UNIT

2

Work and leisure

'If you like what you do, it's not work.'
Maria Fiorini Ramirez, US business executive

OVERVIEW

VOCABULARY 1 Days, months, dates

READING

Describing your routine

LANGUAGE FOCUS 1
Present simple

VOCABULARY 2 Leisure activities

LISTENING

Working and relaxing

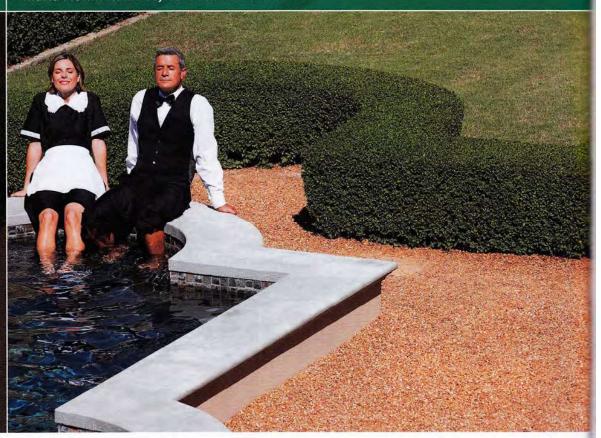
LANGUAGE FOCUS 2 Adverbs and expressions of frequency

SKILLS

Talking about work and leisure

CASE STUDY

Hudson Design Inc.



STARTING UP

A What do people want from work? Discuss in pairs.

a large office, nice colleagues, ...

B Work in pairs. Make three word partnerships in each section to find out what four people want from work.

1	high-	colleagues	2	company	phone	3	friendly	security	4	fast	facilities
	long	salary		mobile	facilities		travel	opportunities		flexible	promotion
	helpful	holidays		parking	car		job	boss		sports	hours

(I) CD1,17-1.20 Now listen and check the word partnerships they use.

- Match six of the word partnerships in Exercise B to their meanings (1–6).
 - 1 a lot of money

high salary

- 2 a lot of time away from work
- 3 good people to work with
- 4 the chance to go to different places on business
- 5 move quickly to a higher position at work
- 6 you can change the times when you start and finish work
- What do you want from work? Use the word partnerships from Exercise B and make a list. Work in pairs. Compare your lists and choose the five most important things.

VOC	ABULARY 1
Days,	months, dates

riday unday		Monday 1 Thursday	Saturday Wednesday	Tuesday
Vrite t	he mon	ths of the year und	er the correct seasor	ıs.
June		nuary August Dece	ember February November July	
Mav	October			
May Spring	October	Summer	Autumn	Winter

Complete these time phrases with *in*, *at* or *on*. Then write the phrases under the correct preposition in the table below.

1	at night		4	Thursday	7	June
2	the aut	umn	5	the afternoon	8	New Year
3	15th Fe	ebruary	6	Tuesday evening	9	the weekend
in (>	(3)	at (x3))	on (x3)		
		at nie	ght			

- D 🕩 CD1.21 Listen and check your answers to Exercise C.
- E Complete these sentences with in, at or on.
 - 1 We have a lot of big orders in March.
 - ${\bf 2} \quad \text{The office closes for three days} \dots \dots \text{New Year.}$
 - ${\bf 3} \quad \text{There is an important meeting} \ldots \ldots {\bf 15} \text{th June.}$
 - 4 The CEO visits our branch.....the summer.
 - 5 We deliver large goods Monday afternoons.



B. Imalways bosy on rionadys.

- Work in pairs. When are you busy during the day, week and year? What are the quiet times?
 - A: When are you busy during the day?
 - B: I'm very busy in the morning. When are the quiet times for you?
 - A: Business is quiet in the summer. Which days are you busy during the week?
 - B: I'm always busy on Mondays.
- G Write about yourself, your company or your school.
 - · When are the busy times?
 - · When are the quiet times?
 - · Which moments in the year do you particularly enjoy? Why?

READING

Describing your routine

A Before you read the article, discuss these questions.

- 1 What do you think is a typical day in the life of the CEO of a big company?
- 2 How much time do CEOs spend travelling?
- 3 Do CEOs need holidays?
- B Look through this article. Can you find any of the ideas you discussed in Exercise A?

FT

Business diary: Eugene Kaspersky

by Mary Watkins

Eugene Kaspersky is CEO of Kaspersky Lab, the Russian security software company. The company is based in Moscow and has offices in 29 countries. Its main competitor is Symantec. Most of the company's sales are outside Russia.

Kaspersky spends 50% of his time in Moscow, but the other 50% he travels. He is often away for more than three weeks at a time. When he is away, he attends meetings, goes to trade shows and sometimes gives presentations. When he is in the office, he spends time talking informally to colleagues – at their desks or in the company restaurant.

