

02

Work-life balance

Choose the job you love, then you'll never have to work a day in your life ...

Confucius

How many hours do you work each week?

Learning objectives: Unit 2

Business communication skills Discussing work-life balance; Fluency: Talking about work routines; Completing a questionnaire on exercise; Discussing exercise and ways to relax

Reading Article about work-life balance; Profile of a business executive's typical day; Article about exercise and lifestyle

Listening Conversation about someone's new job

Phrase bank Talking about routines

Vocabulary Work and routines, Phrasal verbs, *do* as an auxiliary

Grammar Adverbs of frequency, Time phrases

1 Complete this extract from an article about work-life balance with the numbers in the box.

2 1,625 3 48 76,700

A new study shows that full-time male workers in Britain work (a) 2 hours per week longer than the European average. The long hours culture is still a problem for many workers in this country, despite the recent growth of part-time jobs.

Despite a fall in the number of people working very long hours, (b) _____ million employees still work more than (c) _____ hours – around 1 in 8. Excessive working time is linked with the development of health problems like heart disease, diabetes, stress and depression. It can also lead to poor performance and absenteeism, and takes time away from things like training and education, which are necessary for economic success.

The average UK worker spends (d) _____ hours a year at work, yet only produces (e) \$_____ in GDP value.

Source: <http://touchstoneblog.org.uk/2013/01/british-men-are-working-the-longest-hours-in-europe/>

2 Look at page 130 to check your answers in 1. Then discuss the questions with a partner.

- a What is the situation like in your country?
- b Do you think this situation will change in the future?

3 Read the profile of a leading executive and answer the questions.

- a What time does Sally McDermott start work in the morning?
- b What time does she normally get to the office?
- c How long does she take off for lunch?
- d Why does she prefer to call people rather than send an email?
- e How often does she have to work at the weekend?

A day in the life of Sally McDermott



Sally McDermott is the international operations manager of a major telecoms company, with operations in most of Europe and Latin America. Her career has included periods of work in Portugal, Paris and London. She speaks Spanish, French and Russian, as well as English.

'People often ask me how I manage to combine a successful career with family life. The secret is that I don't need much sleep! Five hours is enough, so by 5.30 am I am usually up, reading reports and checking emails on my smartphone. Then I have breakfast at 8 am, together with my husband, Derek, and my 15-year-old daughter, Katie.

I go to work in a taxi which picks me up at 8.30 am every day. On the way to work I look through the daily papers. It normally takes us about 20 minutes to get to the office. When I arrive my secretary joins me and we go through any correspondence and plan the day. I make decisions about appointments and organize meetings.

I drink a lot of coffee and mineral water. I usually have just a sandwich for lunch, or sometimes something in

a nearby restaurant, but I am never out for more than an hour. Then, in the afternoon, it's back to the office and more meetings, although once a month I take an afternoon off, if it's possible. When I'm not in a meeting I am constantly on the phone. I use the phone whenever possible because it's nearly always quicker than using email. Even if I'm in the office, I prefer to use my smartphone. I hardly ever send text messages except to my daughter – it's just too time-consuming.

I like to pick Katie up from school when I can, but most days I work until at least 8 pm. Weekends are reserved for my family. I don't often have to work, but sometimes something comes up which I just can't avoid. All in all, it's hard work, but I enjoy my job.'

4 How typical do you think Sally McDermott's life is? Does she have a good work-life balance? Why / Why not?

5 Underline all the phrases in the profile on page 13 which say how often something happens. The first one has been done for you.

6 Read the rules below and underline the correct option.

- a** In most cases, adverbs of frequency (*sometimes, often, never, etc*) go **before** / **after** the main verb.
- b** Adverbs of frequency go **before** / **after** the verb *to be*.
- c** Time phrases (*twice a year, every day*) can go at the **beginning** / **end** / **beginning or end** of a sentence or clause.

