Starting point

Possible answers

1 Work-life balance is the balance between the time a person spends on work and on leisure.
2 If employees are not expected to work long hours, this might actually improve productivity. Employees could be more motivated and less tired. If employees are less stressed and have fulfilling lives outside work, they might also be less likely to take time off sick or leave the company.
3 Answers will vary. Note that there could also be rules or laws relating to working hours in their countries.

Working with words

1

1 In his old job Todd worked fifteen-hour days. In his new job he usually finishes by 5.10 p.m. Students can comment on the hours they work.
2 Todd tells his employees to go home by 5.10 p.m. and not to work at the weekend or take work home.
3 Students comment on their own workplace.

3

Possible answers (with relevant quotes from listening)

Nina (Student A)
Statement 2 (Score = 1) I got home at midnight … Statement 7 (Score = 0) I've still got five days holiday left from last year …

Florin (Student B)
Statement 5 (Score = 2) Did you go out again last night?
Statement 6 (Score = 1) … this Saturday … I’ll join him and the sales team from Kyoto for golf.
Statement 7 (Score = 2) I used it (holiday) all for my walking tour in Morocco.

Florin appears to have a slightly better work-life balance than Nina because he manages to take his holiday and he has free time to watch TV. Nina has to work late and has difficulty finding time for leisure.
Having completed this, students should be able to answer the question as follows:
The -ed form describes how a person feels.

**Business communication skills**

1

**Department in week 1:** human resources
**Department in week 2:** marketing
**Travel to:** Copenhagen
**Weekend plans:** go to the country with Kris
**Need to buy:** a few things for the room

2

<table>
<thead>
<tr>
<th>Questions</th>
<th>Mirella's responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Do you like</td>
<td>Yes, it's great.</td>
</tr>
<tr>
<td>2 Is this</td>
<td>Yes, it's my first time out of Brazil.</td>
</tr>
<tr>
<td>3 What sort of</td>
<td>Walking around the city.</td>
</tr>
<tr>
<td>4 How is</td>
<td>It's fine.</td>
</tr>
<tr>
<td>5 How do you find</td>
<td>… the family has been very nice.</td>
</tr>
</tbody>
</table>

4

1 's interested in  3 isn't crazy about
2 's fond of       4 isn't keen on

6

Extension no: 351
Press 9 for an outside line.
Company no.: 00 46 096 745 6745
Email: mirella.2@dipris.se
Mirella checks her spelling by clarifying it with names of everyday objects (S for sugar, E for egg).

**Practically speaking**

2

Anyway, I'd better get on.
I need to go now, I'm afraid.
I should get back to work.
Possible context for the other phrase: I'll get back to him in a minute = referring to calling someone back.
Yes, me too. Thanks for your help. Thanks for calling.

Language at work

Possible questions

How was your holiday? Did you enjoy the conference?
Have you ever been to Spain? Have you ever been to Japan?

How was your weekend? Good thanks.
Did you go to the gallery on Saturday? Yes, I did. It was fascinating.
Have you ever been there? Yes, a couple of times.
Have you met Mirella? No, I haven’t.

1 F (I’ve only just arrived.)
2 T (Yes, I did.)
3 F (Have you ever been there? Yes, a couple of times.)
4 T (Have you met Mirella? No, I haven’t.)
5 T (I’ve just organized a desk for you …)
6 F (Leif played tennis at the weekend.)
7 T* (I haven’t played for ages.) *We don’t know the exact date.

I haven’t played tennis for ages. = for + a period
I haven’t seen you since January. = since + a specific time