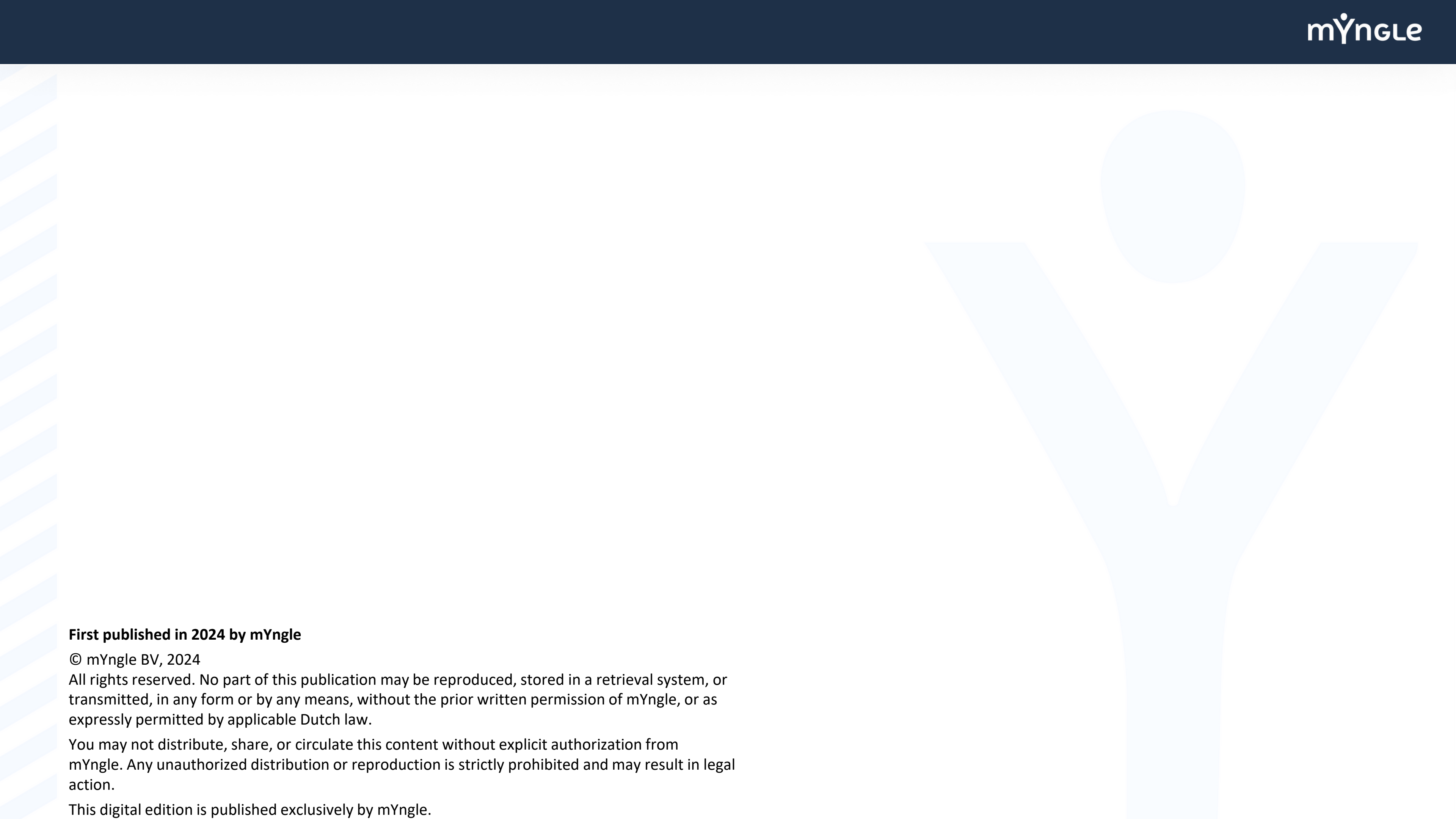


mYngle

Business Upper Intermediate

Homework - Unit 8: Employees



The background features a dark blue header with the mYngle logo. On the left, there is a vertical strip with diagonal light blue and white stripes. On the right, there is a large, faint, light blue graphic of a person with arms raised, holding a circular object above their head.

