

## Unit 4 Reading

Read texts A and B and match them to correct functions 1–4. Two functions do not match any of the texts.

In which text is the author  
1 promoting a product?  
2 forecasting future trends?  
3 complaining about a service?  
4 asking for advice?

Tekst A

### Office Supplies

#### The cheapest deals on office equipment

- Prices include the fitting and removal of old office furniture.
- Order within three days for delivery this month.
- Any problems with decisions on best choices → contact Emily in our ergonomics department: [emily@supplies.uk](mailto:emily@supplies.uk).

Tekst B

The current policy of conferencing online and using more virtual services seems to be working extremely well and productivity seems to be increasing. Thus there is a strong possibility that business travels will become less popular in the future.

Przeczytaj cztery teksty (A–D) związane z pracą zdalną. Dopasuj do każdego zdania 1–3 właściwy tekst. Uwaga: jeden tekst nie pasuje do żadnego zdania.

### Tekst A

#### Business Gallery

- A range of work spaces: a single desk on an open space or closed rooms for teams of all sizes. A suite of offices with meeting rooms for a month or more.
  - Advanced IT facilities and on-hand tech advisors.
  - A noise- and stress-free environment for lone freelance workers.
  - Opportunities to mix with like-minded people.
- Contact us on: [business@gallery.xyz.uk](mailto:business@gallery.xyz.uk)

### Tekst B

Hi Sol,

How are you? My freelance journalist work is going great – I'm getting loads of commissions. It is SO good not to have to commute to work and I can save on office clothes. I've tried to set out some rules for myself about when I'm working, but it's hard. Sometimes I feel I'm really missing out on workplace chat – it's a bit isolating, this working from home. Another thing is that I tend to lie in longer thinking I'll make up time later – and then of course, I end up rushing to meet deadlines. Not the stress-free environment I'd hoped for. Am I really cut out to work from home? I really have to figure out what I should do!

Any advice is very welcome!

Best,  
Ed

### Tekst C

Ed: I've just started working from home. Between my phone and the temptation to stay in bed, I'm not getting much done. How are you finding it?

Jen: My biggest tip would be to hold off on checking emails and social media until certain times every day. Be strict!

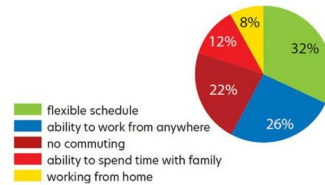
Lyn: True. But things do crop up that you need to deal with, don't they? You have to be self-disciplined and really lay down the law to forbid people from interrupting you!

Jon: You could try renting a co-working space. They are springing up all over. You have to pay for it, obviously, but you can shut out all distractions.

### Tekst D

The workplace is changing rapidly and experts are convinced that the numbers of people working remotely will double over the next few years. The cost of office buildings, time lost commuting, improved online communication and conferencing are just a few of the reasons for this dramatic shift. It appears that people's desire for flexibility tops the list, both in terms of work place and work time, for this improvement in job satisfaction.

Advantages of working remotely:



- 1 This text includes personal suggestions about how to overcome a problem.
- 2 This text explains the reasoning behind a prediction.
- 3 This text mentions both advantages and disadvantages of working from home.

## Extended

Przeczytaj tekst, który został podzielony na cztery części (A–D), oraz pytania go dotyczące (1–5). Do każdego pytania dopasuj właściwą część tekstu. Uwaga: w jednej części tekstu znajdują się odpowiedzi na dwa pytania.

### The Real English Cowboys

A Travelling west, I reached the New Forest, my purpose being, in addition to enjoying the magnificent scenery and quaint villages, to reach a deeper understanding of one of the oldest jobs in the country. We have all seen the cowboys driving forward herds of stampeding cattle in American and Australian films but they've been doing something very similar here, in the very normally quiet and sedate south of England, for centuries longer! The whole exercise is part of the work of what is known as an agister.

B To find the origins of this ancient tradition we have to go back to William the Conqueror, who enclosed the land for the royal hunting of deer. And, as with all types of land, it needed to be managed. The knowledgeable people legally and officially in charge of controlling the New Forest are the committed verderers, whose work then and now is to regulate the use of New Forest land for animals. Tourists are attracted here by the thousands of freely roaming wild ponies (and cows, donkeys and pigs). An ancient law gives commoners (people living in the Forest) the right to put their animals on the land. The verderers today deal with the unlawful grazing of animals, conservation, those who cut corners with the development of campsites and much more.

C If the verderers are the legal guardians, the agisters are their men on the ground. These men (five in all, responsible for different areas) were born and bred in the Forest, and they are in it for the long haul. They know each animal, and their job is to be on call 24/7 to check out the animals or go the extra mile to deal with horrible accidents, when motorists collide with the animals. But, the most exciting part of their work is what is known as the drift.

D This activity is extremely dangerous, and involves large numbers of locals on horseback (aged between 13 and 70, the younger ones learning the ropes!), but it is always the agister who calls the shots. Their task – to drive the ponies across the forest to specific containment areas where they can be checked out, and any new-borns are branded and then released back for another year. This is normally kept secret in order to avoid endangering both bystanders and animals, however, I was lucky to be allowed to attend one of these drifts and it was among the most spectacular and scary events I have ever witnessed. The thunder of thousands of horses, the dust-filled air and the sheer bravery of the horsemen will forever be stamped on my brain.

In which paragraph does the author

- 1 explain the need to control the exploitation of the land?
- 2 mention the first-hand impression of an event?
- 3 point out the similarity of jobs in several countries?
- 4 refer to the age of those involved in an event?