

A man with short dark hair and glasses, wearing a light-colored sweater, is sitting at a desk and smiling while looking at a laptop. The desk is cluttered with various items including papers, a smartphone, a pen holder with pens, and a small potted plant. A large teal banner is overlaid across the middle of the image, containing the text.

**I have a better work-life balance
when I work remotely.**



Question 1-2: Read a text aloud

Directions: In this part, you'll take turns with your teacher to do a role-play

CEO: We are going to **work remotely** next week. How is the **collaboration** software?

CTO: Everything is great right now. And 100% employees have been trained to use the new tools. Normally, it will take 1 to 2 weeks for people to get used to it.

CEO: Yeah, I understand. Even if we do not work remotely, I still want to **implement** this new technology as soon as possible.

CTO: I know, you've been so passionate about it. Our staffs will **maintain the system** to make sure it runs smoothly. **Cloud computing** is no longer our weakness any more.



Question 1-2: Read a text aloud

Directions: In this part of the test, you will read aloud the text on the screen. You will have 45 seconds to prepare. Then you will have 60 seconds to read the text aloud.

BASIC TOOLS FOR EFFECTIVE REMOTE WORK

Some organizations think even a temporary shift to **remote** work can be scary. Many leaders fear that employees will have difficulty staying focused on their daily jobs, and the relationship between managers and employees can suffer. However, the right communication and **collaboration** tools can help teams stay connected and **productive**. Here's a list of collaboration softwares we recommend to telecommute in remote work:



1. G Suite

It can save all documents automatically in a cloud computing. Employee can telecommute with other through email, Google meet and Google chat for **instant messaging**.

2. Asana

Worried about employees staying on task? Using productivity software called Asana can help you and your employees stay focused and productive with a to-do list. It includes project management and **performance** management for each employee.



Question 3-4: Describe a picture

Directions: In this part of the test, you will describe the picture on your screen in as much detail as you can.

You will have 45 seconds to prepare your response. Then you will have 30 seconds to speak about the picture.

