

EPISODE 10  
LEVEL A1.2/A2.1

READING COMPREHENSION



HOT-DESKING



Many people start work and leave the office at the same time every day, which means they have a **nine-to-five job** (= regular working hours). They are usually lucky enough to have their own desk, unlike people who have to **share office space** (= a given place is not only yours, you use it at the same time as somebody else) and **work flexible working hours** (= they don't start and finish work at the same time every day). There are companies in which most of the employees **hot-desk** (= different people work at the same desk, one after another). When you work in this system, you have to **clear** (= tidy) **your desk** before leaving work to make it free for your colleague. Sometimes you even need to reserve your work space **in advance** (= some time earlier).

Why do companies use such a system? They say it helps to save space and **cut costs** (= spend less money). Some employees like the system, they say they are more **flexible** (= they have more options). But people who prefer to have their own personal space at work **are not fond of** (= do not like) hot-desking. They say that **daily routine** (= doing the same things in the same place every day) helps to create a pleasant working atmosphere.

There are even studies that **prove** (= show that something is true) that some employees are more **productive** (= they do more) when they work regularly and have their own working space.

These days working from home is becoming popular in some professions. It's called **teleworking**. Your home becomes your office then. But most people you ask like going into the office and working with other people around.

More contexts for the new words:

- I don't **share** my political views with my parents. (= we don't have the same feelings, ideas etc.)
- Bob will do anything **to prove his point**. (= show other people that he was right)



### EXERCISE 1

Complete each gap with one word.

1. You should book a ticket for this performance in a..... . You may not get the ticket later.
2. Make sure you'll c..... your desk before leaving. Do not leave any documents there, please.
3. Sarah was bored with a nine-to-f..... job, so she decided to set up her own business.
4. His working hours are f..... . He can start and finish at any time he wants as long as he works a total of 40 hours a week.



### EXERCISE 2

Put the words in order to make questions and then answer them yourself.

1. routine/ is/ What/ morning/ your?
2. Did / have / room / share / you / your / with / brother or sister / to / a / when you were a child? Did you like it?
3. What / sort / of / fond/ are / you / of / music?

## ENGLISH IN USE



" People who prefer to have their own personal space **are not fond of** hot-desking. "

TO BE FOND OF is a very useful expression to talk about things we (don't) like very much.

Other expressions with a similar structure: an adjective + a preposition (in, on, at) include:

*I am obsessed **with** sports.*

*I am mad **about** sports.*

*I am fascinated **by** sports.*

These two mean we really love something very much.

We can also say:

*I am **fond of** sports.*

*I am keen **on** sports.*  
and they mean we just like something.

## IDIOM CLOSE-UP



*A/ So, are we meeting on Friday?*  
*B/ I'm afraid I can't make it this week. **I'M UP TO MY EYES IN WORK.***

When you are **up to your eyes in work**, you have a lot of work/things to do.

## PHRASAL VERBS CLOSE-UP



1. When you **CLOCK IN/ON**, you record the time at which you arrive at work (usually by putting a card into a machine).

*When you leave work, you **CLOCK OFF/OUT.***

*My card wasn't working, so I couldn't **clock out** today.*



### EXERCISE 3

Complete each gap with one word.

1. Whenever you talk to Jim, he will tell you he is ..... to his eyes in work.
2. She goes to a fitness club every day, She is obsessed ..... sports.
3. Remember to clock ..... when you come to the office.
4. I am really fond ..... cats. I have three at home.

## NEWS



### WHAT DOES YOUR DESK SAY ABOUT YOU?

According to some experts, your desk **reflects your personality**. Truth or fact? Read and see.

#### TYPE 1

The **owner** wants to feel **'at home'** and brings many **personal objects** like souvenirs, plants, photos to the office and puts them on the desk. The person is friendly and likes talking to other people.

#### TYPE 2

The desk looks **messy**, because there are papers, folders and **post-it-notes** everywhere. The **owner** has lots of ideas and is very **communicative**. Such people think they control the mess, but in fact they often lose things 😊

#### TYPE 3

You won't see anything on this desk, so it looks very **organized** and professional. It may belong to a manager who wants to show he is in control.

### GLOSSARY

- **to reflect your personality** – to show what kind of person you are
- **to feel at home** – to feel comfortable in a place different than your home
- **personal objects** – things that are yours, belong to you
- **messy** – untidy
- **a post-it-note** – a (usually) yellow piece of paper for taking notes that you can stick to a desk, computer screen etc.
- **communicative** – someone who likes talking to other people and it's easy for them to give information to other people
- **owner** – a person who has a concrete thing
- **organized** – with everything in the correct place

## KEY TO EXERCISES

### Ex.1

1. advance
2. clear
3. five
4. flexible

**Ex.2**

1. What is your morning routine?
2. Did you have to share a room with your brother or sister when you were a child?
3. What sort of music are you fond of?

**Ex.3**

1. up
2. with
3. in/on
4. of