

NOTES



NETWORKING AT A BUSINESS EVENT

What do you think?

Module 1 Unit 2



What do you think?

Work-Life Balance



Find out your work-life balance

Score a 2 if the statement is true for YOU. 1 if it is mostly true for you and 0 if it is untrue.

1. I enjoy doing exercise and playing sport. _____
2. I never think about checking work emails in my free time. _____
3. This year, I intend to take all of my annual leave. _____
4. I always leave work on time to make sure I have free time in the evening. _____
5. I think it's important to take an hour for lunch. _____

Do you agree with your quiz results? Do you think you have a good work-life balance?



Work-Life Balance

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0 - 4 Your life is out of balance. Put less emphasis on your job and give more time to your family, friends and leisure.

5 - 8 Your work-life balance is okay, but be careful. You need to spend more time relaxing.

9 - 10 You have a great work-life balance. Don't change it.

Nice to see you...



Listen to the audio recording and answer the following questions.

1. Is Polly currently employed?
2. Does Kirsten like her current flexible working hours?
3. Does Polly like Kirsten's working arrangement?



TRANSCRIPT

Kirsten - Hi Polly! It's great to see you again! It's been such a long time.

Polly – Kirsten. Hey! Yes, it has been a long time. It must be about 6 years since I saw you last, when we were both working together in Melbourne.

Kirsten – really? 6 years?Yeah, it must be when I think about it. So, what have you been up to lately? Are you still working for Premier Services?

Polly – Actually no. I left them about 6 months ago and I am not working at the moment. I am in discussion with a few companies about some opportunities. Frankly, with three small children at home, I need to find a job that will be pretty flexible in working arrangements.

Kirsten – I get that. I am really lucky myself that the company I am working for has a very flexible approach to working. As long as I notify the office the week before, I can choose to work from home or go into site. Obviously, if I need to do work in the plant, I will go into the office for the day. But on the days when I have no need to go in, I choose to work from home. Actually, it's better for the company also as I usually start working half an hour earlier. I don't have to spend all that time in traffic.

Polly – That does sound great. That is definitely the kind of working arrangement I am looking for. How do you find all of the online meetings?

Kirsten – They were difficult to start with, but now I enjoy them. I do sometimes get distracted, but I find if the meeting is interesting enough, I don't have a problem.

Polly – I think I would hate that part the most. I really enjoy the face-to-face contact of the office. You find a lot of helpful information from listening to conversations happening around you. I think it is important to take some time to have a coffee or a chat with your colleagues.

TRANSCRIPT

Kirsten – I understand what you are saying. But I find the benefit of being more productive outweighs the negatives in this situation.

Polly – I'm not sure about that to be honest. I think it sounds a little isolating. Maybe I didn't consider this side of working from home enough. It sounds like it could be difficult to manage.

Kirsten – Well, you do certainly have to be quite self-disciplined. If you are not focused on managing your time, it is easy to either get distracted by things happening in the house around you or get too involved in your work and sometimes end up working much longer hours. It can be hard to separate work and home life unless you have a home office where you can close the door.

Polly – So maybe working from home won't suit me. I might be looking for more flexible working times rather than working from home. I am really glad we had this chat. It has helped me to get a clearer picture of the working conditions I need. I intend to be very clear with any future employer about what will work for me.

Ah. That's my phone now. Let me take this quickly and then we can keep chatting

Listen to the audio again. Fill in the missing words in the conversation.

Kirsten - _____. I am really lucky myself that the company I am working for has a very flexible approach to working.

Polly - _____. That is definitely the kind of working arrangement I am looking for.

Polly - _____ all of the online meetings?

Kirsten - I do sometimes get distracted, but I find if the meeting is interesting enough, _____.

Polly – I think I would hate that part the most. I really enjoy the _____ of the office.

Kirsten – I understand what _____. But I find the benefit of being more productive outweighs the negatives in this situation.

Polly - I'm not sure about that _____. I think it sounds a little isolating.

Polly – So maybe working from home won't _____. I might be looking for more flexible working times rather than working from home.



Listen to the audio again. Fill in the missing words in the conversation.

