

COMMUNICATION

Discussing different work schedules

LEVEL

Intermediate (B1)

NUMBER

EN_B1_2031X

LANGUAGE

English

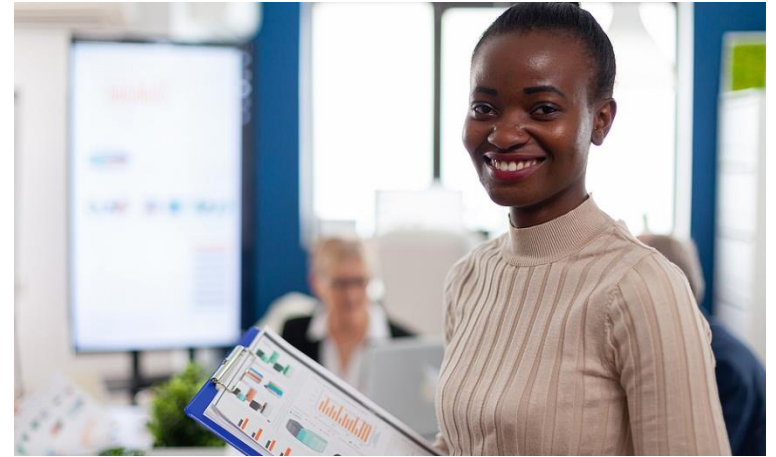
Learning outcomes

- I can interpret a chart, graph or poll related to a variety of working hours.
- I can compare different working hours and say what works best for me.



Warm-up

**Would you rather work
in an office or at home?**



**What do you like most
about your job?**



Discuss

The managers at Lennard and Sons, a U.S.-based company, want to find out how happy their employees are.

What are some ways they can find this information out?



Survey

1. **Read** the results of the survey at Lennard and Sons. 2. **Answer** the questions below.

What is most important to employees in their work schedule at Lennard and Sons?



All 100 employees at Lennard and Sons participated in the survey. Nearly 3 in 5 said that their work schedule had a negative impact on the time they got to spend with their loved ones. Approximately 30% reported working 46-50 hours per week.



Nearly 25% said that their work schedule allowed them to sleep at least 7 hours a night. However, more than a quarter of employees said that they would prefer working one day less per week.



Surprisingly, 38% of the employees at Lennard and Sons reported that they 'always' or 'often' worked through their lunch breaks. Only 29% said that they worked the same schedule every week. Data shows that changing schedules can have a big impact on happiness.

How many days would you prefer to work each week?
Why?

What's the impact of working through your lunch break?

Do you think the employees at Lennard and Sons are happy? Why or why not?



Matching

Match the sentences on the left with a similar meaning on the right.

1 **Nearly 3 in 5** think their work schedule has a negative impact on their health.

2 **Just under half** of all employees reported eating lunch at their desks at least three times a week.

3 **A quarter** of employees think that the work week should be one day shorter.

4 **76%** of employees say they would like more time to spend with their families.

5 On a list of the top 10 most important factors to think about, employees ranked flexibility as **number 3**.

a That's **25%** of the employees.

b That's **nearly 60%** of all participants.

c That's the **third most important** factor.

d That's **nearly 50%** of all employees.

e That's **just over three quarters** of employees.



Discuss

1. **Reflect** on the information you were given on the previous slides.
2. **Discuss** the question below in breakout rooms or together as a class.

Based on the survey results ...

...what changes could Lennard and Sons make to improve employee happiness?





Phrases with *working*

Read the **phrases** below. Which ones have you heard before?

1 **working overtime**

2 **working in shifts**

3 **working round the clock**

4 **working from home**

5 **working 9 to 5**



Can you use these phrases in a sentence to describe your work schedule?



Different work schedules

1. **Look** at the work schedules on the right. 2. **Match** them with the correct description.

1

4/10: In this schedule, employees work four 10-hour days, for a total of 40 hours each week.

2

9-9-6: Employees using this schedule work 9 AM to 9 PM six days, for a total of 72 hours each week.

