

Lifestyle

English for work, socializing & travel

Intermediate Workbook



AUDIO CD

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Longman

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Quality time

A Tense review

1 Quickly read the article opposite and find these numbers and dates.

- 1 Janet's age when she stopped working as a dancer _____
- 2 how long the fitness training takes _____
- 3 when she opened her first gym _____
- 4 how many gyms there are now _____
- 5 how long her working week is _____

2 Read the text again and answer these questions.

- 1 What was Janet's first job? _____
- 2 How often does she go to the gym? _____
- 3 What has taken up Janet's time recently? _____
- 4 What is Janet planning with *Hips*? _____
- 5 What does she enjoy after work? _____

3 Complete these sentences about Janet's day. Use present simple, present continuous, present perfect, past simple, past continuous or future forms.

- 1 Her first job was as a dancer but she hasn't danced for four years (not dance).
- 2 In America she _____ (travel) and working when she saw *Hips* gym.
- 3 Busy women _____ to *Hips* gym for a 45-minute training session. (go)
- 4 Before she started her business she _____ any business experience. (not have)
- 5 Since 2006 she _____ three more gyms in different cities. (open)
- 6 Now Janet _____ to increase the number of gyms she has. (plan)
- 7 Last year she _____ a lot about business. (learn)
- 8 In addition to managing her business, Janet _____ future events for charity. (organize)
- 9 Although she works hard, she _____ about how many hours she does. (not think)
- 10 In the next few years Janet _____ a businesswoman to watch. (be)

MY WORKING WEEK ...

Janet Douglas

is the managing director of a growing gym operation



Fitness has always been a big part of Janet Douglas's life. She started work as a professional dancer but stopped performing at the age of 25. When she was travelling and working in America she found a gym-franchise called *Hips*, a female-only gym that offers a 45-minute fitness-training course for women with busy lives. When she started her business in the UK, she had no business experience at all, yet she became an overnight success. She opened her first gym in 2006 and she has opened three more sites since then in cities in Britain. 'People like the gyms and they also help raise awareness of fitness in the towns where they operate,' says Douglas. As well as managing her gyms, she too goes to the gym twice a week.


Last year was a big learning curve for Janet and planning and strategy have taken up a lot of her time as she is aiming to expand her gyms to more cities in Britain. Recently, publicity and marketing have occupied her time. She's also planning various charity events in which *Hips* is involved next year. After work Janet enjoys spending time with friends. Although her working week can be around 40 or 50 hours, she's not counting the hours, 'I've never thought about how many hours I work. I just do what I need to do.' Janet is going to be a person to watch over the next few years.

1 Look at this information about a radio phone-in programme and choose the correct topic.

- a Making time for yourself
- b How to get promotion
- c Women in the workplace

In today's episode of *The Breakfast Show*, Deborah Singh talks to Serge Taylor about how to include ourselves in the work-life balance.

Serge asks: 1 What are the most important things in our lives? 2 Why are you neglecting yourself? 3 What am I doing for myself today? 4 Where am I going today? and 5 Is there enough room in your life for these choices? Listen between 7 and 9 today for the answers.

2  1 Listen and tick (✓) the questions in the text that Serge asks.

3 Listen again and choose the correct answers.

1 Serge says that _____ are the most important things in our lives.

- a rest and relaxation
- b food and drink
- c work and family

2 When you are planning your day it's good to ask _____.

- a 'What does my boss want today?'
- b 'What am I doing for myself?'
- c 'When is my first meeting?'

3 Focusing on yourself is about _____. (two answers)

- a taking breaks
- b doing jobs you enjoy
- c doing yoga

4 Look at the questions in exercise 1 again and write present simple or present continuous.

- question 1 present simple question 4 _____
 question 2 _____ question 5 _____
 question 3 _____

5 Put the adverbs of frequency into the sentences.

Remember, adverbs of frequency usually go before the main verb but after be.

- 1 It is work and family. (usually) It's usually work and family.
- 2 I'm busy taking calls. (normally) _____
- 3 When we ignore important needs, it makes our performance poorer. (often / usually) _____
- 4 But remember you're important too. (always) _____
- 5 The answer is simple. (often) _____
- 6 Leave yourself out of the process. (never) _____

6 Complete this conversation. Use the verbs in brackets in the present simple or continuous.

Imran: Hi, 1 is that Janet speaking? (speak)

Janet: Yes.

Imran: Hi, it's Imran. Look I 2 _____ (come) into the office but I'm afraid I'm late.

Janet: Oh no, what 3 _____ ? (happen)

Imran: The traffic's really terrible - 4 _____ (be) it usually this bad on Uxbridge Road? 5 _____ the traffic always _____ (move) this slowly?

Janet: Oh no. On the radio, the traffic report said that they 6 _____ (work) on the road. 7 _____ the road works _____ (cause) long delays?

Imran: Yes, I think so. I usually 8 _____ (try) to listen to the traffic reports before I travel. 9 _____ you _____ (know) what? Today I didn't do it.

Janet: Oh dear.

