



WORK & WORK-LIFE BALANCE

1. Match the words with the definitions.

overtime, sick leave, home-working, flexitime, core hours, additional leave, annual leave, full pay, unpaid leave, pay rise

- a) time off work which you don't get paid for
- b) additional days off
- c) all the money you get as your normal salary
- d) not working in your office but at your house
- e) when you are allowed to be absent from work because you are ill
- f) time spent at work in addition to your normal hours
- g) working a given number of hours each week/month but choosing when you start and finish
- h) when you have to be at work
- i) the number of days off for holidays per year
- j) when your salary increases

2. Complete the sentences with some of the words from ex. 1.

- 1) I like to choose when I start and finish my work so it would be great if I could work _____.
- 2) Our staff's _____ are between seven and three; they are always in the office then.
- 3) Two weeks ago, I worked for nearly 60 hours, so I did about 20 hours _____.
- 4) Let's hope John will get better soon; he's been on _____ for two weeks now.
- 5) I will probably buy a new car if I get a _____.

3. Do you agree with the opinion that people should work no more than six hours a day? Why? Why not?

4. How has the pandemic changed the way people work? Will we be able to strike the right balance between our work and private life thanks to the pandemic?

5. What would you tell your English boss if you wanted to:

- a) leave your work earlier tomorrow because of an important family gathering?
- b) get a pay rise for all the extra work and overtime you have done so far?
- c) have more workspace in your office?