3

9/80: This work schedule gives employees an extra day off during each two-week cycle.

a

Sun	Mon	Tue	Wed	Th	Fri	Sat
	9	9	9	9	8	
	9	9	9	9		

b

Sun	Mon	Tue	Wed	Th	Fri	Sat
	12	12	12	12	12	12
	12	12	12	12	12	12

c

Sun	Mon	Tue	Wed	Th	Fri	Sat
	10	10	10	10		
	10	10	10	10		

1. Which work schedule would you like to try? Which one would you not like to try?
2. What are some other work schedules that you know of?

Company benefits and perks

Benefits and **perks** attract employees and help them perform a job better.

1. Which benefits and perks are important to you?

2. **Compare** your ideas with your classmates!



paid family leave

free gym
membership

health insurance

paid time off

four-day work
week

flexible hours

free food in the
office

onsite daycare

standing desks

Important

Not important



Discuss

Answer the question.

**What are some
benefits and perks at
your company?**

**Share your answer with the
rest of the class!**





Group activity

1. **Imagine** you and your classmates work at the same company.
2. **Choose 3** benefits and perks from the list.
3. **Use** the phrases in the red box below to convince your classmates of your choices.



paid family leave

free gym
membership

health insurance

paid time off

four-day work
week

flexible hours

free food in the
office

onsite daycare

standing desks

- Personally...
- In my experience...
- What I've found is...
- As I see it...

Class Benefits and Perks

1. _____
2. _____
3. _____



Discuss

Answer the questions.

How many hours a week would you prefer to work? Why?



At what time of day do you feel most productive at work?



Time to talk!

Take turns choosing a question below and **ask a classmate** to find out more about them.



- How could you improve your work-life balance?
- What are some things that would make you feel happier at work?
- Is there a law in your country about how many hours a week people can work?



End of the lesson

Idiom

Change of pace.

Meaning: to do something different from the normal routine

Example: She needed a change of pace, so she applied for a new job.



Additional practice



What's important to you in a work schedule?

1. **Read** these factors 2. **Reorder** them from **most** to **least** important. 3. **Explain** your answer.

1



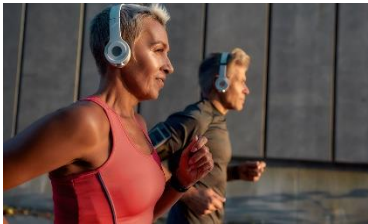
A schedule that allows me to get enough sleep

2



A consistent schedule

3



A schedule that doesn't negatively affect my health

4



A schedule that allows me to spend quality time with my loved ones



Discuss



What is your work schedule like?

How many days a week do you work?