The Moscow office is like a big family. Many people in the 20 office are friends. Some go on holiday together. Everyone dresses informally. Kaspersky normally wears shirts and jeans, but he has a suit for important meetings with 25 presidents and prime ministers.

In Moscow, he does not get up early, especially after a business trip. "On some business trips, I only get three or four hours' sleep a night, so I need to relax," says Kaspersky. At the end of a busy Moscow office day, he goes to the gym with his personal trainer. "It's a great way to relax after a busy day in the office." If he can, 35 he also takes two days off a month.

Holidays are important too. "In winter, I go skiing. In the summer, I often go to the mountains, where I can't use the Internet or my mobile phone. But I can get a satellite connection."



Answer these questions.

- 1 Is Kaspersky a formal or informal CEO?
- 2 Is most of his business in Russia or in other countries?
- 3 Does he work 24/7 (24 hours a day, seven days a week)?

D Decide whether these statements are true (T) or false (F). Correct the false ones.

- 1 Kaspersky travels a lot. T
- 2 He wears formal business clothes in the office.
- 3 He gets up early every day.
- 4 He goes to the gym after work.
- 5 He likes to have time to relax when he's in Moscow.
- 6 He only has holidays in summer.

No.	E In ea	ch box, n	natch th	e words tha	at go toget	her.			
	1 tr	ade	a)	trip	5	attend	e)	presentations	
	2 b	usiness	b)	show	6	give	f)	skiing	
		ersonal		day		spend	g)	meetings	
	4 0		d)	trainer	8	go	h)	time	
	I get I arri	1100/21/21	rk/schoo	u r partner a ol at	bout your	day and yo	ur holid	days.	
Present simple		e use the p ravel on bu		mple to talk a		and work rou k long hours.			
		add an -s attends n		erb for <i>he/she</i>		rk s in Tokyo.			
	Th	e use do ai ey don't w you drive	ork late.	n negatives a	She doe	ons. e sn't leave w e travel in his		8 p.m.	
*							. 5 000000	⇒ page 146	
	Cana	Darren Throop works for Entertainment One, a media company in Toronto, Canada. Complete the article below about his working day using the verbs from the box.							
	chec	ks does	drives	finishes ge	ts has li	kes makes	spend	s travels	
	house for his e-mai	² some 6 At about 6 two daugh s in his ho	exercise in 5.30, he ters. Then me office.	up at 6 a.m.; n the gym in ³ break he ⁴ He	his of tin fast He. his He	me in meeting 	gs and on office da busine	a lot conference calls. y at about 5 p.m. ss a lot, so he s free time with	
Table 1		olete this erbs in b			Masami K	imura. Use	the co	rrect form of	
	(go) t	o an intern	national so		sband's nam	e is Seito. He		They	
	Seito	6	(drive) to	yo, near Shinj work. We bot ⁸ (<i>play</i>) go	h ⁷	(like) sports	and trav		
	C Write	a parag	raph like	e the one in	Exercise	B about you	urself.		

Leisure activities

A Complete the leisure activities below using words from the box. Sometimes more than one answer is possible.

going	to listening to p	olaying	watching	
1 pla	ying golf		7	football
2	TV		8	the gym
3	restaurants		9	concerts
4	music (on my	iPod)	10	the guitar
5	tennis		11	DVDs
6	the cinema		12	computer games

Talk about your leisure activities. Use the verbs in box 1 and the time phrases in box 2.

I love running at the weekend.

I like going to the cinema on Friday night.

1	love	2 at the weekend
	like	on Friday/Saturday night
	quite like	in the summer/winter
	don't like	in August/December
		in the morning/afternoon/evening



Working and relaxing

A CD1.22 Listen to the first part of an interview with Ros Pomeroy. What does she like most about her job?

B 🕩 CD1.22 Listen again and complete these notes.



Ros Pomeroy

• in her own in front of a screen

• on the

C CD1.23 Listen to the second part of the interview and answer these questions.

1 What two things sometimes make it difficult to find enough time for leisure?

2 Overall, does Ros have enough time for leisure?

Watch the interview on the **DVD-ROM.**

D	In pairs,	predict what Ros	likes	doing	to relax.

E • CD1.24 Listen to the final part and check your answers.

In pairs, discuss what you like doing to relax.

LANGUAGE FOCUS 2

Adverbs and expressions of frequency

- We use adverbs of frequency with the present simple to say how often we do things. never sometimes often usually always
- · They often go:
 - before the main verb: Karla sometimes works from home.
 - after the verb to be: I am never at work before 9 a.m.
- Expressions of frequency can go at the beginning or the end of a sentence.
 Two nights a week, he works late at the office.
 He works from home once a month.



A Write the words in brackets in the correct place in these sentences.

usually

- 1 She gets up early. (usually)
- 2 They start their first meeting at nine o'clock. (always)
- 3 We are late for meetings. (never)
- 4 I am busy in the afternoon. (often)
- 5 The office closes at 3 p.m. (sometimes)



Read these pairs of sentences. Cross out the incorrect word in sentence b) of each pair.