7 Add a word or phrase from the box to each sentence so that it is true for you. You may need to change the verb form.

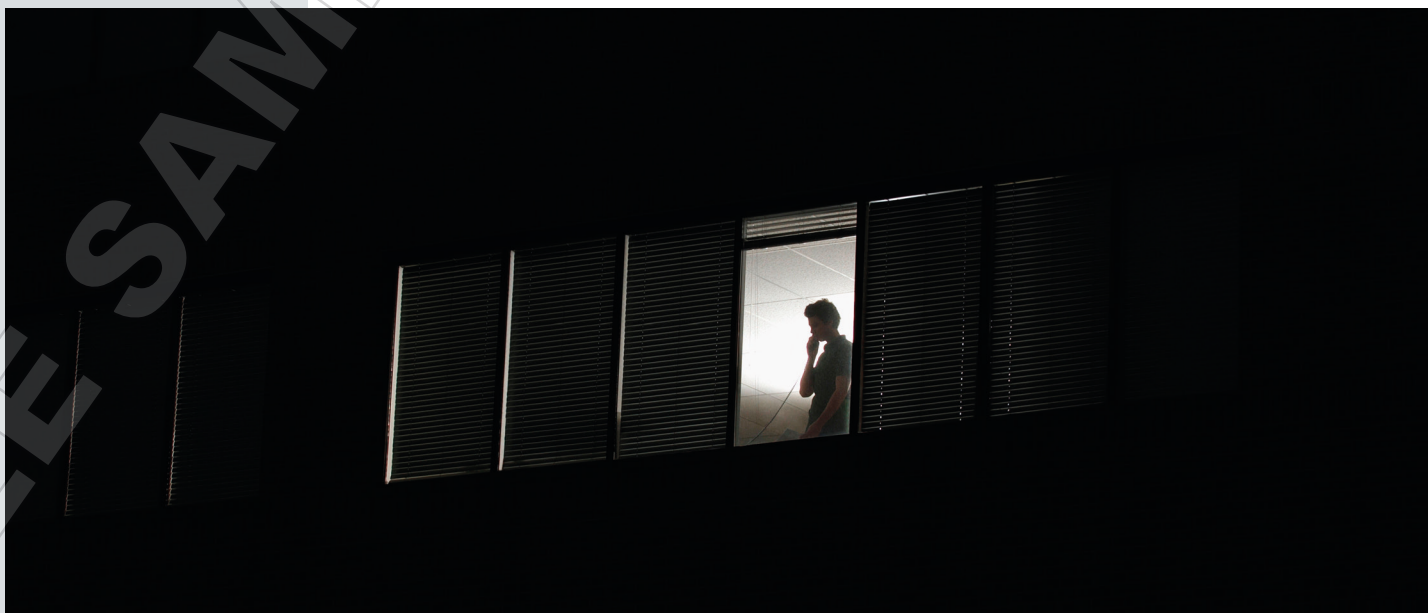
always every day every week hardly ever never not often often once a month
sometimes twice a year usually

- a** I go to work by car. I don't often go to work by car.
- b** I get home late. _____
- c** I work at the weekend. _____
- d** I have a holiday. _____
- e** I feel bored with my job. _____
- f** My boss leaves work before me. _____
- g** My computer crashes. _____
- h** I find time to relax and enjoy myself. _____
- i** I have arguments with people at work. _____
- j** I read the financial papers. _____

8 Complete the 'Action' and 'You' columns in the chart below. Then ask questions to complete the 'Your partner' column.

	Action	You	Your partner
	<i>eat out</i>	<i>once a week</i>	
How often do you ...?			
Do you ... much?			
Do you ever ...?			

9 Present your partner's routine to the rest of the class.




What's in a new job?

1  **1.03** Two friends meet and talk about someone's new job. Listen to their conversation and answer the questions.

- a** What is the relationship between Eddie (the man) and Fiona (the person with the new job)?
- b** How does Eddie feel about the new job?



2  **1.03** Write questions for the answers using the prompts. Listen again to check your answers.

a (involve / long hours?) *Does it involve long hours?*

Officially 40 hours, but she often works late. We don't see her at home much.

b (What / do?)

