

SECTION 2 Questions 15–27

Read the text below and answer Questions 15–20.

A day in the life of a care worker

Care workers in Britain provide elderly and disabled people with the opportunity to remain independent at home, rather than moving into a care home. For those interested in the work, here is what a typical day could be like for a trained care worker.

Care workers often start early, as the first client of the day may need help getting out of bed and putting on their clothes; they may suffer from a condition that prevents them from doing this easily. Providing these services helps clients to look and feel as good as possible when beginning their day. The care worker may then help to cook breakfast for the client, and this is often a good time to enjoy a conversation and catch up on how they are feeling. Many clients appreciate being able to chat to someone regularly, as some may have no family members or friends living nearby. Next, the care worker may take the opportunity to do some basic housework for the client. Housework is often something that elderly people or people with disabilities may not be able to do themselves. Even something as simple as hoovering the living room can make a huge difference to a client's day. Of course, there may be the breakfast dishes to do as well.

Later in the morning, the care worker may move on to another client in order to help them prepare their midday meal. Care workers try to ensure this is healthy because it is so important to keep clients fit and well. When that's finished, the care worker may help the client to carry out their shopping by going with them to the local supermarket.

During the afternoon, a care worker may help a third client with an outdoor activity, which could involve going for a short walk in the local area or taking the laundry to the launderette. Elderly people may not feel confident going far on their own, so having company can be a great help.

The care worker may participate in cooking dinner with their last client and, before going home, they may also get out their client's medication. This ensures the client remembers to take it before going to bed.

Questions 15–20

Complete the flowchart below.

Choose **ONE WORD ONLY** from the text for each answer.

Write your answers in boxes 15–20 on your answer sheet.

A day in the life of a care worker

It's an early start for the first client. You may have to help the client get up and dressed if they have a **15** that makes this challenging.



The next task may be cooking breakfast and it's nice to have some **16** at this time.



It may be a good idea to do some housework after this, such as **17** and washing up.



You may then visit a second client and help them get a **18** lunch ready.



Lunch may be followed by some **19**



Afterwards, a third client may need help with an activity that involves going out of their home, such as doing their **20**



You may cook dinner with the final client of the day and also remind them about their medication.

Read the text below and answer Questions 21–27.

How to find a good balance between your work and your personal life

A good work–life balance is beneficial to everyone. But how can it be achieved?

The first step is to take a serious look at the amount of time you are devoting to work and set about reducing it. The main benefit most people notice once they stop working too much is an improvement in their general health and wellbeing.

Tips for a healthy work–life balance

A recent study showed office workers spend approximately 1,700 hours a year in front of a computer. Ensure that your workstation is set up so you're as comfortable as possible and this will help to minimise the chance of any injuries.

Whether it's making a hot drink, going for a walk or simply chatting with a colleague, regular breaks are vital. Your brain needs a break roughly every 90 minutes or concentration declines, leaving you with difficulty focusing and feeling sleepy.

Setting goals for both your professional and personal life is great. Remember though, to make these realistic, because setting an unattainable goal is the quickest way to damage your confidence.

Activities such as sports and gymnastics are known to decrease tension and increase endurance, two important factors towards achieving a healthy work–life balance. They also boost your belief that you can do whatever you are faced with.

Sometimes it's easier said than done, but if you're juggling numerous pieces of work on a daily basis, learning to prioritise is key. Try to break down your work into various categories, depending on how urgent and important each piece of work is. This will help you to plan your day and achieve more.

Ensure you have time to do the things that make you happy. If you've got nothing nice to look forward to and can only see a long line of work days ahead of you, this can easily become overwhelming and ultimately hinder your productivity.

It's there for a reason and there are no prizes for giving it up, so make sure you take your annual holiday entitlement. You don't have to be going on an exotic foreign trip – maybe you just fancy a rest day watching films or you want to take some time off to spend with a friend you don't see enough.

Family, friends and favourite pets are the ultimate life enhancers. From evenings out to simply taking a walk in the sunshine, spending time with the ones you love is the best way to unwind fully and feel the effects of a good work–life balance.

Questions 21–27

Complete the sentences below.

Choose **ONE WORD ONLY** from the text for each answer.

Write your answers in boxes 21–27 on your answer sheet.

- 21 People who cut down the hours they work gain most from feeling better physically and experiencing an increased sense of
- 22 It is important that those who work at desks avoid by checking their chair, work surface and screen are in the best position.
- 23 Having targets to work towards is useful but they should be
- 24 When there are many different tasks to do, the ability to them is vital.
- 25 People who give up all treats in their personal time may find their decreases.
- 26 It is wise to use the full amount of allowance every year.
- 27 Making time to do things with close companions, relatives or is a great way to relax.