**Talking about workload**



**Lead-in. Discuss with a partner.**

1. Is your life very busy?
2. Why do you think so? Give examples.

**Task 1 A. Read what people say about their workload. Do any of the comments describe how you feel?**

Victor: My problem is I **have no control over** my workload. My boss forces me to **take on** too much and then I **struggle with** finding time to do it all.

Jodi: I **feel** completely **overwhelmed** by the amount of work I'm expected to do. I spend my life **racing around** trying to **keep up with** everything. There just aren't enough hours in the day.

Alejandra: I try not to **let** my work **pile up** too much. I prioritize my tasks and make sure that I **take time out** from work and **make time for** other things that are also important to me.

**Task 1 B. Match the phrases in bold from Task 1 A with definitions 1-9.**

1. take responsibility for: **t\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. find time to do something or be with someone even when you're busy: **m**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. do something at the necessary speed: **k**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. allow something to increase: **l** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. how you feel when something is too much or too difficult so you are unable to do it: **o**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. have trouble managing or achieving something: **s** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. go fast / do lots of different tasks quickly: **r** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. not have the power to direct or manage something: **h** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. stop what you are doing in order to do something else for a while: **t** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 1 C. Complete the sentences with the necessary prepositions.**

1. You are working too hard now. You should take some time **…….** to spend with your family.
2. It's hard having four meetings a day. I spend all day racing **…….** trying to do everything on time.
3. He needs to make more time **…….** his family. They see him very rarely.
4. I've let my work pile **…….** so much that I can't meet the deadline.
5. The PM has got no control **…….** the issue, so the situation is getting worse.
6. Now he is struggling **…….** English. He doesn’t understand the customer at all.
7. She is overwhelmed **…….** the responsibility of her new job and feels stressed.
8. I don't think I can take **…….** any more work this month. I'm too busy.
9. I can't keep up **…….** technology. It is always changing so fast!

**Task 2. Complete the sentences so they are true for you. Then work in pairs and compare your ideas.**

1. I sometimes feel overwhelmed by ................................................................................................................
2. I have a tendency to take on ........................................................................................................................
3. During the week I often race around.............................................................................................................
4. I try to make time for …………………………………………………………………………………………………
5. One thing I have NO control over is................................................................................................................

**Task 3 A. Find the grey parts on page 1. What tense form is it? Find the underlined parts. What tense form is it?**

**Task 3 B. Read the sentences. Why is the Present Simple / Continuous form used in each case?**

1. She's studying really hard for her exams at the moment.



1. I often work late at night just to try and keep up with everything.
2. I want people to think I'm busy.
3. He is always racing around trying to keep up with everything!
4. We're rushing around more crazily than ever.
5. New technology saves us time, but we're still busier than before.
6. Are you taking any work with you on your holiday?

**Task 3 C. Match sentences 1-7 in Exercise 3 B with uses a) - g).**

1. for habits/everyday actions \_\_\_\_
2. for facts/things that are always true \_\_\_\_
3. for states or feelings (with stative verbs, e.g. like, love, think, want, be, know) \_\_\_\_
4. for actions happening now or around now \_\_\_\_
5. to describe a situation that is in the process of changing \_\_\_\_
6. after words like always, forever and constantly, to describe repeated actions that may be annoying) \_\_\_\_
7. to describe a planned future action \_\_\_\_

**Task 3 D. Look at the stative verbs in the box and choose the correct alternative to complete the rule.**

agree understand remember depend consist realize suppose need matter prefer forget believe

*Stative verbs are / are not usually used in the continuous form.*

**Task 4 A. Find and correct one or two mistakes in the sentences. When are both the Present Simple and Continuous forms possible? Then listen and check your answers. (**[**recording 1**](https://1drv.ms/u/s!AsWAG-sHqBrAjBZ_R3HbQOdiV2T-)**)**

1. I'm really being busy at the moment, so I'm try to get up at 5 a.m. to give me more time to get things done.
2. I try not to work in the evenings or at weekends. I'm preferring to get most of my work done during normal

office hours.

1. My brother is always look at his phone while I try to have a conversation with him.
2. Sometimes I'm not realizing how long I spend on the computer. I'm going on there to check some information and before I know it, two hours have disappeared.
3. I'm not really agreeing with blaming social media for making us busy. I'm thinking the problem is related to work.
4. When I go out to dinner with my husband, he's always check his phone for emails. I'm finding it really rude.

**Task 4 B. Change three of the sentences in Exercise 4 A so they are true for you. Use the expressions from page 1 to do so. Then work in pairs and compare your ideas.**

***Ex.: I'm not overwhelmed*** *by the amount of work at the moment because my boss is away.**I'm really**enjoying it because I* ***keep up with*** *everything.*

**Task 5 A. Work in pairs. Make questions with the prompts.**

1. you / work / on / something important / at the moment? …………………………………………………………..
2. in general / hours / you / sleep / night? ………………………………………………………………………………
3. you / find / difficult / say 'no' / work / even / your / pile up? ………………………………………………………..
4. how often / you/ feel / overwhelmed / amount of work? ……………………………………………………………
5. how many emails / be / your inbox / at the moment? ………………………………………………………………
6. you / keep / with / up / group / the? ………………………………………………………………………………….
7. you / how often / out/ take / time? ……………………………………………………………………………………
8. colleagues / say / you / always / race / around? ……………………………………………………………………
9. *Your question* …………………………………………………………………………………………………………..

**Task 5 B. Work in groups. Ask and answer the questions in Task 5 A. Who do you think is too busy?**