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1. Find two phrases (a-c) that are similar in meaning to the phrases in bold.

1. career prospects

- a. job growth
- b. future plans
- c. advancement opportunities

2. job opportunities

- a. business ventures
- b. employment openings
- c. vacant positions

3. full-time employment

- a. 40-hour work week
- b. permanent job
- c. freelance work

4. job security

- a. stable position
- b. business risk
- c. long-term employment

5. job satisfaction

- a. workplace contentment
- b. employee benefits
- c. positive work experience

6. take early retirement

- a. career break
- b. pension plans
- c. leaving the job before 65

7. temporary secondment

- a. project delegation
- b. short-term assignment
- c. interim placement

8. a sideways move

- a. lateral transfer
- b. same-level shift
- c. hierarchical ascent

9. a change of direction

- a. shift in strategy
- b. change in wind
- c. new approach

10. a glass ceiling

- a. unacknowledged barriers
- b. office politics
- c. limitations on advancement

11. an opportunity for advancement

- a. self-promotion
- b. promotion potential
- c. career progression

12. update your skills

- a. professional development
- b. refresh training
- c. skill enhancement

2. Read the text and say if the statements on the right are True or False. Correct the False ones.

Working from Home: The Elon Musk Perspective

For many, the shift to working from home has been a significant change of direction in the professional realm. Elon Musk, a name that resonates with innovation and pushing boundaries, has had varied opinions on the matter. While many anticipate that with such a progressive mind, Musk would be a staunch supporter of remote work, his perspective offers an insightful blend.

Elon has always been concerned about career prospects and the potential limitations the home environment might pose. For industries driving the future, such as Tesla or SpaceX, collaboration and hands-on experience are essential. Musk fears that working remotely might create a 'glass ceiling,' an unspoken barrier, impeding one's opportunity for advancement. At SpaceX, for instance, developing rockets is a hands-on job, not something that can be done from a bedroom.

Yet, the shift to remote work has expanded job opportunities for many. Companies have realized that they can source talent from anywhere, leading to a broader pool of potential employees. In Musk's businesses, while core roles might require presence, many peripheral roles have moved online, offering job security and even full-time employment to those who might not be geographically close to the company's headquarters.

For some, the idea of temporary secondment, being assigned to special projects or roles outside of the usual job domain, becomes feasible in a virtual environment. Musk's companies have always been about innovation, so an engineer from Tesla getting a short stint at The Boring Company to understand tunneling can be an exciting sideways move. It's not just about the tasks but also the opportunity to update your skills and engage in personal development.

However, it's not all sunshine and rainbows. Job satisfaction varies. Some employees love the flexibility of working from home, while others miss the office environment. Musk himself has always been an advocate for intense work schedules, believing in the synergy that physical presence can create. There are concerns that employees might take early retirement due to the isolation and stress of remote work.

That said, Musk's empire, with its diverse range of companies, is an excellent place for personal development. The companies offer various platforms where individuals can update their skills. The challenge for Musk and his HR teams is ensuring that these opportunities are still accessible to remote workers and that they don't hit a glass ceiling.

In conclusion, while the era of working from home has redefined job opportunities and roles, leaders like Elon Musk stand at a crossroad. They must balance innovation and collaboration with the benefits that remote work can bring to employee well-being and job satisfaction.

True or False?

