**Руководство к практическому занятию по теме**

**WAYS OF WORKING**

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**Active vocabulary**

* **flexible working patterns** *n-plural*

**Flexible working patterns** are arrangements in which some employees are allowed to vary the hours that they work in order to suit their personal needs.

*The study found that the growth of flexible working patterns was set to continue.*

*Seven in ten people who have flexible working patterns outperform their full-time colleagues by a third.*

* **flexitime** *n-uncount*

**Flexitime** is a system that allows employees to vary the time that they start or finish work, provided that an agreed total number of hours are spent at work. [BRIT]

*The Draft National Plan for Women is committed to promoting family-friendly policies, such as job-sharing and flexitime.*

*The company is also keen to introduce further flexitime working, with some workers possibly moving onto a four-day week.*

* **teleworking** *n-uncount*

**Teleworking** is working from home using equipment such as telephones, fax machines, and computers to keep in contact.

*Teleworking has increased substantially, with 39 per cent of businesses saying that their employees worked from home at least some of the time.*

*Teleworking is becoming a major force as people use the telephone and e-mail to allow them to work from home.*

* **freelance** *adj*

Someone who does **freelance** work or who is, for example, a **freelance** journalist or photographer, is not employed by one organization, but is paid for each piece of work they do by the organization they do it for.

*Michael Cross is a freelance journalist.*

*Jill was getting some freelance writing jobs from trade magazines.*

* **freelance** *adverb*

If you work **freelance**, you do freelance work.

*He is now working freelance from his home in Hampshire.*

*She had a baby and decided to go freelance.*

**Common Collocations**

to go freelance to work on a freelance basis

* **shift** (shifts) *n-count*

If a group of factory workers, nurses, or other people work **shifts**, they work for a set period before being replaced by another group, so that there is always a group working. Each of these set periods is called a **shift**. You can also use **shift** to refer to a group of workers who work together on a particular shift.

*His father worked shifts in a steel mill.*

*The night shift should have been safely down the mine long ago.*

* **job share** (job shares, job sharing, job shared) *verb*

If two people **job share**, they share the same job by working part-time, for example one person in the mornings and the other in the afternoons.

*They both want to job share.*

* **job share** *n-sing*

A **job share** is an arrangement in which two people share the same job by both working part-time.

*One lady who works in a bank job share said 'I can have my career and I can see my kids. It's wonderful.'*

* **career break (career breaks**) *n-count*

If someone takes a **career break**, they stop working in their particular profession for a period of time, with the intention of returning to it later. A **career break** is usually unpaid.

*Another major disadvantage for women is that many still take career breaks to bring up children, which cuts down the time they have to save towards a pension.*

*'I'm considering a career break so I can concentrate on playing rugby,' revealed the Bedford-based police officer.*

* **long-hours culture** *n-sing*

The **long-hours culture** is the way in which some workers feel that they are expected to work longer hours than they are paid to do.

*The report concluded: 'Our research confirms that Britain's long-hours culture is seriously undermining the quality of life. We must challenge this culture, for everyone's sake.'*

* **part-time** *adj*

If someone is a **part-time** worker, or has a part-time job, they work for only part of each day or week.

*Many businesses are cutting back by employing lower-paid part- time workers.*

* **part-time** *adverb*

If someone works part-time, they work for only part of each day or week.

I will continue to work part-time as a consultant after 60.

* **short-term** *adj*

**Short-term** is used to describe things that will last for a short time, or things that will have an effect soon rather than in the distant future.

*The company has 90 staff, almost all on short-term contracts.*

* **employee (employees)** n-count

An **employee** is a person who is paid to work for an organization or for another person.

*He is an employee of Fuji Bank.*

*Many of its employees are women.*

***Types of job and types of work***

A **full-time job** is for the whole of the normal working week; a **part-time job** is for less time than that.

You say that someone works **full-time** or **part-time**.

A **permanent job** does not finish after a fixed period; a **temporary job** finishes after a fixed period. You talk about **temporary work** and **permanent work**.

***Old and new ways***

I’m an **office worker** in an insurance company. It’s a **nine-to-five job** with regular **working hours**. The work isn’t very interesting, but I like to be able to go home at a reasonable time.

We all have to **clock in** and **clock out** every day. In this company, even the managers have to, which is unusual!

*Note:* You also say **clock on** and **clock off**.

I’m in computer programming. There’s a system of **flexitime** in my company, which means we can work when we want, within certain limits. We can start at any time before eleven, and finish as early as three, as long as we do enough hours each month. It’s ideal for me as I have two young children.

*BrE:* flexitime

*AmE:* flextime

I work in a car plant. I work in **shifts.** I may be on the **day shift** one week and the **night shift** the next week. It’s difficult changing from one shift to another. When I change shifts, I have problems changing to a new routine for sleeping and eating.

I’m a commercial artist in an advertising agency. I work in a big city, but I prefer living in the country, so I **commute** to work every day, like thousands of other **commuters.** **Working from home** using a computer and the Internet is becoming more and more popular, and the agency is introducing this: it’s called **teleworking** or **telecommuting.** But I like going into the office and working with other people around me.

