

1.1

VOCA BULARY



Ways of working

Different ways of working

- How do you work most effectively? By working...
 - a. regular hours / flexible hours?
 - b. in a team / on your own?
 - c. from home / in an office?
 - d. for a fixed / an open time period?

Compare your responses with a partner.
- Match these ways of working 1–8 to definitions A–H. Do you work in any of these ways?

1. teleworking	A. You work starting different parts of the day (eg nights).
2. job sharing	B. You will your work on services to a number of different companies.
3. shift work	C. You work for different companies for a short time without a permanent contract.
4. part-time	D. You work a number of hours per week on months but you decide when you start or finish.
5. temping	E. You don't have a permanent place or office to work from, but you find a place to work where you arrive.
6. consultancy	F. You work for a company from home via email, phone or the Internet.
7. freelance	G. You only work for some of the week (not full-time).
8. flexi-working	H. You do your job for part of the week and another person does it for the other part.

There are some people describing the advantages and disadvantages of different ways of working. Match the ways of working to exercise 2 to their comments. Some comments might describe more than one way.

It's great because I'm my own boss, but I still work with lots of different people.

I wish I had my own space. I have to carry everything around in my bag and sometimes there's nowhere to sit.

I like it because it's only for a couple of months and I'm looking up to go round the world.

The only problem is sleeping. You really never know if it's night or day!

It can get a bit lonely at times, but I meet my colleagues and all the other people.

My children are at school so it lets me spend more time with them.

When one of us needs a week off, the other person does a few extra days so it's fairly flexible.

Work in pairs. Think of some more advantages or disadvantages for each way of working in exercise 2.

Module 1 Business Topic 1 1 Ways Of Working

Wolfgang Guggemos



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