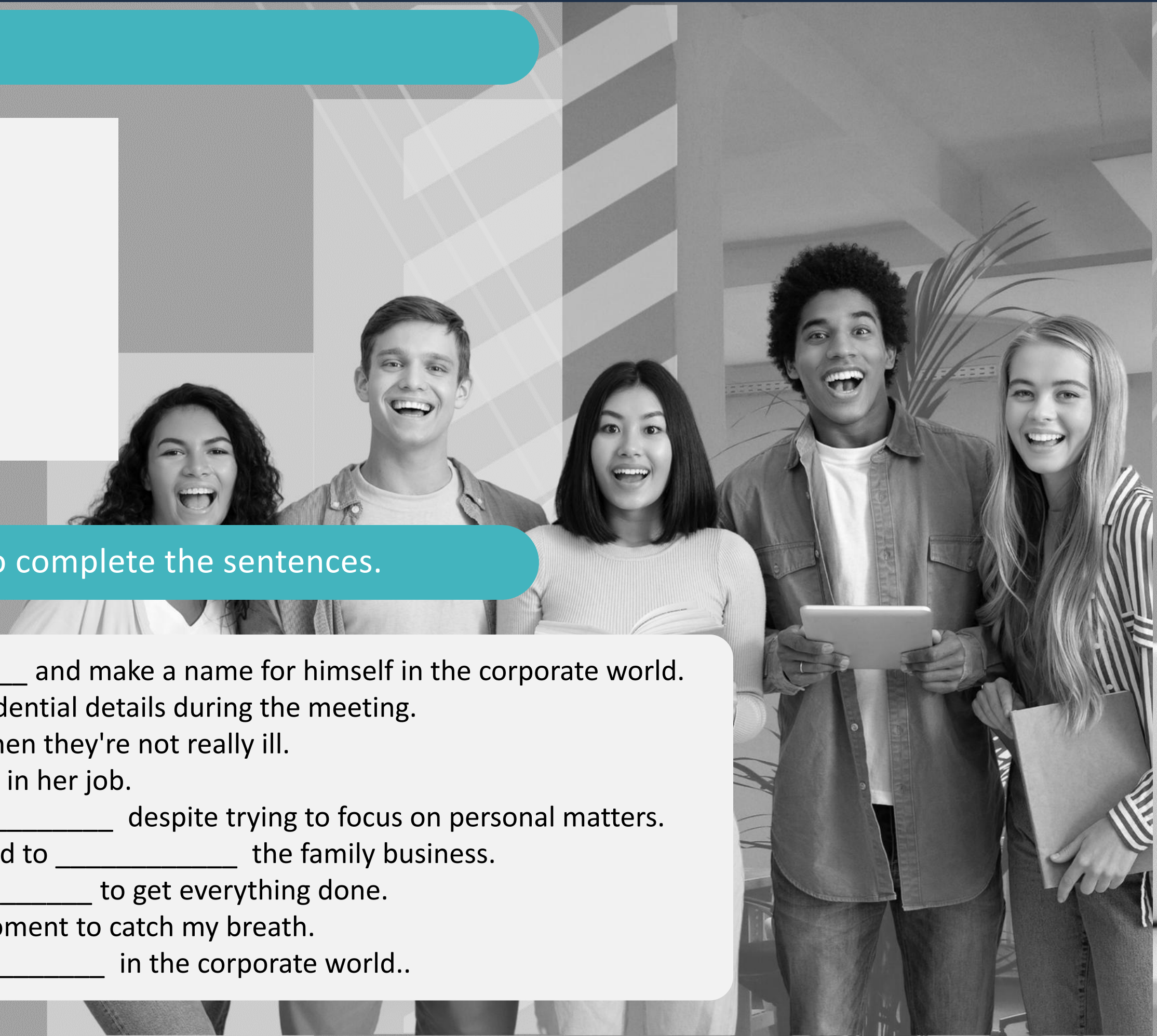
1. Elon Musk is an outspoken supporter of the complete transition to remote work. ()
2. Working remotely might create a 'glass ceiling' in certain industries according to Musk. ()
3. All roles in Musk's companies, including core ones, have shifted online. ()
4. Temporary secondment always implies a change to a different company within Musk's empire. ()
5. Employees universally prefer the flexibility of remote work to office environments. ()
6. A stint at The Boring Company offers Tesla engineers a chance to explore different facets of engineering. ()
7. Musk promotes a relaxed approach to work schedules. ()
8. Elon Musk's companies primarily focus on task completion and don't emphasize personal development. ()

