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للتعليم القابضة

MIDOCEAN
UNIVERSITY
BY EVERYONE'S SMART UNIVERSITY

English Language 1

Lecture 2

ENG 101

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UNIT

2

Work and leisure

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

OVERVIEW

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dates

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Talking about work
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CASE STUDY

Hudson Design Inc.





STARTING UP

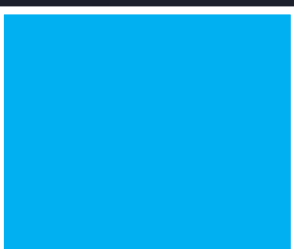
A What do people want from work? Discuss in pairs.

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.



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

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 | long holidays |
| 3 | good people to work with | helpful colleagues |
| 4 | the chance to go to different places on business | travel opportunities |
| 5 | move quickly to a higher position at work | fast promotions |
| 6 | you can change the times when you start and finish work | flexible hours |

VOCABULARY 1

Days, months,
dates

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

Friday ☐

Monday ☒

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

March, April, May

Summer

June, July, August

Autumn

September,
October, November

Winter

December, January,
February



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

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| 1 <i>at</i> night | 4 .. <i>on</i> Thursday | 7 <i>in</i> June |
| 2 <i>in</i> the autumn | 5 .. <i>in</i> the afternoon | 8 .. <i>at/on</i> ... New Year |
| 3 <i>on</i> 15th February | 6 .. <i>on</i> Tuesday evening | 9 .. <i>at/on</i> ... the weekend |

in (x3)

at (x3)

on (x3)

at night

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

Prepositions of Time

General

Specific

IN

Parts of days
(morning, afternoon)

Months
(April, May)

Years

Months

Centuries

ON

Holidays with 'day'
(Labor Day, Christmas Day)

Days of the week
(Monday)

Days of the month
(Fourth of July)

Dates
(April 15, my birthday)

AT

Holidays without 'day'
(Easter, New Year's)

Time
(noon, midnight, 6:00, 10 am)

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 ...*at/on*... New Year.
- 3 There is an important meeting*on*..... 15th June.
- 4 The CEO visits our branch*in*..... the summer.
- 5 We deliver large goods*on*..... Monday afternoons.

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?

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?

He is an informal CEO.

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

in other countries

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

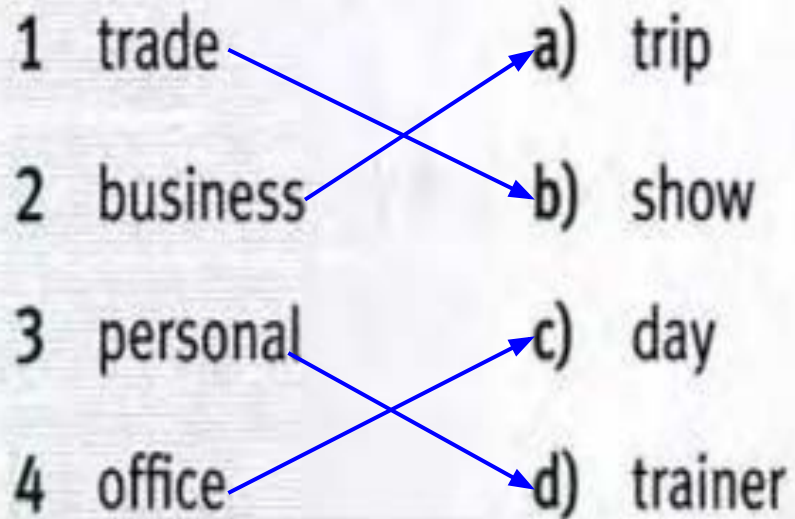
No, he doesn't

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

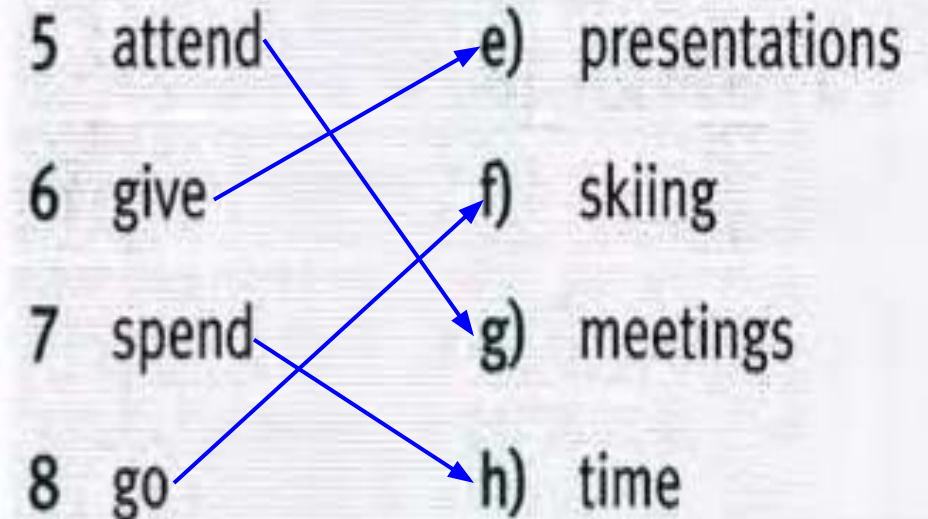
- 1 Kaspersky travels a lot. T
- 2 He wears formal business clothes in the office. F. He wears shirts and jeans
- 3 He gets up early every day. F. He doesn't get up early
- 4 He goes to the gym after work. T
- 5 He likes to have time to relax when he's in Moscow. T
- 6 He only has holidays in summer. F. He has holidays in summer and winter

