

THREE WISE KANGAROOS

English at Work

**Third
Edition**

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Three Wise Kangaroos



Introduction

This e-book is a collection of practical exercises connected with the area of work. It is divided into twenty-one units based on workplace-related themes and can be used by both students and teachers of English. The former can use it as a practical self-study workbook, the latter, as a versatile resource-pack filled with hassle-free materials. It is aimed at B2-C1 students, although it can also be adapted for use with B1 learners.

The e-book is filled with real-life language and fun, varied, user-friendly activities. Apart from vocabulary practice, there are plenty of communicative activities, writing tasks as well as tips on how to make learning fun and effective.

If you are an autonomous learner, you will find this workbook a useful companion for improving your range of vocabulary, learning useful fixed phrases and phrasal verbs for office communication, preparing for a job interview, understanding the nuances of English, learning about ways to describe yourself as an employee, describing your workplace duties and much more.

A busy teacher will find here plenty of useful resources to use both in their general and business English class. There is a whole variety of activities to choose from – starting with vocabulary races, to gap-fill exercises, to communicative practice, to writing tasks, to dialogue filling spanning across various aspects of work.

2 Useful collocations – part 1

Match the halves to make collocations. Answer the questions.

career	schedule
flexible	package
previous	prospects
benefits	entitlement
holiday	experience

- 1 Was previous experience required for the job you're in now?
- 2 Do you have a flexible schedule or do you work fixed hours?
- 3 Do you have good career prospects in your job?
- 4 Does your job come with an attractive benefits package?
- 5 What's your holiday entitlement? Do you usually use up all your leave in one go or do you take several short holidays?

Follow the same instructions as above.

staff	period
pay	system
notice	rise
hot-desking	development
professional	turnover

- 6 Is high staff turnover a problem in your company? What can companies do to retain employees?
- 7 Does your company use a hot-desking system? What do you think of it?
- 8 What's your notice period?
- 9 Does your company offer opportunities for professional development?
- 10 Are pay rises related to performance in your company?

4 Let's talk about work

Answer the questions.

- 1 How many **staff** does your company have? Do you think it's better to work for a small company or a huge corporation?
- 2 Is your job **temporary** or **permanent**? Is it **full-time** or **part-time**? Are you happy with the contract you've got and the hours you work?
- 3 What do you like the most about your **job** and your **workplace**? What do you wish you could change?
- 4 Are you generally happy where you are workwise or are you considering a **career change**?
- 5 Do you have a good **work-life balance**?
- 6 Do you travel **on business** in your job? Do you enjoy it?
- 7 Is your salary **performance-based**?
- 8 Is **employee welfare** a priority in your company?
- 9 Have you ever worked on a **casual basis**? What are the benefits and drawbacks of **casual work**?
- 10 Do you often work **overtime**? How are you rewarded for it?
- 11 Do you have a good **rapport** with your boss and your colleagues?
- 12 Do you work **flexitime** or do you have fixed working hours?
- 13 Do you enjoy **working from home**?
- 14 Are you **on first name terms** with your boss?
- 15 Do you **socialise** with your workmates in your free time? Do you think mixing work and private life is a good idea?
- 16 Do you spend a lot of time **commuting** to work?
- 17 Do you have to **clock on** and **off** every day?
- 18 Do you have a **heavy workload** at the moment? What does your workload depend on?
- 19 Have you ever done **shift work**? Did you enjoy it?
- 20 Do you ever think about your **retirement**? Do you have any plans for when you **retire**?