... she's regional marketing manager for Latin America now.

c (What / involve?)

Quite a lot!

d (mean / lot / travelling?)

It seems to. At least a couple of trips a month.

e (have / work / weekends?)

Not every weekend, but we can never make plans.

f (How / holiday?)

Three weeks a year.

g (she / enjoy?)

It's hard work, but I think she enjoys the challenge.

3 Work with a partner. Ask questions like the ones you wrote in 2 to complete your chart.

Speaker A: Look at the chart on page 132.

Speaker B: Look at the chart on page 140.

4 Ask your partner similar questions about their job or the job of someone they know.



Taking things easy

1 Do you take regular exercise? Do you think it's important? Work with a partner and complete the questionnaire below.

a	Taking exercise is the best solution for stress.	true <input type="checkbox"/>	false <input type="checkbox"/>
b	Sport is the key to a healthy and long life.	true <input type="checkbox"/>	false <input type="checkbox"/>
c	People who get up early suffer from stress.	true <input type="checkbox"/>	false <input type="checkbox"/>
d	People who have a sleep during the day live longer.	true <input type="checkbox"/>	false <input checked="" type="checkbox"/>
e	People in their 50s need to save their energy.	true <input type="checkbox"/>	false <input type="checkbox"/>
f	Brisk walks are the healthiest form of exercise.	true <input type="checkbox"/>	false <input type="checkbox"/>

2 Now read the article to see if your answers are the same as the author's.

They say that a healthy body is a healthy mind, but according to a German expert it is lazy people who lead longer and healthier lives. Professor Peter Axt recommends avoiding strenuous activity like aerobics or working out in a gym. 'People who prefer to laze in a hammock instead of running a marathon or who take a midday nap instead of playing squash have a better chance of living into old age,' says this scientist. They are also less likely to suffer from professional stress.

He co-wrote *On the Joy of Laziness* with his daughter, who is also a doctor. In the book he advises people to 'waste half your time. Just enjoy lazing around.' Those who get up early in the morning usually feel stressed for the rest of the day, so his advice is to take it easy.

However, Professor Axt stresses that laziness is only one of the keys to a longer life. In fact, the subtitle of his book is *How best to use your energies*. He argues that if you are too fat, you need more energy to

maintain body functions, and is in favour of moderate exercise like 'meditative' jogging or brisk walks to 'relax body and spirit at the same time.'

On the other hand, any exertion is not recommended, especially for middle-aged people who should be particularly careful about doing too much sport. Professor Axt believes we have only a limited amount of energy, and people who use up their supply more quickly live shorter lives. 'Research shows that people who run long distances into their 50s are using up energy they need for other purposes.'

3 Underline two expressions in the article which mean *to relax* or *to rest*.

4 Choose the best title for the article.

- a** All work and no play makes Jack a dull boy
- b** Health risks for the over 50s
- c** Siesta or marathon?
- d** _____ (your own idea)

5 Discuss the following questions with other people in the class.

- a** Do you agree with any of Professor Axt's suggestions? Which ones?
- b** What do you do to relax?
- c** Do you find it easy to relax?
- d** Do you do more or less exercise than you would like to? Do you do more or less exercise than you think is good for you? Why?

02 Work-life balance

Phrase bank: Talking about routines

- We work (37) hours a week.
- They work an average of (five) hours of overtime.
- The average user saves (45) minutes a day by being able to check emails on the move.
- I always go to work (by car).
- I usually just have (a sandwich) for lunch.
- I hardly ever send (text messages).
- She sometimes has to work at the weekends.
- It involves long hours.
- It means a lot of travelling.
- We get (three) weeks' holiday a year.

Vocabulary

Work and routines

1 Complete the sentences with the pairs of words in the box.

check + emails full-time + work get + off productive + day
ratio + to takes + hour work + overtime

- a We only _____ half an hour _____ for lunch.
- b More than four million _____ employees _____ more than 48 hours a week.
- c I _____ an average of 6 hours _____ a week.
- d It _____ me an _____ to get to work.
- e I _____ my _____ at least ten times a day.
- f The _____ of men to women is two _____ one in my job.
- g Nobody can be _____ sixteen hours a _____.

