UNIT 2

Work and leisure

'If you like what you do, it's not work.'
Maria Fiorini Ramirez, US business executive

OVERVIEW

VOCABULARY 1
Days, months, dates

READING
Describing your routine

LANGUAGE FOCUS 1
Present simple

VOCABULARY 2
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LISTENING
Working and relaxing

LANGUAGE FOCUS 2
Adverbs and expressions of frequency

SKILLS
Talking about work and leisure

CASE STUDY
Hudson Design Inc.

STARTING UP

A **What do people want from work? Discuss in pairs.**

a large office, nice colleagues, ...

B **Work in pairs. Make three word partnerships in each section to find out what four people want from work.**

1	high	colleagues	2	company	phone	3	friendly	security	4	fast	facilities
	long	salary		mobile	facilities		travel	opportunities		flexible	promotion
	helpful	holidays		parking	car		job	boss		sports	hours

CD1.17–1.20 **Now listen and check the word partnerships they use.**

C **Match six of the word partnerships in Exercise B to their meanings (1–6).**

1 a lot of money *high salary*
2 a lot of time away from work
3 good people to work with
4 the chance to go to different places on business
5 move quickly to a higher position at work
6 you can change the times when you start and finish work

D **What do *you* want from work? Use the word partnerships from Exercise B and make a list. Work in pairs. Compare your lists and choose the five most important things.**

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LIVEWORKSHEETS

VOCABULARY 1

Days, months, dates

A **Put the days of the week in order. Which days are 'the weekend'?**

Friday ☐	Monday [1]	Saturday ☐	Tuesday ☐
Sunday ☐	Thursday ☐	Wednesday ☐	

B **Write the months of the year under the correct seasons.**

June April January August December February
May October March September November July

Spring	Summer	Autumn	Winter

C **Complete these time phrases with *in*, *at* or *on*. Then write the phrases under the correct preposition in the table below.**

1 ....at.... night
2 ..... the autumn
3 ..... 15th February
4 ..... Thursday
5 ..... the afternoon
6 ..... Tuesday evening
7 ..... June
8 ..... New Year
9 ..... the weekend

in (x3)	at (x3)	on (x3)
	at night	

D CD1.21 **Listen and check your answers to Exercise C.**

E **Complete these sentences with *in*, *at* or *on*.**

1 We have a lot of big orders ....in.... March.
2 The office closes for three days ..... New Year.
3 There is an important meeting ..... 15th June.
4 The CEO visits our branch ..... the summer.
5 We deliver large goods ..... Monday afternoons.

F **Work in pairs. When are you busy during the day, week and year? What are the quiet times?**

A: When are you busy during the day?
B: I'm very busy in the morning. When are the quiet times for you?
A: Business is quiet in the summer. Which days are you busy during the week?
B: I'm always busy on Mondays.

G **Write about yourself, your company or your school.**

- When are the busy times?
- When are the quiet times?
- Which moments in the year do you particularly enjoy? Why?

*See the **DVD-ROM** for the i-Glossary.*

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LIVEWORKSHEETS

READING

Describing your routine

A **Before you read the article, discuss these questions.**

1 What do you think is a typical day in the life of the CEO of a big company?

2 How much time do CEOs spend travelling?

3 Do CEOs need holidays?

B **Look through this article. Can you find any of the ideas you discussed in Exercise A?**

FT

Business diary: Eugene Kaspersky

by Mary Watkins

Eugene Kaspersky is CEO of Kaspersky Lab, the Russian security software company. The company is based in Moscow and has offices in 29 countries. Its main competitor is Symantec. Most of the company's sales are outside Russia.

Kaspersky spends 50% of his time in Moscow, but the other 50% he travels. He is often away for more than three weeks at a time. When he is away, he attends meetings, goes to trade shows and sometimes gives presentations. When he is in the office, he spends time talking informally to colleagues – at their desks or in the company restaurant.

The Moscow office is like a big family. Many people in the office are friends. Some go on holiday together. Everyone dresses informally. Kaspersky normally wears shirts and jeans, but he has a suit for important meetings with presidents and prime ministers.

In Moscow, he does not get up early, especially after a business trip. "On some business trips, I only get three or four hours' sleep a night, so I need to relax," says Kaspersky. At the end of a busy Moscow office day, he goes to the gym with his personal trainer. "It's a great way to relax after a busy day in the office." If he can, he also takes two days off a month.

Holidays are important too. "In winter, I go skiing. In the summer, I often go to the mountains, where I can't use the Internet or my mobile phone. But I can get a satellite connection."

C **Answer these questions.**

1 Is Kaspersky a formal or informal CEO?

2 Is most of his business in Russia or in other countries?

3 Does he work 24/7 (24 hours a day, seven days a week)?

D **Decide whether these statements are true (T) or false (F). Correct the false ones.**

1 Kaspersky travels a lot. T

2 He wears formal business clothes in the office.

3 He gets up early every day.

4 He goes to the gym after work.

5 He likes to have time to relax when he's in Moscow.

6 He only has holidays in summer.

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LIVEWORKSHEETS

E **In each box, match the words that go together.**

1 trade	a) trip		5 attend	e) presentations	
2 business	b) show		6 give	f) skiing	
3 personal	c) day		7 spend	g) meetings	
4 office	d) trainer		8 go	h) time	

F **Work in pairs. Tell your partner about your day and your holidays.**

I get up ...

I arrive at work/school at ...

For my holidays, I ...

LANGUAGE FOCUS 1

Present simple

- We use the present simple to talk about habits and work routines.
  *I **travel** on business.* *We **work** long hours.*
- We add an **-s** to the verb for *he/she/it.*
  *He attend**s** meetings.* *She work**s** in Tokyo.*
- We use *do* and *does* in negatives and in questions.
  *They **don't** work late.* *She **doesn't** leave work until 8 p.m.*
  ***Do** you drive to work?* ***Does** he travel in his job?*

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A **Darren Throop works for Entertainment One, a media company in Toronto, Canada. Complete the article below about his working day using the verbs from the box.**

checks does drives finishes ~~gets~~ has likes makes spends travels

Darren Throop ...gets...[1] up at 6 a.m. and .....[2] some exercise in the gym in his house. At about 6.30, he .....[3] breakfast for his two daughters. Then he .....[4] his e-mails in his home office. He .....[5] to work. At lunch time, he .....[6] a salad at his desk. At work, he .....[7] a lot of time in meetings and on conference calls. He .....[8] his office day at about 5 p.m. He .....[9] on business a lot, so he .....[10] to spend all his free time with his family.

B **Complete this information about Masami Kimura. Use the correct form of the verbs in brackets.**

I'm Masami Kimura and I'm married with two children, Aiko and Katsuki. They ....go....[1] (*go*) to an international school. My husband's name is Seito. He .....[2] (*work*) for a shipping company, and I .....[3] (*work*) for an international securities company.

We .....[4] (*live*) in Tokyo, near Shinjuku. I .....[5] (*travel*) to work by subway, but Seito .....[6] (*drive*) to work. We both .....[7] (*like*) sports and travelling. At the weekend, we .....[8] (*play*) golf or we .....[9] (*go*) camping.

C **Write a paragraph like the one in Exercise B about yourself.**

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LIVEWORKSHEETS