from home one day a week.
- 4 I'm enjoying the conference. *I made/ll have made* a lot of useful contacts.
- 5 *I saw/ll've seen* Hugh Hopper a few days ago – he sends his regards.
- 6 *We went/We have been* to an interesting seminar last week.
- 7 Today *has been/was* really busy – and it's only lunchtime!
- 8 Today *has been/was* really busy. It's 7 pm – I'm going home.
- 9 I'm sorry but Patricia *left/has left* the office an hour ago.
- 10 Patricia? No, she isn't here right now. She *left/has left* the office.

2 Put the verbs in brackets into either the present simple, past simple or present perfect.

- 1 The company is doing very well. Last year sales went up (go up) 15%, and so far this year they have gone up (go up) another 12%.
- 2 We _____ (operate) all over Latin America. Recently we _____ (set up) branches in Peru and Colombia.
- 3 _____ (you/see) my laptop? I'm sure I _____ (leave) it here earlier.
- 4 This _____ (not look) like the right block. Are you sure we _____ (come) to the right address?
- 5 I _____ (never/speak) to him, but I _____ (speak) to his assistant on the phone yesterday.
- 6 I _____ (work) for WorldCom since last year, but now I _____ (want) to change jobs.
_____ (you/hear) of anyone taking on new staff?

Complete the text about technology stocks by putting the verbs into the correct form of the past simple or present perfect.

MARKET REPORT a rocky road for tech stocks

European investors ¹ have watched (watch) US stock markets nervously over the last few months. The problems with US technology and telecomms stocks ² _____ (begin) last March, and since then share prices at companies like Intel, HP and Apple ³ _____ (crash). Over the summer all these giants ⁴ _____ (announce) lower than expected profits, and investors fear that in the current economic climate demand for their products ⁵ _____ (peak). Now it's the turn of European stocks, and on Monday stocks in Germany's SAP and Finland's Nokia ⁶ _____ (fall) sharply. SAP ⁷ _____ (be) down 4%.

But there was some good news for investors yesterday. Capgemini ⁸ _____ (release) figures which showed that this year revenues ⁹ _____ (rise) to €9,100 million, up from €8,700 million last year. In recent years Capgemini ¹⁰ _____ (become) one of the leading players in the global IT services market, alongside IBM, EDS and Accenture. The company ¹¹ _____ (also/lead)

Dow Jones Stoxx Technology Index Figures 1st of each month



the way in the use of offshoring, often transferring work to countries such as India and Poland. This ¹² _____ (improve) profitability as well as providing a wider range of options in the event of a sudden change in the market.