1. Match 1-9 to a-i.

- | | |
|--------------------------|------------------|
| 1. to work against _____ | a. copybook |
| 2. to take _____ | b. career ladder |
| 3. to be stuck _____ | c. the clock |
| 4. to pull _____ | d. under |
| 5. to blot one's _____ | e. in a rut |
| 6. to fly _____ | f. high |
| 7. to talk _____ | g. sickies |
| 8. to be snowed _____ | h. over |
| 9. to climb the _____ | i. shop |

2. Choose the appropriate phrase from exercise 1 to complete the sentences.

1. Despite the hardships, he's determined to _____ and make a name for himself in the corporate world.
2. You really _____ when you shared those confidential details during the meeting.
3. It's not uncommon for employees to _____ when they're not really ill.
4. Feeling unchallenged, she found herself _____ in her job.
5. Whenever they met at the cafe, they'd inevitably _____ despite trying to focus on personal matters.
6. After Mr. Thompson retired, his eldest daughter decided to _____ the family business.
7. When the deadlines are tight, we often have to _____ to get everything done.
8. I _____ with work lately and haven't had a moment to catch my breath.
9. With her new promotion, she's truly destined to _____ in the corporate world..



3. Put the following text in order.

A. That being said, like any other job, apprenticeships come with their challenges. There might be times when apprentices may feel tempted **to pull sickies** or might struggle with the pressure. However, the resilience built during this period equips them to handle workplace stress in the future. Those who embrace challenges, seek feedback, and continuously learn are the ones who truly **fly high** in their careers. **Paragraph N.:** ____

B. In conclusion, while university offers a broad academic experience, it isn't the best fit for everyone. Apprenticeships provide young individuals a unique blend of academic and practical knowledge. This combined experience often ensures they are better prepared for the challenges of the job market, making them stand out in a competitive world. Thus, for those willing to dive into the practical side of professions and gain hands-on experience, apprenticeships often prove to be a more rewarding choice. **Paragraph N.:** ____

C. One notable advantage of apprenticeships is the direct exposure to the world of work. Unlike university students who often **work against the clock** to meet academic deadlines, apprentices learn time management in real-world scenarios. This provides them with practical insights into the working world and prepares them for future challenges. On the contrary, students at universities might find themselves **snowed under** with theoretical work, which may not always align with practical, real-world challenges. **Paragraph N.:** ____

D. Apprenticeships also offer a clearer view of career progression. It's not uncommon for university graduates **to be stuck in a rut** after graduation, unsure of how their degree translates to a job or a clear career path. Apprentices, however, already have their foot in the door and are familiar with the industry's ins and outs. They've had the chance **to take over** certain responsibilities and tasks, gaining a realistic understanding of where they can head next. **Paragraph N.:** ____

