



# Avoiding Burnout

Business English  
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# Learning Objectives

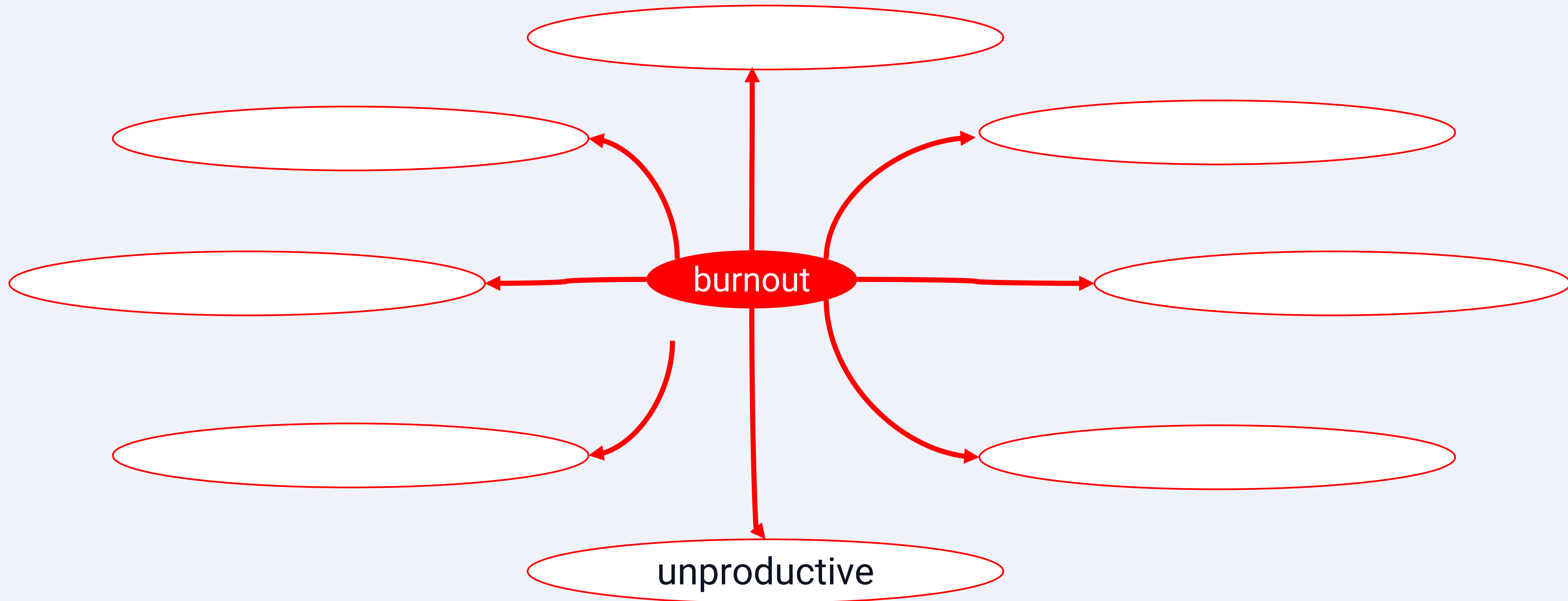
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After this lesson, students will be able to:

- discuss topics related to “burnout” with appropriate words and expressions;
- identify direct and indirect speech.
- recognize reported speech statement using ‘perfect continuous tense’
- identify the meaning of some words and idiomatic expressions associated with burnout correctly; and
- practice pronouncing words associated with burnout with correct pronunciation and stressing.

