

1.1

VOCA BULARY



Ways of working

Different ways of working

- 1** 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.
- 2** 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 that 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. |

3 Here 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. Your body never knows 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.

4 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

Stephen Doyle



Module 1 Business Topic 1 1 Ways Of Working:

Resources in Education ,1999-04 IBM AS/400 Jim Hoskins,1991 Bestselling author Jim Hoskins presents an updated version of his popular hands on guide to the IBM AS 400 computers This practical guide provides users with everything they ll need to integrate each AS 400 system into small medium and large sized business environments North Central Association Quarterly ,1926 The official organ of the North Central Association of Colleges and Schools called earlier North Central Association of Colleges and Secondary Schools Gospel Herald ,1928 School ,1930 *Moderator-topics* ,1903

Board of Trade Bulletin Hoboken (N.J.). Board of Trade,1910 *Factory* ,1910 **The Ohio Teacher** ,1906 **The Writer's Digest** ,1921 **Michigan School Moderator** ,1914 **Essential ICT A Level: A2 Student Book for WJEC** Stephen Doyle,2009-02 All the knowledge students require written to match the WJEC specifications for A Level ICT Written by highly regarded author for ICT Stephen Doyle and endorsed by WJEC **Industrial-arts Magazine** ,1920 *The British National Bibliography* Arthur James Wells,1998 The Weekly Underwriter Alasco Delancey Brigham, Henry Rogers Hayden,1898 Webster's New International Dictionary of the English Language, Based on the International Dictionary 1890 and 1900 William Torrey Harris, Frederic Sturges Allen,1911 The Nebraska Educational Journal ,1924 **The Leghorn World** ,1924 **Women's Employment** ,1922 **American Druggists' Circular and Chemical Gazette** ,1886

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