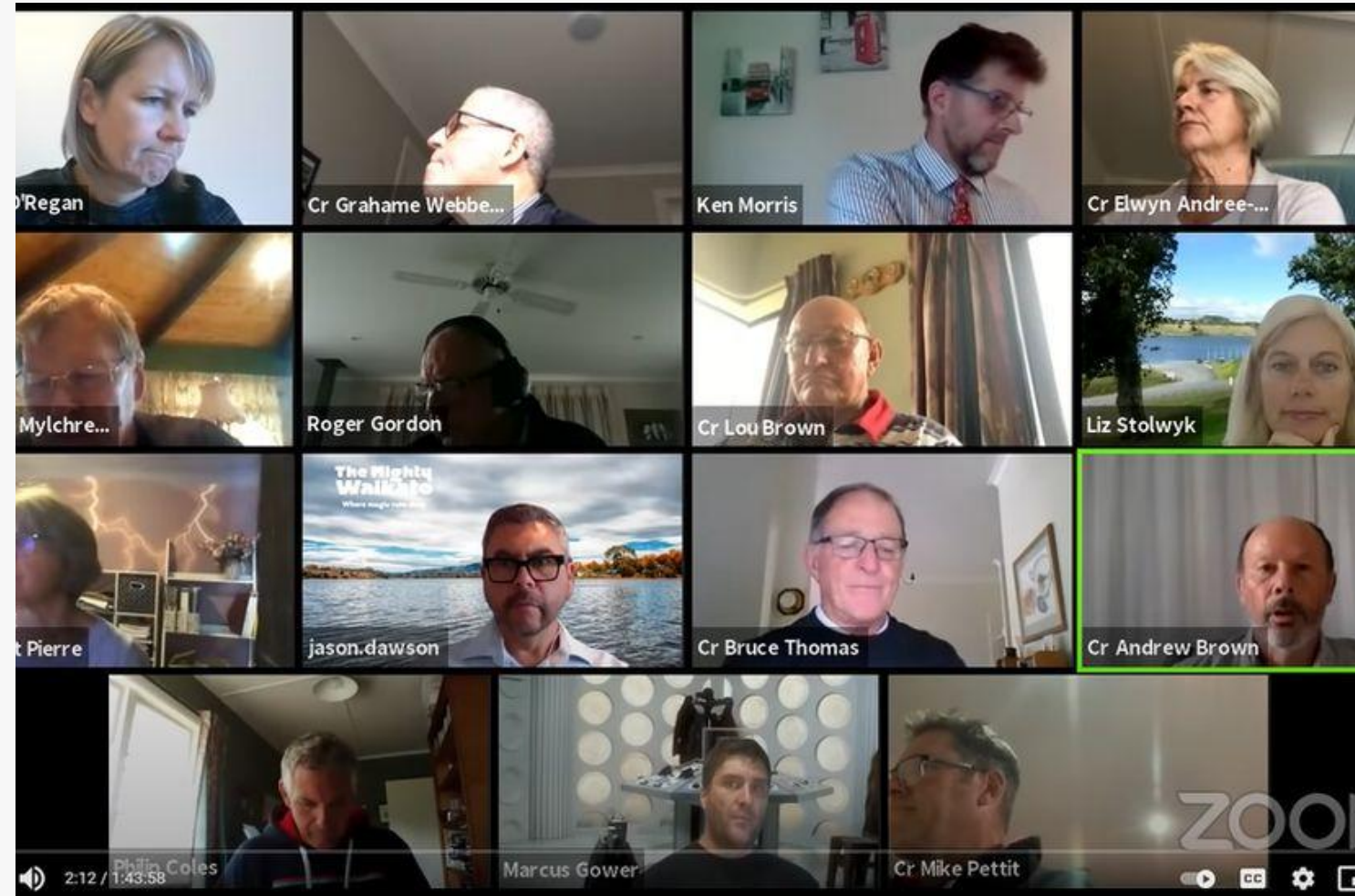




Question 3-4: Describe a picture

Directions: In this part of the test, you will describe the picture on your screen in as much detail as you can.

You will have 45 seconds to prepare your response. Then you will have 30 seconds to speak about the picture.





Question 5-9: Respond to questions

Directions: In this part of the test, you will answer three questions. You will have three seconds to prepare after you hear each question.

You will have 15 seconds to respond to Questions 5 to 8 and 30 seconds to respond to Question 9.

Question 5:

Do you send and receive emails regularly?

Question 6:

Who do you usually communicate with online?

Question 7:

Do you prefer to work from home or at an office?

Question 8:

Why do you think some people prefer to work remotely?

Question 9:

Do you think more people will work from home in the future?

Pod 2 Hybrid Schedules

		Day of the Week				
Location	Person	Monday	Tuesday	Wednesday	Thursday	Friday
MRB III	Cindy	Remote	Remote	In Person	In Person	In Person
	Tiffany	In Person	In Person	In Person	Remote	Remote
	Jennifer	Please see Variable Schedule below				
	David	Please see Variable Schedule below				
	Christopher	Please see Variable Schedule below				
Light Hall	Robert	Remote	In Person	In Person	In Person	In Person
	Stephanie	In Person	In Person	In Person	In Person	Remote
	Sterrett	In Person	In Person	In Person	Remote	Remote
Preston Research Building	Nicole	In Person	Remote	Remote	Remote	In Person
	TBD	TBD	TBD	TBD	TBD	TBD
Robinson Research Building	Emma	In Person	Remote	Remote	In Person	Remote
	Carol	Remote	Remote	In Person	In Person	In Person
	Soyoung	In Person	In Person	Remote	Remote	Remote
MRB IV	Mary	In Person	In Person	In Person	In Person	In Person
	Celeste	Remote	Remote	Remote	Remote	Remote



Question 10-12: Respond to questions using information provided

Directions: In this part of the test, you will answer three questions based on the information provided. You will have 45 seconds to read the information before the questions begin. You will have three seconds to prepare after you hear each question. You will have 15 seconds to respond to Questions 10 and 11 and 30 seconds to respond to Question 12.

Pod 2 Hybrid Schedules

Pod 2 Hybrid Schedules						
Day of the Week						
Location	Person	Monday	Tuesday	Wednesday	Thursday	Friday
MRB III	Cindy	Remote	Remote	In Person	In Person	In Person
	Tiffany	In Person	In Person	In Person	Remote	Remote
	Jennifer	Please see Variable Schedule below				
	David	Please see Variable Schedule below				
	Christopher	Please see Variable Schedule below				
Light Hall	Robert	Remote	In Person	In Person	In Person	In Person
	Stephanie	In Person	In Person	In Person	In Person	Remote
	Sterrett	In Person	In Person	In Person	Remote	Remote
Preston Research Building	Nicole	In Person	Remote	Remote	Remote	In Person
	TBD	TBD	TBD	TBD	TBD	TBD
Robinson Research Building	Emma	In Person	Remote	Remote	In Person	Remote
	Carol	Remote	Remote	In Person	In Person	In Person
	Soyoung	In Person	In Person	Remote	Remote	Remote
MRB IV	Mary	In Person	In Person	In Person	In Person	In Person
	Celeste	Remote	Remote	Remote	Remote	Remote

Hello, I'm Tiffany Lee. I'm calling about the new work schedule. Could you please give me more information about it?

Question 10:

Who are going to work at Preston Research Building?

Question 11:

Who will work remotely on Tuesday?

Question 12:

What day of the week will be most suitable for in-person team meeting?



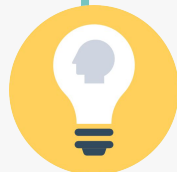
Question 13: Express an Opinion

Directions: In this part of the test, you will give your opinion about a specific topic. Be sure to say as much as you can in the time allowed. You will have 30 seconds to prepare. Then you will have 60 seconds to speak.



Many people believe that to cut down on air pollution and traffic congestion, companies should allow more employees to work from home. Do you agree?

Use specific reasons and examples to support your answers.



USEFUL LANGUAGE:

Personally, I think employers should.....

That's because

Another reason is

I think that

Reflection



- What I've done well today
- What I want to do better on
- Pronunciation focus