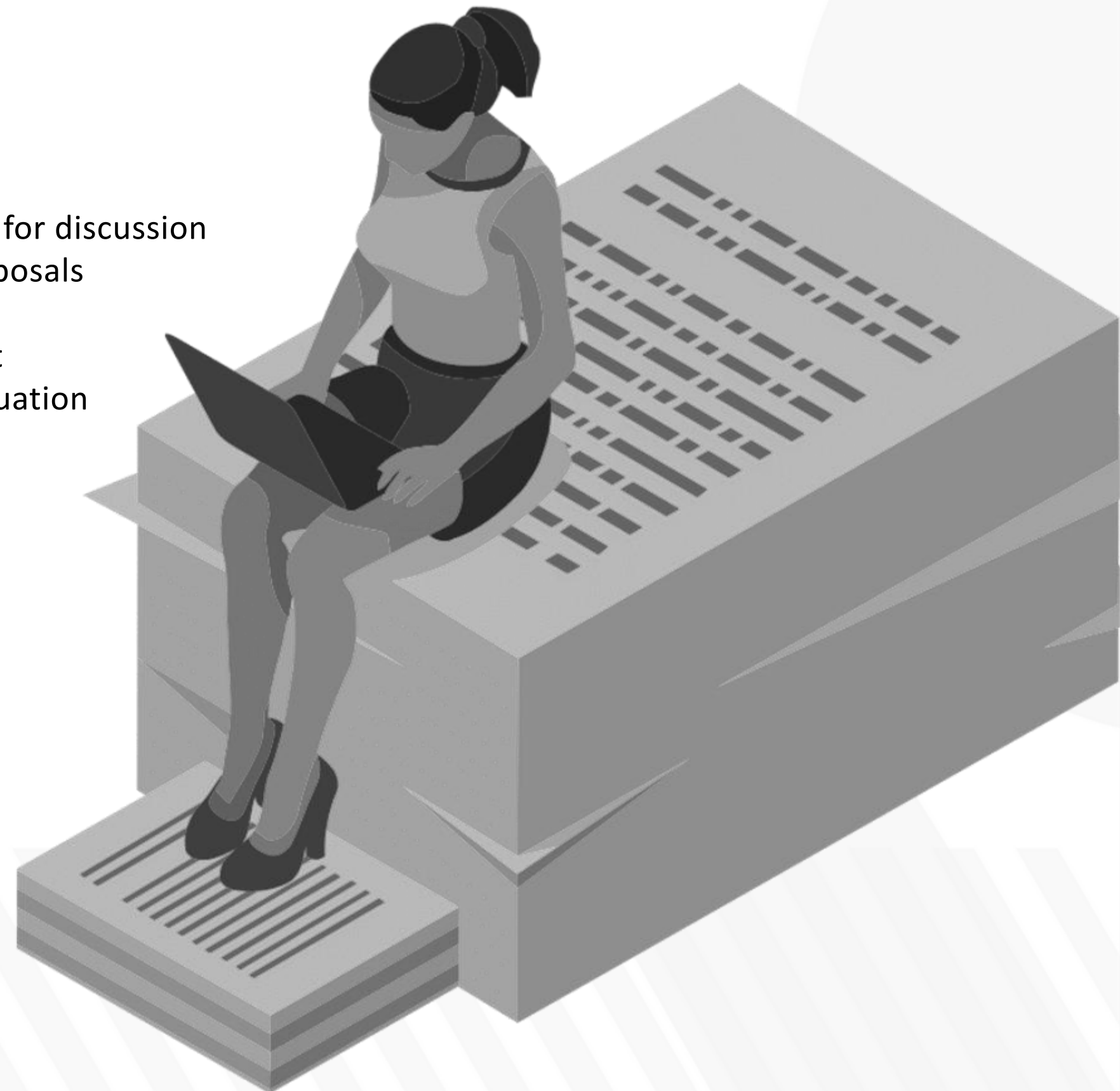
E. In today's dynamic world, the path to success is often seen as a degree from a prestigious university. However, it's essential to remember that traditional routes are not the only ways **to climb the career ladder**. For many young individuals, apprenticeships offer a robust alternative, merging hands-on experience with theoretical learning. **Paragraph N.:** ____

F. Financially speaking, apprenticeships can be more rewarding. University students often **talk shop** when it comes to their finances, discussing tuition fees and maintenance loans. Apprentices earn while they learn, eliminating hefty debts that can often blot one's copybook when seeking financial independence in early adulthood. It's a stark contrast to peers who might take years to repay university loans. **Paragraph N.:** ____

1. Match the expressions below with categories a-e.

1. I'll be happy (for/to) ... provided you ...
2. The areas we need to discuss are ...
3. Supposing we ...
4. So, a quick recap ...
5. I can live with that.
6. That sounds like a plan / deal
7. So (what) have we got so far?
8. What we need to decide on today is ...
9. Let's keep our options open ...
10. If you guarantee ..., I'd let you have ...

- a. Outlining the points for discussion
- b. Putting forward proposals
- c. Bargaining
- d. Reaching agreement
- e. Summarizing the situation



2. Identify the synonyms for the given phrases in the text on the right.

1. I'll be happy (for/to) ... provided you ...

2. The areas we need to discuss are ...

3. Supposing we ...

4. So, a quick recap ...

5. I can live with that.

6. That sounds like a plan / deal

7. So (what) have we got so far?

8. What we need to decide on today is ...

9. Let's keep our options open ...

10. If you guarantee ..., I'd let you have ...

AI vs Employees: Navigating the Modern Workplace

For many, the shift to working from home has been a significant change of direction in the professional realm. Elon Musk, a name that resonates with innovation and pushing boundaries, has had varied opinions on the matter. While many anticipate that with such a progressive mind, Musk would be a staunch supporter of remote work, his perspective offers an insightful blend.