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

1 trade a) trip
2 business b) show
3 personal c) day
4 office d) trainer



5 attend e) presentations
6 give f) skiing
7 spend g) meetings
8 go h) time



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 **attends** meetings.*

*She **works** 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?*

Present simple Form

+	I/You/We/They work . He/She/It works .
—	I/You/We/They don't work . He/She/It doesn't work .
?	Do I/you/we/they work ? Does he/she/it work ?

Uses

We use the present simple:

- to talk about habits and work routines.

*I **get up** early in the morning.*

*She **works** from home.*

*They **go** to work by train.*

- to talk about facts and things that are generally true.

*They **have** offices in Seoul.*

*It **rains** a lot in Manchester.*

*She **earns** a high salary.*

- with verbs that describe permanent states.

*I **like** meeting people.*

*She **has** three children.*

*I think he **lives** in a flat.*

*I **know** his boss very well.*

- with adverbs and expressions of frequency.

*She **always wears** blue.*

*He **usually/generally takes** work home at the weekend.*

*They **often go** home early on Fridays.*

*I **sometimes play** tennis with a colleague.*

*Do you **ever go** to the theatre?*

*I **never go** to the theatre.*

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 ...~~does~~...² some exercise in the gym in his house. At about 6.30, he ...~~has~~...³ breakfast for his two daughters. Then he ...~~checks~~...⁴ his e-mails in his home office. He ...~~drives~~...⁵ to work. At lunch time, he ...~~makes~~...⁶ a salad

at his desk. At work, he ...~~spends~~...⁷ a lot of time in meetings and on conference calls. He ...~~finishes~~...⁸ his office day at about 5 p.m. He ...~~travels~~...⁹ on business a lot, so he ...~~likes~~...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. They¹
(go) to an international school. My husband's name is Seito. He² (work) for a
shipping company, and I³ (work) for an international securities company.

We⁴ (live) in Tokyo, near Shinjuku. I⁵ (travel) to work by subway, but
Seito⁶ (drive) to work. We both⁷ (like) sports and travelling.
At the weekend, we⁸ (play) golf or we⁹ (go) camping.

VOCABULARY 2

Leisure activities

A

Complete the leisure activities below using words from the box
Sometimes more than one answer is possible.

going to listening to playing watching

- | | |
|-------------------------------------|-----------------------------|
| 1 playing golf | 7 playing.. football |
| 2 watching.. TV | 8 going to.. the gym |
| 3 going to.. restaurants | 9 going to.. concerts |
| 4 listening to.. music (on my iPod) | 10 playing.. the guitar |
| 5 playing.. tennis | 11 watching DVDs |
| 6 going to.. the cinema | 12 playing.. computer games |



LISTENING

Working and relaxing



A

CD1.22 Listen to the first part of an interview with Ros Pomeroy. What does she like most about her job?

B

CD1.22 Listen again and complete these notes.

Ros can be:

- in ¹meetings
- ²running a workshop or a ³discussion
- in her own ⁴office in front of a ⁵computer screen
- on the ⁶phone



C  **CD1.23 Listen to the second part of the interview and answer these questions.**

- 1 What two things sometimes make it difficult to find enough time for leisure?
the long hours she spends at work and her teenage children
- 2 Overall, does Ros have enough time for leisure?
yes, she does.



LANGUAGE FOCUS 2

Adverbs and expressions of frequency

- We use adverbs of frequency with the present simple to say how often we do things.
never sometimes often usually always
- They often go:
 - before the main verb: Karla **sometimes works** from home.
 - after the verb *to be*: I **am never** at work before 9 a.m.
- Expressions of frequency can go at the beginning or the end of a sentence.
Two nights a week, he works late at the office.
He works from home **once a month**.

Adverbs and expressions of frequency

- 1 Adverbs of frequency usually go before the main verb, but after the verb *to be*.

*I **sometimes** make phone calls to the USA.*

*My boss is **usually** friendly.*

*We don't **generally** stay up late.*

- 2 For emphasis, *usually*, *generally*, *often* and *sometimes* can go at the beginning of a sentence.

