





- Describe the pictures. What kind of workplace does each one show?
- What are the differences between the pictures?
- What are the advantages and disadvantages of the pictured ways of working?
- Which of the pictured ways of working would suit you the best? Why?

TOPIC CARD

Back to the Office

DISCUSSION

What different workplaces have you seen or experienced? In what kind of workplace would you like to work in the future? What is important for you and what is not?

In what ways has the covid-19 pandemic changed your desires with regard to work and workplaces? Why?

What expectations – your own and others' – play a part in your plans for where and how you will work in the future?

What do you want from the job you do? What are your personal priorities?

Describe the jobs of some people you know. What do you like or dislike about them?

JUST IMAGINE

Think of a workplace you see regularly (such as your school or a shop you know well) and imagine yourself as one of the employees there. What would be good and bad about working there? What changes could be made to improve it as a place to work? Consider it from the point of view of people working in two or three different roles (e.g. a teacher and a cleaner). Compare ideas with a friend. As an optional follow-up, write a proposal for the management suggesting some of your changes and explaining why they would be beneficial.

QUOTES

> *"By working faithfully eight hours a day you may eventually get to be boss and work twelve hours a day."*
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> **Robert Frost**, poet

> *"Work gives you meaning and purpose and life is empty without it."*
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> **Stephen Hawking**, scientist

> *"Nothing is work unless you'd rather be doing something else."*
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> **George Halas**, football coach

WORD BANK

open-plan office / cubicle / factory / warehouse / workshop / call centre / studio / WFH (working from home) / home office (noun) / outsourcing / remote work / bureaucracy / red tape / paperwork / [trade] union, to unionise / wages, salary / bonus / [fringe] benefits (= non-salary benefits, such as discounts) / rights / duties / management / flexibility / [self-] discipline / motivation / slacking / competitiveness / deadlines / monitoring / supervision / control / freedom / independence / working hours / job security / workplace safety / entitlements (= benefits you have a legal right to, e.g. holidays) / trial period / redundancy / resignation, to resign / to suffer from overwork / stress / anxiety / job satisfaction / time off / vacation / holiday

WATCH OUT!

False friends and common mistakes

- An **officer** usually means someone in service to the state (especially in the police, military or civil service); someone who works in an **office** may be called an **office worker**.
- **Worker** is almost always used with an adjective (**office worker**, **manual worker**; a **good worker**, a **lazy worker**). An **employee** has a job with an **employer** and is **employed** or **in (full- or part-time) employment**.
- Someone who has their own small business can be **self-employed**. A **freelancer** is an individual who does specific jobs for an agreed fee (such as writing newspaper articles). An **entrepreneur** is someone who (tries to) build a business.
- **Wages** and **salary** both refer to pay, but **wages** are calculated per hour based on time worked and a **salary** is a fixed sum per month or per year.