Elon has always been concerned about career prospects and the potential limitations the home environment might pose. For industries driving the future, such as Tesla or SpaceX, collaboration and hands-on experience are essential. Musk fears that working remotely might create a 'glass ceiling,' an unspoken barrier, impeding one's opportunity for advancement. At SpaceX, for instance, developing rockets is a hands-on job, not something that can be done from a bedroom.

Yet, the shift to remote work has expanded job opportunities for many. Companies have realized that they can source talent from anywhere, leading to a broader pool of potential employees. In Musk's businesses, while core roles might require presence, many peripheral roles have moved online, offering job security and even full-time employment to those who might not be geographically close to the company's headquarters.

For some, the idea of temporary secondment, being assigned to special projects or roles outside of the usual job domain, becomes feasible in a virtual environment. Musk's companies have always been about innovation, so an engineer from Tesla getting a short stint at The Boring Company to understand tunneling can be an exciting sideways move. It's not just about the tasks but also the opportunity to update your skills and engage in personal development. However, it's not all sunshine and rainbows. Job satisfaction varies. Some employees love the flexibility of working from home, while others miss the office environment. Musk himself has always been an advocate for intense work schedules, believing in the synergy that physical presence can create. There are concerns that employees might take early retirement due to the isolation and stress of remote work.

That said, Musk's empire, with its diverse range of companies, is an excellent place for personal development. The companies offer various platforms where individuals can update their skills. The challenge for Musk and his HR teams is ensuring that these opportunities are still accessible to remote workers and that they don't hit a glass ceiling. In conclusion, while the era of working from home has redefined job opportunities and roles, leaders like Elon Musk stand at a crossroad. They must balance innovation and collaboration with the benefits that remote work can bring to employee well-being and job satisfaction.

3. Read the text and answer the questions

1. What causes burnout according to the text?
2. How does the text relate burnout to self-care?
3. What are the signs of burnout?
4. How can we prevent burnout?

Understanding Burnout: Recognizing the Signs and Prioritizing Self-Care

Do you feel disinterested in life, do you feel completely exhausted, mentally and physically, and all you want is to just get in bed even if it's in the middle of the day? That's what burnout sounds like.

First, it's important to understand that burnout can come from a lot of different sources. It doesn't necessarily have to come from work. It can come from excessive dieting or a relationship that takes up too much and doesn't give much in return or even from being obsessed with a hobby.

But at the same time most people burn out from work. Burnout happens in a situation where you feel obliged to do something, when you feel like you don't necessarily belong to yourself, when your time doesn't belong to you. Sometimes people rely on coffee and energy drinks to get themselves going because their exhaustion has reached such levels that they do not have their own energy anymore. We live in such a fast-paced technologically advanced world where we stare at our screens 24/7 and have this endless to-do list of infinite tasks. And also there is pressure to be very competitive and perfect. Burnout is a risk that too many of us take. Burnout is when we listen to others and not our own body, when we work hard for others without thinking of ourselves, when we give in to everyone else's demands but not our own minds and bodies' needs. We talk to others, we make time for others, but don't make time for ourselves. Burnout means we outrun ourselves, we outdo ourselves, we outperform ourselves, but not in a good way. Testing your limits is good, but breaking yourself in the process isn't worth it.

A famous proverb states: *you don't have to set yourself on fire to keep others warm.*

The way you know you're close to burnout is when everything starts to feel like a burden, feels heavy, and you start feeling frustrated at every little thing. Burnout is when we go out when we want to stay in; we stay up late when we want to go to bed early. Burnout is when you're running, and you just need to walk.

It's when you're chasing, and you need to pause.

It's when you're driving, and you need to drop.

It's when you're pushing, and you need to stop.