Kirsten - I get that. I am really lucky myself that the company I am working for has a very flexible approach to working.

Polly - That does sound great. That is definitely the kind of working arrangement I am looking for.

Polly - How do you find all of the online meetings?

Kirsten - I do sometimes get distracted, but I find if the meeting is interesting enough, I don't have a problem.

Polly - I think I would hate that part the most. I really enjoy the face to face contact of the office.

Kirsten - I understand what you are saying. But I find the benefit of being more productive outweighs the negatives in this situation.

Polly - I'm not sure about that to be honest. I think it sounds a little isolating.

Polly - So maybe working from home won't suit me. I might be looking for more flexible working times rather than working from home.



Match the phrase with the function

a) I'm not sure about that to be honest

b) I think I would hate ... the most

c) I get that.

d) That does sound great.

e) How do you find ...?

f) I don't have a problem

g) I understand what you are saying.

h) But I find....

i) I think it sounds....

Giving an opinion

Asking for an opinion

Acknowledging the other opinion

Match the phrase with the function

Giving an opinion

a) I'm not sure about that to be honest

h) But I find...

b) I think I would hate ... the most

i) I think it sounds....

d) That does sound great.

f) I don't have a problem

Asking for an opinion

e) How do you find ...?

Acknowledging the other opinion

c) I get that.

g) I understand what you are saying.

I'm not sure about that to be honest

Do we need to say "to be honest"? no

Why do we use it? It's a softener

Could we say "To be honest, I'm not sure about that?" yes

Is there a difference in meaning between the two? Not really

Have you heard another phrase that is similar but with a different word to *honest*?

To be frank...

I'm not sure about that to be frank (with you)

To be frank (with you), I'm not sure about that



I get that.

Used to acknowledge the other persons opinion. Do you have to agree or disagree after it? no

Can you agree or disagree after it? yes

Would you consider "I get that" to be formal? no

What are some other words/phrases you can use for "get that"?
understand that
see what you're saying
hear you
see
I understand what you are saying.



What's your opinion?

Are the verb tenses *in italics* correct?

1. How difficult is it *to balance* you current job with your home-life?
2. Do you like *working* at the same time every day?
3. What percentage of you time consists of *to work* in teams and what percentage on your own?
4. How often do you stay late *to finish* what you are working on, or do you leave it until the next day?
5. Do you plan *taking* unpaid leave at any time in the next three years?
6. In your position, is it easy *to take* time off for childcare or to care for a sick or elderly relative?
7. Would you like *managing* your own working hours?
8. If you had flextime, would you decide *starting* work earlier or later in the day?



What's your opinion?

Are the verb tenses *in italics* correct? Why/Why not?

1. How difficult is it *to balance* you current job with your home-life? *Correct – to balance (present simple). In general*
2. Do you like *working* at the same time every day? *incorrect – to work (present simple). In general*
3. What percentage of you time consists of *to work* in teams and what percentage on your own?
incorrect – working (present continuous). Asking about now
4. How often do you stay late *to finish* what you are working on, or do you leave it until the next day?
Correct – to finish (present simple). In general
5. Do you plan *taking* unpaid leave at any time in the next three years?
incorrect – to take (present simple). Not continuous
6. In your position, is it easy *to take* time off for childcare or *to care* for a sick or elderly relative?
correct – to take (present simple). Not continuous
7. Would you like *managing* your own working hours?
incorrect – to manage (present simple). Not continuous
8. If you had flextime, would you decide *starting* work earlier or later in the day?
incorrect – to start (present simple). Not continuous

Do you agree or disagree with “my” opinions?

Record yourself voicing your opinions to each of the following statements. Try not to write the answers down first, but speak as though you are in conversation with me.

Then you can review your answers to check your grammar/word choices and see if you would like to improve it.

1. The mining industry does not do enough to protect the environment.
2. Women in mining have more opportunities than men because of diversity policies. It is unfair.
3. Working in mining is difficult because you often have to work away from home.
4. Work/life balance is important for mental health.
5. Learning English is very important if you want to advance your career in mining.
6. English is a complicated language that is difficult to “master”.