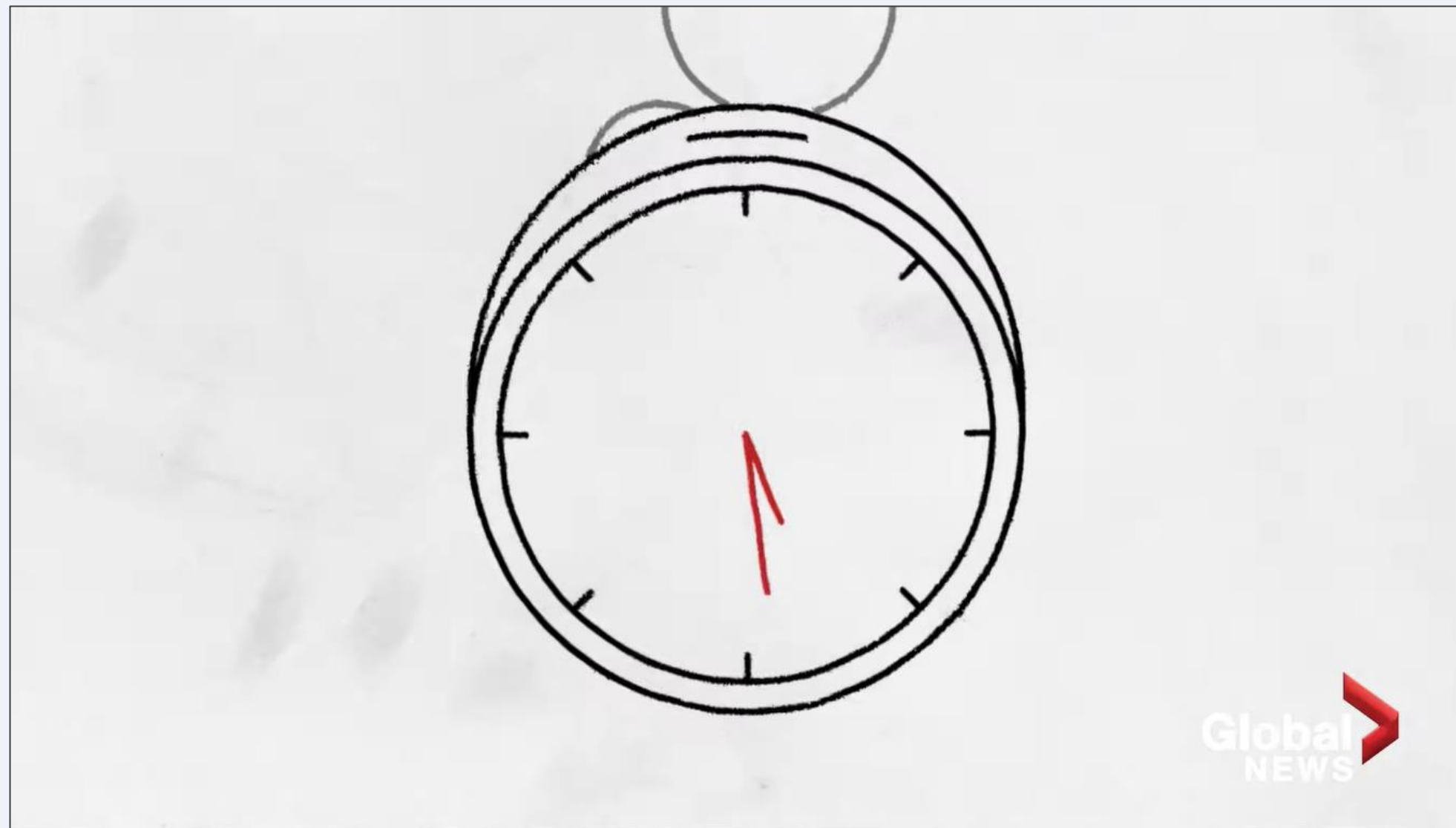
# Warm Up

What hits your mind when you hear the word “burnout”?



# Introduction

Watch the following video to understand more about burnout and its causes.