Outlining the points for discussion

- *What we need to decide on today is ...*
- *The areas we need to discuss are ...*
- *Let's look at what our options are ...*

Putting forward proposals

- *One option would be to ...*
- *How about we (look ...)?*
- *What I propose is ...*
- *Let's keep our options open ...*
- *Supposing we ...*
- *Why don't we ...?*
- *My idea is ...*

Bargaining

- *I could offer you ..., but I'd expect ...*
- *If you guarantee ..., I'd let you have ...*
- *I'll be happy (for/to) ... provided you ...*
- *Perhaps a better idea would be to ...*
- *Could ... instead?*
- *If you can ..., then we are prepared to ...*
- *Provided that ..., then we could accept ...*

Stating consequences

- *We'd (have) ... , if we did that.*
- *That'll solve the problem.*
- *It just wouldn't work if we (took on ...).*
- *Unless we ..., we won't*

Rejecting proposals

- *Sorry, but I'm not really sure about that.*
- *That's not quite what I had in mind.*
- *I'm afraid I'm not convinced by that.*

Reaching agreement

- *I'm happy with that.*
- *I can live with that.*
- *That sounds like a plan / deal.*
- *That sounds acceptable / reasonable.*

Summarizing the situation

- *Let's just summarize the situation ...*
- *So (what) have we got so far?*
- *So, a quick recap ...*
- *If I ..., you'll ...*

First conditional

In the *if* clause of first conditional sentences, we talk about a present or future situation that is quite likely to happen; in the other clause, we talk about the result.

If clause (likely situation)	Result
If + present tense	will + infinitive
If you order 10 units,	we'll ship them for free.
If I'm not rewarded well,	I'll quit the company.

Variations:

1. You can use the present continuous or present perfect in the *if* clause.
If anyone **is thinking** of a better plan, I'll let you take the floor
If he **hasn't responded yet**, I'll call instead.
2. You can use other modals instead of *will* in the result clause.
If we hurry, we **may / might / can** get home before it rains.

Second conditional

In the *if* clause of second conditional sentences, we talk about an imaginary present or future situation that is less likely; in the other clause, we talk about the result.

If clause (likely situation)	Result
If + past tense	would + infinitive
If I didn't have to work so much,	I would spend more time with you.

Variations:

1. You can use the past continuous in the *if* clause.
If you **were staying** in the hotel, when **would** you fly back?
2. You can use *could* instead of *would* in the result clause.
If you **came** tomorrow to the office, we **could** attend the meeting together.

1. Change the verbs in brackets to complete the conditional sentences.

1. If we _____ (reach) our monthly sales target, we _____ (receive) a bonus.
2. It's a small market not, but if we _____ (expand), we _____ (hire) more employees.
3. If the negotiations _____ (go) well, we _____ (enter into) the contract next week.
4. If the marketing campaign _____ (generate) good results, we _____ (increase) our advertising budget.
5. Unless we _____ (discuss) new terms and conditions of the contract, we _____ (continue) to have conflicted issues.
6. If the competitor _____ (launch) a new product, we _____ (have) to adjust our pricing and marketing strategy.
7. If I _____ (have) more resources, I _____ (invest) in research and development.
8. She _____ (accept) the job offer if the salary _____ (be) more competitive.
9. If the market conditions _____ (improve), our company _____ (consider) expanding into new territories.
10. They _____ (implement) a new software system if it _____ (improve) operational efficiency.
11. If the project _____ (be) more profitable, we _____ (allocate) additional funds to marketing.

2. Complete the sentences with an alternative to *if*.

1. (**Unless / As long as**) we move the meeting, we will have to cancel it.
2. (**Suppose / Provided**) the client approves the price, we will have to move quickly.
3. The authorities will process your application (**provided that / unless**) you have all the documents.
4. The meeting may be moved (**as long as / on the condition that**) that every single one of the attendees agrees.
5. (**As long as / On the condition that**) you promise to not to tell anyone, I'll tell you exactly what happened.

extra grammar

We can use '**provided that, providing, on condition that, as long as**' instead of **if** for emphasis.

E.g. You can finish early today as you promise to complete the report.

We use '**in case**' to talk about doing something to avoid a possible problem later.