2 Match the sentence beginnings (a-h) with the endings (1-8).

- a Professor Axt thinks that lazing ...
 - b Doing as little as possible is better ...
 - c Being lazy is the key ...
 - d Take a midday break instead ...
 - e He's in favour ...
 - f Try to take ...
 - g We only have a limited ...
 - h If you get up early, you are likely to ...
- 1 ... around is good for you.
2 ... of playing squash or going for a run.
3 ... amount of energy.
4 ... it easy this weekend.
5 ... than going to the gym.
6 ... to a long and healthy life.
7 ... of moderate exercise like walking.
8 ... feel stressed for the rest of the day.

a b c d e f g h

Do as an auxiliary

3 Complete the conversation using *do*, *does*, *don't* or *doesn't*.

- A (a) _____ you do a lot of exercise?
- B Yes, I suppose I (b) _____. Why do you ask?
- A Well, it's better if you (c) _____, according to a German scientist.
- B What (d) _____ he say about it?
- A He (e) _____ say that exercise is bad for you exactly, but that if you do too much, you use up all your energy.
- B That (f) _____ make sense. Sport is good for you and makes you feel better.
- A Yes, but according to him people who run a lot and play squash (g) _____ usually live to an old age.
- B Well, I (h) _____ believe it. He probably just (i) _____ like sport.

Phrasal verbs

4 Combine a verb from box A with a preposition from box B to complete each sentence below. You may need to change the verb form.

A

give go pick switch use work

B

off out through up up up

- a Please can you _____ your mobile phones before the presentation begins?
- b After a long day at the office. I like to _____ at the gym before I go home.
- c I want to _____ smoking because I know it's bad for my health.
- d The taxi _____ me _____ every morning at half past nine.
- e I don't want to _____ all my energy doing strenuous exercise.
- f She _____ her correspondence with her secretary every morning.

Expressing frequency

To say how often something happens you can use adverbs of frequency.

always hardly ever never not often often sometimes usually

The adverb comes **before** the main verb

I		
You	(don't/doesn't) usually	
He	(don't/doesn't) often	drive(s) to work.
She	sometimes	go(es) out for lunch.
We	never	
They		

but **after** the verb *to be*.

I			
You	am	(not) usually	
He	are	(not) often	late.
She	is	sometimes	tired.
We		never	
They			

You can also use time phrases.

every day every week once a day once a week twice a month three times a year

These phrases come **at the beginning** or **end** of the sentence/clause.

I		every day.	Every day	I	
You		once a day.	Once a day	you	
He	have (has) a break	twice a week.	Twice a week	he	have (has) a break.
She	go (goes) on holiday	three times a month.	Three times a month	she	go (goes) on holiday.
We		four times a year.	Four times a year	we	
They				they	

Practice 1

Reorganize the words to make correct sentences.

a abroad times I a year travel four

b a on department meeting we always have Monday morning

c often he to Germany doesn't go

d manager the department usually leaves on Friday early

e I use the car never can't because drive I

f has the office canteen she always lunch in

g often they for work aren't late

h always Microsoft® is the news in

i my every I change mobile year

j ever do you have parties office?

k often to how gym you the do go?

l you your do use much laptop?

Practice 2

Rewrite the questions using question words *what, who, when, how long*, etc.

a Do you go to work by car? On foot?

How do you go to work?

b Do you use the phone a lot? Ever?

c Do you get to work at 8.30 am? 9 am?

d Does he do the housework because he likes it? Because he has to?

e Does he play squash every day? Every week?

f Does she go to work with her husband? A friend?

g Do you spend the morning making plans? Having meetings?

h Do you work 35 hours a week? 40 hours a week?

i Does it take you 20 minutes to read the newspaper? Half an hour?

j Do you work so hard because it's fun? Because you need the money?