- 1 a) He reads the papers every day.
 - b) He always /sometimes reads the papers.
- 2 a) We eat in the company cafeteria four times a week.
 - b) We usually /sometimes eat in the company cafeteria.
- 3 a) I work late once a month.
 - b) I usually /sometimes work late.
- 4 a) The managers don't go to business dinners at the weekend.
 - b) The managers never / sometimes go to business dinners at the weekend.
- 5 a) The Company Director travels on business twice a week.
 - b) The Company Director always /often travels on business.

		Mark	Isabelle	Dan
1	What do you do when you get to work?	Say hello to colleagues, check e-mail		
2	Where do you have lunch?			
3	How often do you travel on business?			
4	What do you do at the weekend?			

- Work in pairs. Ask and answer the questions in Exercise C.
- Work in pairs. Ask and answer these questions. Add your own questions.

How often do you ...

- 1 play sports?
- 2 use a mobile phone?
- 3 drive to work/college/university?
- 4 go to a gym / fitness centre?
- 5 entertain at home?
- 6 go on business trips?
- 7 go abroad on holiday?
- 8 buy a newspaper/magazine?

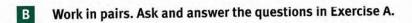
SKILLS

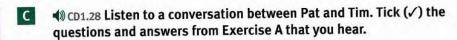
Talking about work and leisure

A Match the questions (1–6) to the answers (a–f).

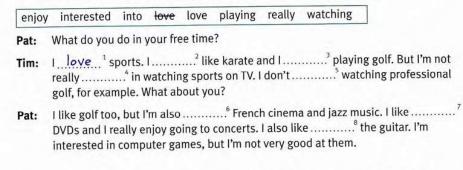
- 1 What do you do in your job? -
- 2 What do you like best about your job?
- 3 How many hours a week do you work/study?
- 4 When do you finish work?
- 5 Do you meet your colleagues after work?
- 6 What do you do in your free time?

- a) Usually about six o'clock.
- -b) I manage a web team at an IT company.
- c) From time to time. We sometimes go for a meal.
- d) I play golf.
- e) I work flexible hours, which is great.
- f) Between 30 and 35 hours.





CD1.28 Complete the extract below from the conversation using the words from the box. Then listen again to check.





Watch the conversation on the **DVD-ROM**.



Work in pairs. Tell your partner how you feel about your work or studies. Use phrases from the Useful language box below.

I really enjoy having flexible hours. I don't enjoy doing overtime.

I like my boss/colleagues. I don't like long meetings.

Work in pairs. Ask and answer questions about what you do in your free time. Use phrases from the Useful language box.

A: What do you do at the weekend? B: I usually visit friends.

G Change partners. Tell your new partner about your first partner's likes and dislikes.

John likes playing football on Saturdays. He doesn't like writing e-mails.

USEFUL LANGUAGE

ASKING QUESTIONS

What do you do

at work / in your studies? during the day? in your free time? at the weekend? after work? in the evening? Yes, I do. / No, I don't. EXPRESSING FEELINGS

I like/love ...
I'm really into ...
I'm keen on ...

I don't like ...
I'm not into ...

I'm keen on ... I really enjoy ... He isn't really keen on ...

I'm interested in ...

She doesn't enjoy ... We aren't interested in ...

Do you like ...? How often do you ...?

Case study

HUDSON DESIGN INC.

Why are staff unhappy at a design business?

Background

Hudson Design is based in New York. It designs websites for companies. Hudson's head office is in an expensive area of the city. It is on the 20th floor, and staff have a beautiful view of New York. The company is making a lot of money. However, many employees are unhappy, and the owners are worried that some will leave. A team from Human Resources is interviewing people in different departments: a receptionist, a website developer, a writer and a graphic designer.

CD1.29 Listen to a member of Human Resources interviewing one of the company's employees. Discuss what the employee likes and dislikes about his work. In your opinion, how should he solve his problem?

Task

1 Work in pairs.

Student A: See right.
Student B: Turn to page 135 and choose one role.

Read your role card and prepare for the interview.

- 2 Do the interview.
- 3 Meet as two groups: interviewers and employees. Make a list of the problems and decide which ones are important.
- 4 Meet as one group and choose three working conditions to change at Hudson Design.

Student A

Imagine that you work for Hudson Design. Write an e-mail to Human Resources.

Interviewer (Human Resources)

Interview a staff member and ask questions. Note down the answers.

- Position: (What / job?)
- Routine: (What / do / each day?)
- Hours: (What / hours / work?)
- Breaks: (How often / breaks?)
- Lunch: (When and where / have lunch?)
- Feelings about job: (What / like / not like about job?)

Writing

Tell them what you:

• like about your job
• don't like about your job
• want to change in the company.

— Writing file page 126