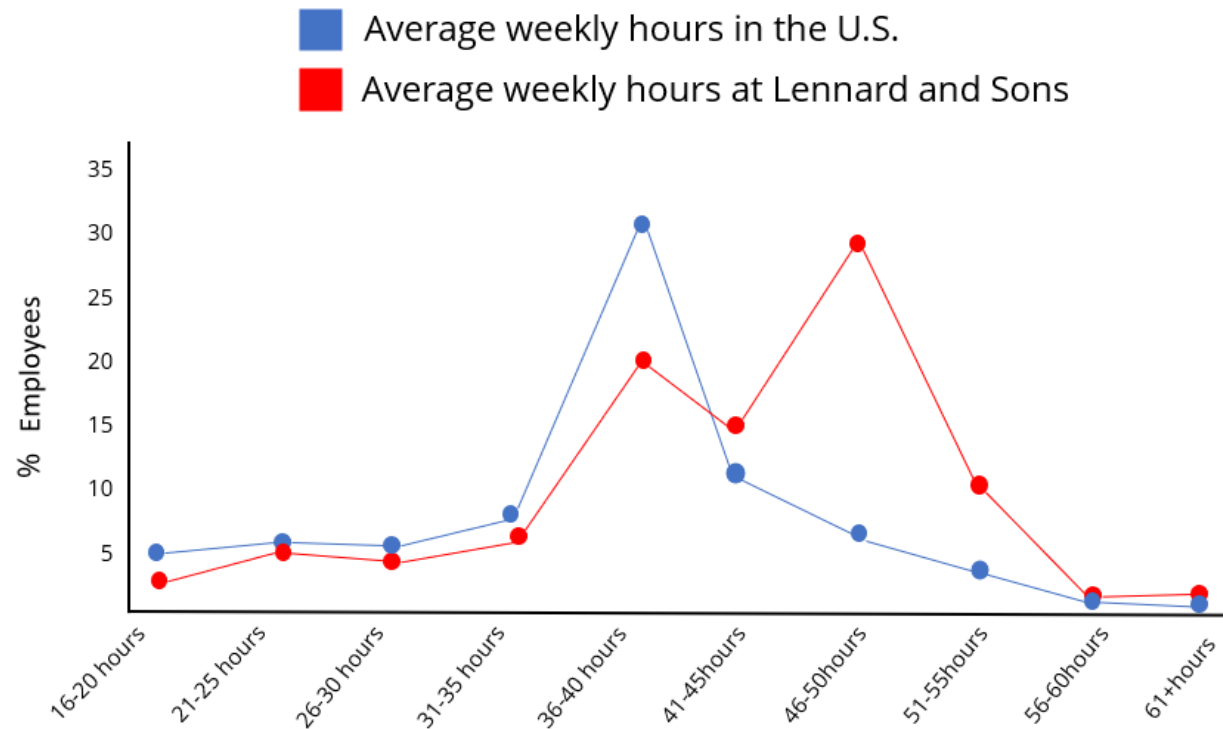
How many hours a day do you work?

What time do you usually begin work?
What time do you usually finish?



Interpreting a graph

Look at the graph and answer the questions below. Try to use some of the phrases in the red box.



- compared to
- in contrast to
- similar to
- unlike
- however
- more than/less than x% of employees...
- nearly
- approximately

1. How would you describe the weekly hours at Lennard and Sons compared to the average weekly hours in the U.S?
2. Is your company more similar to the U.S average or to the average at Lennard and Sons?



Prepare a presentation

Your teacher will give you **one** of the topics below.

Take **2 minutes** to plan a short presentation. You must **argue** that your work schedule is **the best** (even if you disagree!) After the presentations, your teacher will lead a **debate**.

Working some overtime

What are the advantages of working overtime? What are the disadvantages?

Working in shifts

What are the advantages of shift work? What are the disadvantages?

Working from home

What are the advantages of working from home? What are the disadvantages?

Working 9 to 5

What are the advantages of working 9 to 5? What are the disadvantages?

Working over 60 hours a week

What are the advantages of working over 60 hours a week? What are the disadvantages?





Discuss

What effect can a changing work schedule have on our quality of life?



Is working overtime a sign of poor time management or hard work? Give a reason for your answer.



Answer key

P.6: 1. (b.) 2. (d.) 3. (a.) 4. (e.) 5. (c.)

P.9: 1. (c.) 2. (b.) 3. (a.)



Summary

Work schedules

- People work very different numbers of hours per week
- This depends on their job, where they live, and their gender, among other things
- About 30% of Americans work between 36-40 hours a week

Making sense of graphs and surveys

- Graphs show increases and decreases in values very clearly
- When reading graphs and surveys, we often use words like *nearly* and *approximately*
- We also use phrases like *1 in 5* or *1 in 4* to talk about graph and survey data

What is important to you?

- *Personally,... In my experience*
- *What I've found is... As I see it..*
- *I don't know about other people, but... What I like/dislike is...*

Real-life language

- Working overtime, working in shifts
- Working round the clock, working from home
- Working 9 to 5



Vocabulary

better/worse

more/less

more than x% of workers...

less than x% of workers...

nearly

approximately

working overtime

working in shifts

working round the clock

working from home

working 9 to 5

personally...

as I see it...

In my experience...

I don't know about other people, but for me...

What I've found is...

What I like/dislike is...