Imran: Janet, 10 _____ (be) there a meeting with Geoff today?

Janet: Yes, there is. 11 _____ you _____ (try) to be here for it?

Imran: Yes, but I think I'll be late. Can you let him know that I 12 _____ (wait) still _____ at the traffic lights, but I 13 _____ (hope) to be there soon. 14 _____ he (stay) _____ for one or two hours after the meeting?

Janet: Yes, I think so.

Imran: Thanks, Janet. See you soon.



C Free-time activities

1 Look at the advertisements and write where you can do these activities: at Extreme Fitness Camp (EFC) or at Alpine Activity Centre (AAC).

- 1 football AAC
- 2 skiing _____
- 3 massage _____
- 4 boxing _____
- 5 mountain biking _____
- 6 aerobics _____
- 7 yoga _____
- 8 hill walking _____

2 Read the advertisements again and underline words that mean the following.

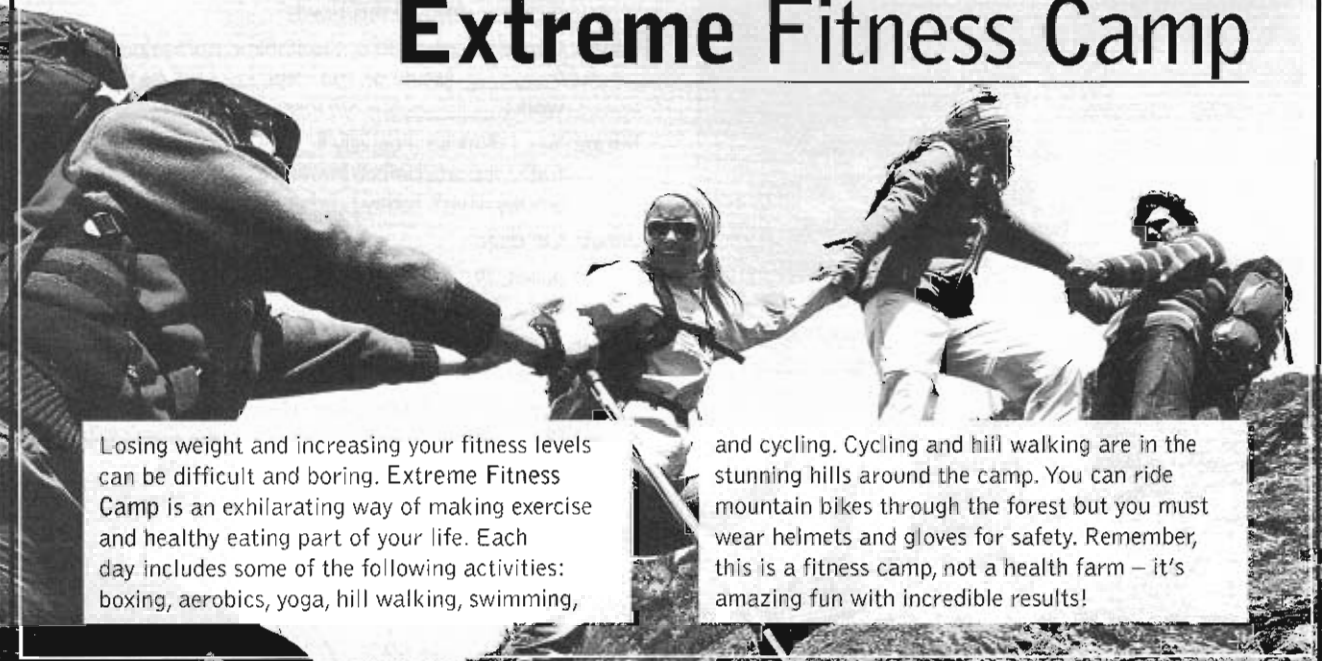
- 1 very exciting _____
- 2 very attractive or impressive (2 words) _____ , _____
- 3 very good (2 words) _____ , _____

Alpine Activity Centre

A perfect place for mums and dads to relax while the kids do fabulous activities like skiing, football, meditation and yoga – the **Alpine Activity Centre** is for all the family. Go swimming while the children are playing in our mini-stadium in their football boots and shorts. They can also go for tennis training while you are doing yoga or aerobics. For older children and the whole family, you can put on your skis and go on our spectacular mountain ski slope. At the end of a busy day, why not have a back massage and forget your cares or sit in our outside jacuzzi and enjoy the incredible mountain views.



Extreme Fitness Camp



Losing weight and increasing your fitness levels can be difficult and boring. Extreme Fitness Camp is an exhilarating way of making exercise and healthy eating part of your life. Each day includes some of the following activities: boxing, aerobics, yoga, hill walking, swimming,

and cycling. Cycling and hill walking are in the stunning hills around the camp. You can ride mountain bikes through the forest but you must wear helmets and gloves for safety. Remember, this is a fitness camp, not a health farm – it's amazing fun with incredible results!