Click the picture above to play the video

**Have you ever  
experienced  
burnout?**

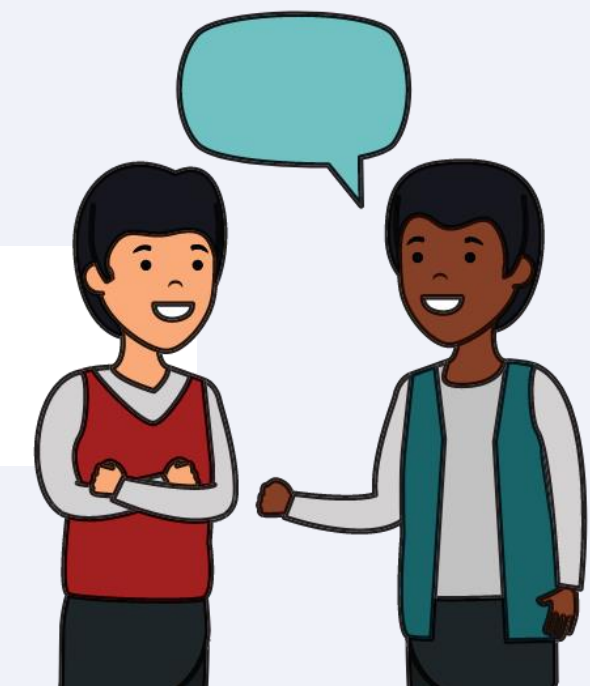


# Vocabulary Build Up

Match the following words with their meaning

- |             |       |   |
|-------------|-------|---|
| 1. Afraid   | (...) | a. (adj) very unpleasant.   |
| 2. Awful    | (...) | b. (adj) worried that something undesirable will occur or be done.                          |
| 3. Bear     | (...) | c. (adj) (of a person) very unwell, troubled, or unhappy.                                   |
| 4. Busy     | (...) | d. (adj) occupied with or concentrating on a particular activity or object of attention.    |
| 5. Horrible | (...) | e. (v) take responsibility for.   |
| 6. Serious  | (...) | f. (adj) (of a subject, state, or activity) demanding careful consideration or application. |

**How are these words related to our topic?**



# Vocabulary Build Up – Answer Key

Check your answers below.

- |             |     |   |
|-------------|-----|---|
| 1. Afraid   | (b) | a. (adj) very unpleasant.   |
| 2. Awful    | (c) | b. (adj) worried that something undesirable will occur or be done.                          |
| 3. Bear     | (e) | c. (adj) (of a person) very unwell, troubled, or unhappy.                                   |
| 4. Busy     | (d) | d. (adj) occupied with or concentrating on a particular activity or object of attention.    |
| 5. Horrible | (a) | e. (v) take responsibility for.   |
| 6. Serious  | (f) | f. (adj) (of a subject, state, or activity) demanding careful consideration or application. |

## How are these words related to our topic?



# Listening Activity

Listen to the guests on this radio chat show speaking about the difference between work-related stress and burnout.

**Do this exercise.**



1. Pam has written a book about health problems at work.
  - a. True
  - b. False
2. Steve is suffering from work burnout.
  - a. True
  - b. False
3. Steve wrote some parts of Pam's book.
  - a. True
  - b. False
4. Burnout and stress are not the same.
  - a. True
  - b. False



# Listening Activity

Listen to the guests on this radio chat show speaking about the difference between work-related stress and burnout.

**Do this exercise.**



5. People do not always know when they have burnout.

- a. True
- b. False

6. Steve's personality changed when he was ill.

- a. True
- b. False

7. Steve made an appointment with the doctor.

- a. True
- b. False

8. Steve's health improved without medication.

- a. True
- b. False





# Listening Activity – Answer Key

Check your answers below.



1. Pam has written a book about health problems at work.

- a. True
- b. False

2. Steve is suffering from work burnout.

- a. True
- b. False

3. Steve wrote some parts of Pam's book.

- a. True
- b. False

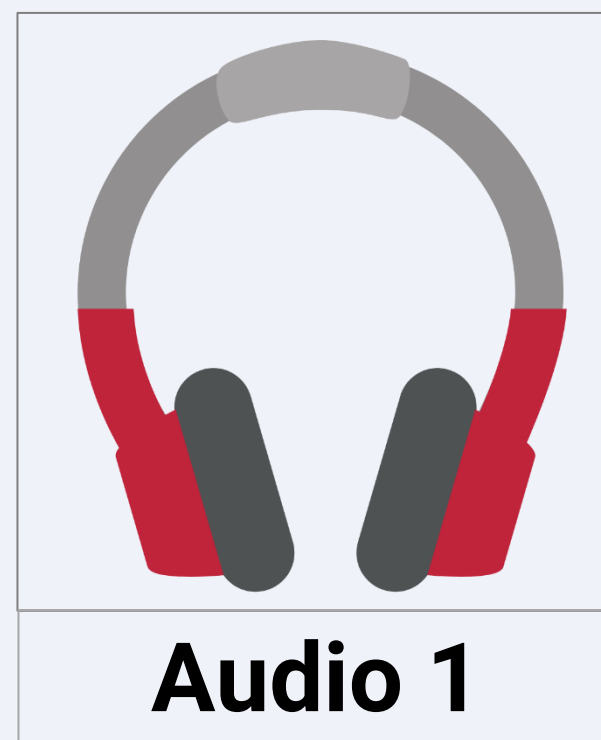
4. Burnout and stress are not the same.