***In-house staff or freelancers?***

Modco has **outsourced** many jobs previously done by **in-house** personnel: outside companies clean the offices, transport goods and collect money from customers. This allows Modco to concentrate on its main business activities. Modco uses more **freelancers**, independent people who may work for several different companies, and they employ people for short periods on **temporary contracts**. Modco expects **flexibility**, with people moving to different jobs when necessary, but for many employees, this means **job insecurity**, the feeling that they may not be in their job for long. The way that they are doing their job is discussed at **performance reviews**: regular meetings with their manager.

*Note:* You say **freelancers** or **freelances**.

Nordland is an advanced industrialized country. In addition to **outsourcing** some functions to freelancers, many organizations there are looking for ways of having more **flexible working**, for example:

* **temporary workers** who only work for short periods when they are needed, either on a **temporary contract** with a company, or through a **temp agency**
* **part-time workers** who work less than a full working week
* **job sharing,** where two people share a particular job, each of them working part-time

**Practice your vocabulary**

1. **Complete the sentences by putting one of these words or phrases in each space.**

|  |
| --- |
| teleworking freelance flexitime job sharing  shifts short-term contract |

**a** John's company demands that he is in the office between 10.00 and 15.00 but he can start earlier than that and finish later than that as long as he works 40 hours per week.

He is working \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**b** This is the worst week of the month for Mary because this week she's working nights. Next week is the best, because then she'll be at home when her daughter comes in from school. She's working \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**с** Pat works for a large insurance firm but he only goes to their office one day a week. For the other four he works at home and keeps in touch by e-mail, fax and phone. He's \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**d** Peter is a journalist. He writes for a variety of papers. This week it's the Financial Times, last week it was the Wall Street Journal. He decides how much work he does and when he works and completes his own accounts for tax purposes. He's working \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**e** Heidi is working at a food processing plant in Germany. She's worked there for two months, and her job finishes at the end of this month. She hopes the company will renew her contract for another three months. She's working on a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**f** Mary and Jane are both receptionists for a PR firm. Mary works there on Monday and Tuesday, Jane then takes over for the rest of the week. They are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

1. **Which type of work is each of these people referring to?**
2. I work at the local council for two days a week, and my friend works in the same job on the other three days.
3. I work in a petrol station 20 hours a week.
4. I’m on a job at Clarkson’s until the end of the next week. Then I’ll try and find something else.
5. **Write about each person using words from active vocabulary, and the words in brackets. The first one has been done for you.**

**1** I’m Alicia. I work in a public library in the afternoons from two until six. (I/job)

I have а part time job.

**2** My husband works in an office from 9 am to 5.30 pm. (he/job)

**3** Our daughter works in a bank from eight till five every day. (she/work)

**4** I’m David and I work in a cafe from 8 pm until midnight. (I/work)

**5** My wife works in local government and she can have this job for as long as she wants it. (she/job)

**6** Our son is working on a farm for four weeks. (he/job)

**7** Our daughter is working in an office for three weeks. (she/work)

1. **Are these statements true or false?**

**a** When a worker is on a career break they are unpaid.

**b** Part-time workers do not have a full-time job.

**с** Flexitime workers always start their working day at the same time.

**d** Shift workers always work at night.

**e** Freelance journalists receive a regular salary from the newspaper company they work for.

**f** Companies which offer flexible working patterns give their employees more control over their hours of work.

**g** If a company has a long-hours culture, its workers often stay late at work.

1. **Which person (1-5) is most likely to do each of the five things (a-e)?**

1 A software designer in an Internet company. Has to be in the office.

2 An office worker in a large, traditional manufacturing company.

3 A manager in a department store in a large city. Lives in the country.

4 A construction worker on a building site where work goes on 24 hours a day.

5 A technical writer for a city computer company. Lives in the country.

**a** work shifts

**b** work under a flexitime system

**с** telecommute

**d** commute to work

**e** clock on and off at the same time every day

1. **Some estimates suggest that up to one third of the workforce could eventually be teleworkers. List the benefits to a company and to the employee of this way of working. Choose from the list below.**

no commuting

smaller premises

flexible working hours

wider choice of potential employees

lower overheads

no restrictions on where you live

|  |  |
| --- | --- |
| COMPANY | EMPLOYEE |
|  |  |

1. **Ask and answer questions about these commuters.**

***Rosa Gonzalez***, architect. Works in 42nd Street, New York. Lives 2 miles away at Central Park West and 86th Street. 15-minute journey on rollerblades. Thinks about the day ahead or listens to her personal stereo.

***Matthew Long***, jeweller. Works in Hatton Garden, London. Lives 4 miles away in Horsey. 25-minute journey on bike. Has to concentrate on the traffic.

***Daisuke Nanaka*** and ***Hideo Nakajima***. Work for banks in Otemachi, Tokio. Live 20 miles away in Chiba. 50-minute journey by train. Read comic books or sleep.

* *What does Rosa do for a living?*
* *Where does she live?*
* *Where does she work?*
* *How long does it take her to get there?*
* *How far is it?*
* *How does she get there?*
* *What does she do on the journey?*

**Ask your partner similar questions about other commuters.**

**Discussing**

* **What sort of working hours would you like to have if you worked?**
* **Would you like to work from home?**
* **What are the advantages and disadvantages of different ways of working?**

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| --- | --- | --- |
| **Ways of working** | **advantages** | **disadvantages** |
|  |  |  |