3 Look at these underlined words from the advertisements and label them. Use one of the options a–c.

- a part of a continuous verb form
 - b an adjective
 - c a gerund
- 1 Losing weight and increasing your fitness levels can be difficult and boring. (c)
 - 2 Boot Camp is an exhilarating way ...
 - 3 Cycling and hill walking are in the stunning hills ...
 - 4 ... while the children are playing in our mini-stadium ...
 - 5 ... you are sitting in our outside jacuzzi ...

4 Put the activities into the table.

tennis cycling video games crossword puzzles
sudoku puzzles walking skiing yoga boxing aerobics
badminton swimming

play	tennis				
go					
do					

1 Complete the sentences below. Use the correct form of the verbs in this box.

submit have come up with
generate share run out of

- 1 OK, the purpose of this meeting is to _____ ideas for improving communications in the company.
- 2 _____ anyone got anymore good ideas they would like to _____ with us?
- 3 Thanks very much, that was a good discussion, we've _____ quite a few ideas today.
- 4 The deadline to _____ your ideas in writing is 10 January.
- 5 I'm sorry, I just don't know what's wrong with your PC - I've _____ of ideas.

2 Listen to a conversation about team building and look at the pictures. Tick (✓) the activities they suggest.

3 Complete the sentences. Use the prompts in brackets.

- 1 Bai Meng, (what/suggest) _____ ?
- 2 Wait a minute - (why/we/think/it) _____ first?
- 3 Perhaps (we/consider) _____ in more detail.
- 4 (maybe/we/look) _____ the other options.
- 5 (how/have) _____ a dinner party?
- 6 (could/take) _____ a bit more seriously?
- 7 (sounds/to) _____ me.
- 8 I (think/brilliant) _____ idea.

4 Listen again and check your answers.

5 Are these sentences correct (✓) or incorrect (X)?

- 1 Galina has recommended increasing the working hours by 15 minutes each day.
- 2 If Wednesday is fine with everyone, I propose to meeting then.
- 3 Didn't Nadira suggest to see a film next week?
- 4 The recommendations that are being proposed suggest that we need to rethink our marketing strategy.
- 5 What do you recommend to have from the menu this evening?
- 6 They are proposing that the company changes its logo to the new design.

Propose, recommend, suggest are all verbs that are formal and more common in written than spoken English.
I **propose** we delay the site launch by another month. (written)
What about delaying the site launch by another month? (spoken)

6 Correct the sentences from exercise 5 that are wrong.



1 Look at the article below and match these figures with the activities.

- | | |
|--------|------------------------------|
| 1 44% | a talking to colleagues |
| 2 2.09 | b doing personal business |
| 3 23% | c surfing the internet |
| 4 6.8% | d working hours lost per day |

2 Read the article. Are these sentences true (T) or false (F)?

- 1 Americans mainly waste time at work by surfing the Internet. (T) (F)
- 2 It is difficult to separate work and personal time. (T) (F)
- 3 The American working day is becoming shorter. (T) (F)
- 4 Employers want their workers to rest at home after work. (T) (F)
- 5 Workers are using work time to pay their bills. (T) (F)
- 6 Reading an online newspaper at work is a waste of time. (T) (F)

3 Look at the article again. Label these activities Timewasting (TW) or Creative waste (CW).

- a reading online newspapers _____
- b surfing the internet _____
- c paying bills _____
- d generating new ideas _____
- e socializing with co-workers _____

4 Look at the definitions and complete this crossword with words from the article.

Across

- 2 when there is not enough of something, or none at all
- 4 very great tiredness
- 5 the fact of being unable to do something
- 6 to make a process or activity stop temporarily

Down

- 1 delaying doing something that you ought to do, usually because you do not want to do it
- 3 to put several things or problems in order of importance so that you can deal with the most important ones first

Wasting time productively

A happy worker is a productive worker but does that mean we should socialize at work? A survey found that personal Internet surfing was the top method of procrastination in the office for 44% of people; the average worker wastes 2.09 hours per day on this. Bora Ozyildiz, an employment specialist, says workers are wasting time because they're spending more hours at work and secondly, there is an inability to separate personal and professional time. But should we worry about this?

'Working life and personal life are not as separate as they once were,' Bora Ozyildiz says. The workday has grown for the American worker. 'We're talking about wasted time at work but Americans are talking about how overworked they are.' In fact socializing with co-workers was the next biggest time waster at 23%. Americans are suffering work-fatigue and time wasting helps them deal with this.

There is a change going on – the line between work-time and personal time is disappearing – work often interrupts our personal life. The workday is not just 9-to-5 any more. Employers expect people to be available outside those hours for work purposes and as a result of a lack of personal time, the things that a worker should be doing outside those work hours, things like paying bills, sometimes find their way into the office. Some 6.8% of Americans did personal business in work time. Technology makes it equally possible for them to prioritize life over work.

But not all non-productive time that an employee spends is a complete waste and maybe we should welcome this. Creative waste is an opportunity for learning. Reading an online newspaper, for example, is clearly a non-work activity for most jobs. However, the things you learn could generate a new idea for your company. That's an example of creative waste.