***Sometimes**, I don't like my job.*

***Generally**, we take clients out to a good restaurant.*

- 3 Expressions of frequency can go at the beginning or the end of a sentence, but not in the middle.

***Once a year**, we have a sales conference.*

*We have a sales conference **once a year**.*

(NOT ~~We have once a year a sales conference.~~)

*Does he play golf **every Saturday**?*

(NOT ~~Does he every Saturday play golf?~~)

A Write the words in brackets in the correct place in these sentences.

- 1 She ^{usually} gets up early. (*usually*)
- 2 They ^{always} start their first meeting at nine o'clock. (*always*)
- 3 We ^{never} are late for meetings. (*never*)
- 4 I ^{often} am busy in the afternoon. (*often*)
- 5 The office ^{sometimes} closes at 3 p.m. (*sometimes*)

SKILLS

**Talking about
work and
leisure**

A

Match the questions (1–6) to the answers (a–f).

-
- 1 What do you do in your job? → e) I work flexible hours, which is great.
- 2 What do you like best about your job? → b) I manage a web team at an IT company.
- 3 How many hours a week do you work/study? → f) Between 30 and 35 hours.
- 4 When do you finish work? → a) Usually about six o'clock.
- 5 Do you meet your colleagues after work? → d) I play golf.
- 6 What do you do in your free time? → c) From time to time. We sometimes go for a meal.

HUDSON DESIGN INC.

**Why are staff unhappy
at a design business?**

Background

Hudson Design is based in New York. It designs websites for companies. Hudson's head office is in an expensive area of the city. It is on the 20th floor, and staff have a beautiful view of New York. The company is making a lot of money. However, many employees are unhappy, and the owners are worried that some will leave. A team from Human Resources is interviewing people in different departments: a receptionist, a website developer, a writer and a graphic designer.

 **CD1.29** Listen to a member of Human Resources interviewing one of the company's employees. Discuss what the employee likes and dislikes about his work. In your opinion, how should he solve his problem?

Task

- 1 **Work in pairs.**
Student A: See right.
Student B: Turn to page 135 and choose one role.
Read your role card and prepare for the interview.
- 2 **Do the interview.**
- 3 **Meet as two groups: interviewers and employees.**
Make a list of the problems and decide which ones are important.
- 4 **Meet as one group and choose three working conditions to change at Hudson Design.**

Student A

Interviewer (Human Resources)

Interview a staff member and ask questions. Note down the answers.

- Position: (What / job?)
- Routine: (What / do / each day?)
- Hours: (What / hours / work?)
- Breaks: (How often / breaks?)
- Lunch: (When and where / have lunch?)
- Feelings about job: (What / like / not like about job?)

2 Work and leisure, Case study, Task, page 21

Student B

Choose one of these roles.

Role card 1

Receptionist

Your job: Receive visitors; answer phone calls; book meeting rooms

Hours: 8 a.m.–5 p.m. Monday to Friday.
You sometimes work on Saturdays.

Breaks: One 15-minute break in the morning

Lunch: 1 p.m.–2 p.m. You never go out for lunch because the restaurants in the area are very expensive.

Feelings about job:

You are *not* happy.

- The reception desk is always very busy, so the work is tiring and stressful.
- You have a two-year-old daughter. You take her to a childminder every morning before you go to work. The childminding is very expensive.
- You want more flexible hours, longer breaks, a restaurant and a free day-care centre in the company.

Role card 2

Website developer

Your job: Build software programs; design web pages, graphics and images; advise clients how to improve their software

Hours: 8 a.m.–5 p.m., but often later and at the weekend

Breaks: No regular breaks

Lunch: You usually have a sandwich at your desk.

Feelings about job:

You enjoy the job. You like your colleagues, but you do not like your boss because he:

- does not give you clear goals
- tries to tell you how to do your job
- asks you to give him reports each day about your work.

Role card 3

Writer

Your job: Write creative, original content for company websites; research topics on the Internet

Hours: 9 a.m.–5 p.m., often later

Breaks: No regular breaks

Lunch: Flexible times

Feelings about job:

You are very unhappy because you:

- are always under pressure and stressed. The company needs more content writers.
- want to spend two days a week working at home. The owners won't let you do this.
- want the company to provide free private health care.

Role card 4

Graphic designer

Your job: Meet clients to discuss what they want; produce new ideas for clients and help them to improve their website design

Hours: No fixed times, but always very long hours

Breaks: No fixed times

Lunch: You always have lunch at your desk. Usually fast food / a takeaway meal.

Feelings about job:

You want to leave the company because:

- the owners do not listen to you when the website developers and designers discuss new projects.
- the owners get angry if you have a hospital or dental appointment, or when you are late because you take the children to school.
- some of the younger designers need training, but the owners do not want to send them on training courses.



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Thank You

