

VOCABULARY: Workplace

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

A	B
1. Application F	a) A meeting with a potential employer to discuss a Job.
2. Colleague G	b) The amount of money you are paid for your work.
3. Deadline H	c) A period of time when you are not at work because you are ill.
4. Interview A	d) A period of time when you are not at work for pleasure.
5. Promotion I	e) The place where you work.
6. Salary B	f) A request for a job.
7. Sick leave C	g) A person who works with you.
8. Vacation D	h) The date by which something must be done.
9. Workplace E	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. | 5. I'm hoping to get a promotion soon. |
| 2. I need to finish this project by the deadline | 6. I'm calling in sick leave today because I'm not feeling well. |
| 3. I'm taking vacation next week. | 7. I love my workplace . It's a great place to work. |
| 4. My family is very supportive. | 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.

- 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.