- a. True
- b. False



# Listening Activity – Answer Key

Check your answers below.



5. People do not always know when they have burnout.

a. True

b. False

6. Steve's personality changed when he was ill.

a. True

b. False

7. Steve made an appointment with the doctor.

a. True

b. False

8. Steve's health improved without medication.

a. True

b. False



# Discussion

Do you feel any of the following?

1. Having a negative and critical attitude at work.
2. Having low energy, and little interest at work.
3. Being absent from work a lot.
4. Being irritated easily by team members or clients.
5. Having thoughts that your work doesn't have meaning or make a difference.
6. Pulling away emotionally from your colleagues or clients.
7. Having trouble sleeping.
8. You're thinking of quitting work, or changing roles.

- How many 'yes' did you respond to those conditions above?
- Why do you think you are in those conditions?
- What do you think you should do?





# Vocabulary Build Up

Study some words associated with burnout below and discuss their meanings.  
Then use them in your own sentences.

What are other words  
for **burnout**?



Fatigue, exhaustion, tiredness,  
prostration, collapse, lassitude,  
enervation, weakness, lethargy.

# Idiomatic Expressions

Study some idioms below and put them into sentences.  
Then, read your sentences to your classmates.



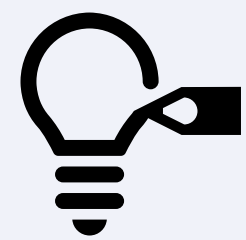
**Get worked up over something** - become angry or annoyed about something

*Don't **get worked up over** the garden. I'll take care of it tomorrow.*



**to be swamped** – If you are swamped, you are overwhelmed with the excessive amount of work that you have to do.

*There's no way I can go out tonight. I'm absolutely **swamped** right now.*



**to have a lot of irons in the fire** - means you have many different tasks that you are responsible for.

*Paul is trying to close three deals today. He **has a lot of irons in the fire**.*



**Dirty work** - Necessary, but uninteresting, or difficult work

*He did the **dirty work** on that project.*

# Discussion Points

Let's talk it out.

1. How do you recognize stress in your life?
2. How often do you think you feel too much stress?
3. Do you feel too busy sometimes?
4. In what way does a too full schedule lead to stress?
5. Have you been under stress recently? If so, what has caused it?
6. How does stress affect you personally and at work?
7. Do you have a kind of red warning flag that indicates too much stress?
8. When you are stressed, how do you feel both emotionally and physically?
9. Do you think stress is ever good, useful, or necessary? Why and why not?
10. If you are very busy at work or school, what are your ways to balance your life?





# Grammar Brush Up

Let's review your knowledge on *reported speech (present perfect)*.

1. "It hasn't rained much this year."

She said \_\_\_\_\_

2. "She has never swum in the sea."

She said \_\_\_\_\_

3. "He has studied Latin."

She said \_\_\_\_\_

4. "I've been sick all week."

She said \_\_\_\_\_

5. "Robert has been to China five times."

She said \_\_\_\_\_



# Grammar Brush Up – Answer Key

Check your answers below.

1. “It hasn't rained much this year.”

She said **it hadn't rained much this year.**

2. “She has never swum in the sea.”

She said **she had never swum in the sea.**

3. “He has studied Latin.”

She said **he had studied Latin.**

4. “I've been sick all week.”

She said **she'd been sick all week.**

5. “Robert has been to China five times.”

