

## **VOCABULARY: Workplace**

**Activity 1.** Match the business terms in column A with their correct definitions in column B.

**A**

1. Application **F**
2. Colleague **G**
3. Deadline **H**
4. Interview **A**
5. Promotion **I**
6. Salary **B**
7. Sick leave **C**
8. Vacation **D**
9. Workplace **E**

**B**

- a) A meeting with a potential employer to discuss a Job.
- b) The amount of money you are paid for your work.
- c) A period of time when you are not at work because you are ill.
- d) A period of time when you are not at work for pleasure.
- e) The place where you work.
- f) A request for a job.
- g) A person who works with you.
- h) The date by which something must be done.
- i) A raise in your job position and pay.

**Activity 2.** Fill in the gap with the correct word in the box.

1. I have a job **interview** on Monday.
2. I need to finish this project by the **deadline**
3. I'm taking **vacation** next week.
4. My **family** is very supportive.
5. I'm hoping to get a **promotion** soon.
6. I'm calling in **sick leave** today because I'm not feeling well.
7. I love my **workplace**. It's a great place to work.
- 8.. My **salary** is \$50,000 per year.

## **GRAMMAR: <To+infinitive> and <-ing> form**

Take this quiz to know if you have a good work-life balance. Answer these questions and say if they are T (true) or F (false) for you.

1. **enjoy reading** and **watching** television.
2. I never think **about answering** emails in my free time.
3. This year, I **intend to take** my maternity leave.
4. I always get up early **to make sure** I arrive on time to my office.
5. I think it's **important to take** a break for lunch.

→ If you answered **true** to most or all the questions, then you are probably doing a good job of maintaining work-life balance.

→ If you answered **false** to several of the questions, then you may need to make some changes to improve your work-life balance.

### **ACTIVITIES**

1. Look at the verb patterns in bold in the above quiz. Write the correct verb pattern that matches the following words in bold.

1. We use **the <to+infinitive> form** when it follows an adjective: Important to take
2. We use **the <-ing> form** when it follows a preposition: Answering
3. We use **<to + infinitive> form** to express purpose: to make sure
4. The **<-ing> form** often comes after verbs about likes and dislikes: enjoy reading
5. **<To + infinitive>** form often comes after verbs about making plans and decisions: Intend to take

2. Match the first part of each sentence (A) with the second part (B) to create complete sentences using the correct form of the verbs in brackets. Choose either <to + infinitive> or <-ing> based on the context.

#### **Part A (Sentences)**

1. I need **A**
2. He enjoys **B**
3. She decided **C**
4. We plan **E**
5. They discussed **D**

#### **Part B (Verb forms in brackets)**

- a. (to start) working on this project next week.
- b. (to attend) the training sessions regularly.
- c. (to be) a Manager when she was in college.
- d. (to improve) their teamwork skills this year.
- e. (discuss) the budget for the upcoming fiscal year.

### **3. Work in pairs.** What do you want to do?

- Think about three things you want to do in the future and make a list. In pairs, create dialogues in which you express your intentions to do the things on the list. Then, think about three things you are doing right now and make a list. In pairs, create dialogues in which you describe what you are doing.
  - Work From Home
  - Big Salary
  - Flexibility

### **4. Picture your company making a **survey** to their employees about their work-life balance.**

- a) Write three questions that would be asked in this survey.
  - b) Subsequently, ask these questions to your partner and begin a conversation regarding the significance of maintaining a healthy work-life balance.
  - c) Explore how these questions could contribute to foster a more supportive and balanced work environment.
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- a) 1. How do you feel when you think about coming to work?  
2. You feel disconnected from work when it ends?  
3. What is the part of your job that you value the most?

**Early Finishers/Advanced** → Work in pairs. One student chooses a word from the vocabulary and writes it on a piece of paper. The other student will try to guess the word by asking Yes / No questions. The student with the paper can only answer "yes" or "no". If the other student guesses the word correctly, gets a point. If the other student guesses the word incorrectly, the student with the paper gets a point. Continue playing until all the words have been guessed.