She said Robert **had been to China five times.**



Study the following explanation about reported speech: perfect continuous tense



Reported speech is when we tell someone what another person said. To do this, we can use direct speech or **indirect speech**. In indirect speech, we often use a tense which is '*further back*' in the past. This is called 'backshift'. We also may need to change other words that were used, for example *pronouns*.

Direct speech

Indirect speech

**present perfect continuous** → **past perfect continuous**  
(s + have been + verb -ing) (s + had been + verb -ing )

Direct speech	Indirect speech
"We <b>have been</b> watching the cricket match for two hours".	She said (that) they <b>had been</b> watching the cricket match for two hours.
"They <b>have been</b> launching the new product since march".	I said (that) they <b>had been</b> launching the new product since march.



# Grammar Exercise

Reported Statements: Present perfect continuous  
Change the following sentences from direct speech into indirect speech.

1. "He has been living in Beijing for three years."

She said \_\_\_\_\_

2. "I have been making my report since Monday."

She said \_\_\_\_\_

3. "I've been reading the book for two hours."

He said \_\_\_\_\_

4. "I have been writing articles on different topics since morning."

James said \_\_\_\_\_

5. "I have been helping him to do the task for an hour."

Sarah said \_\_\_\_\_



# Grammar Exercise – Answer Key

Check your answers below.

1. “He has been living in Beijing for three years.”

She said ***He had been living in Beijing for three years.***

2. “I have been making my report since Monday.”

She said ***she had been making my report since Monday.***

3. “I’ve been reading the book for two hours.”

He said ***he had been reading the book for two hours.***

4. “I have been writing articles on different topics since morning.”

James said ***he had been writing articles on different topics since morning.***

5. “I have been helping him to do the task for an hour.”

Sarah said ***she had been helping him to do the task for an hour.***



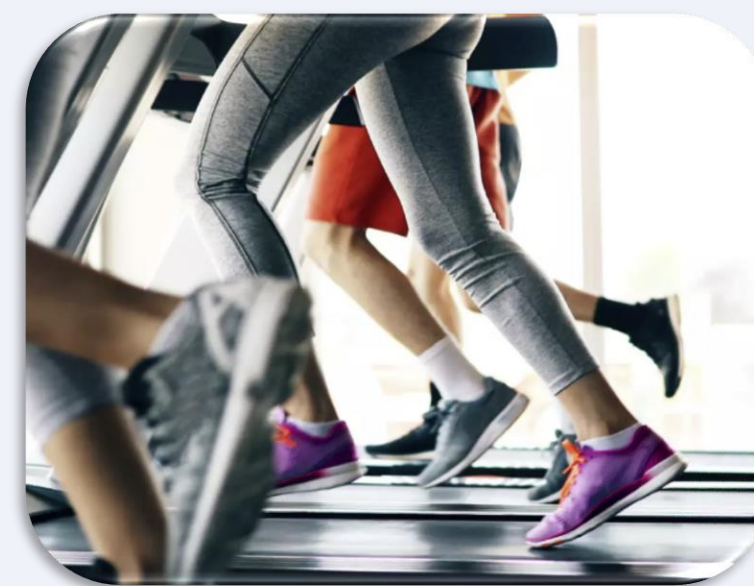
# Discussion Points

Read the tips and discuss the questions.

## 5 Ways To Avoid Burnout At Work



Sleep



Exercise



Laugh



Socialize



Start Saying No

- With which of the tips above do you agree and why?
- Which of those tips are applicable and inapplicable for your condition? Explain your answer.
- How do you think socializing can help people avoid burnout at work?
- What do you think are other tips to avoid burnout at work?

Source: <https://www.forbes.com/sites/ashleystahl/2018/07/26/5-ways-to-avoid-burnout-at-work/#7728da3b90a8>



# Pronunciation Drill

Say these words with correct pronunciation.

words	pronunciation
afraid	/ə 'frād/
awful	/' ôfəl/
bear	/ber/
busy	/' bizē/
horrible	/' hôrəb(ə)l/
serious	/' sirēəs/



# Learning Reflection

Think of today's lesson and answer the following questions.



- What do you think of this topic?
- Is there a new thing you learn today?  
What is it?
- What is the most interesting part of this lesson?
- what do you think we will learn next?

# Thank you.



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