E.g. I'm going to give you my mobile number in case you need me/

1. Match the first half of the sentence (1-10) with the correct second half (A-J).

- | | |
|--|--|
| 1. Should he decide to relocate, | A. she might look into new job opportunities. |
| 2. If our company expands, | B. they would actively seek career prospects. |
| 3. If employees were more concerned about personal development, | C. you would have a greater chance at long-term employability. |
| 4. If employees focus on updating their skills through training, | D. she might experience greater job satisfaction. |
| 5. Were she to prioritize job satisfaction, | E. they would likely seek other avenues for advancement. |
| 6. If she doesn't embrace personal development now, | F. it's vital to consider the implications of that move on career prospects. |
| 7. When an employee sees potential for full-time employment, | G. they will enhance their employability significantly. |
| 8. Should you be considering a sideways move, | H. they might want to consider apprenticeships. |
| 9. If you were to complete an apprenticeship, | I. job opportunities in other regions would increase. |
| 10. If they were aware of the glass ceiling, | J. there will be more chances for temporary secondment. |

extra grammar

We can use **"when"** in the first conditional to speak about expected or likely events, while **"should"** in both first and second conditionals often conveys unexpected or less likely scenarios.

E.g.:

"When I finish work, I'll call you." (It's a real plan.)

"Should you win the lottery, would you quit your job?" (It means "If you unexpectedly won the lottery, would you quit your job?")



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Business Upper Intermediate

Unit 8: Employees

Homework – Answer Key

Exercise 1

1. Career Prospects **(b) future plans**

The terms 'job growth' and 'advancement opportunities' directly refer to the potential advancements in one's career. However, 'future plans' is broader and can encompass non-career-related plans such as travel, education, or personal milestones.

2. Job opportunities **(a) business ventures**

'Employment openings' and 'vacant positions' directly describe available job positions, whereas 'business ventures' refer to starting or investing in new businesses rather than seeking employment.

3. full-time employment **(c) freelance work**

Both '40-hour work week' and 'permanent job' indicate stable, continuous employment. 'Freelance work', on the other hand, is often project-based and lacks the regularity of full-time roles.

4. Job security **(b) business risk**

'Stable position' and 'long-term employment' are directly related to the security of a job. 'Business risk', however, pertains to the potential hazards in the business world and is not a direct correlate to job security.

5. Job Satisfaction **(b) employee benefits**

'Workplace contentment' and 'positive work experience' directly refer to feelings of satisfaction in one's job. 'Employee benefits', though important, refer to tangible or intangible compensations and don't directly measure satisfaction.

6. Take early retirement **(a) career break**

'Pension plans' and 'leaving the job before 65' are directly related to retirement. In contrast, a 'career break' could be a short-term hiatus from work and not necessarily associated with retirement.

7. Temporary secondment (a) project delegation

'Short-term assignment' and 'interim placement' are about temporary roles. 'Project delegation', however, relates to assigning specific tasks or projects to individuals or teams but doesn't necessarily imply a change in role or placement.

8. a sideways move (c) hierarchical ascent

Both 'lateral transfer' and 'same-level shift' refer to moving to a different position at the same hierarchical level. 'Hierarchical ascent', on the other hand, suggests moving up in hierarchy or rank.

9. a change of direction (b) change in wind

While 'shift in strategy' and 'new approach' can be metaphorically and literally related to changing directions in decision-making or strategies, 'change in wind' is a more literal phrase about weather or atmosphere.

10. a glass ceiling (b) office politics

'Unacknowledged barriers' and 'limitations on advancement' speak to constraints, often gender-based, that prevent upward career mobility. 'Office politics', though related to workplace dynamics, doesn't specifically address these systemic barriers.

11. an opportunity for advancement (a) self-promotion

'Promotion potential' and 'career progression' are directly related to advancing in one's career. 'Self-promotion', however, refers to the act of promoting oneself, usually for personal gain or recognition, and not necessarily career progression.

12. update your skills (b) refresh training

'Skill enhancement' and 'professional development' are about improving and building on existing skills. 'Refresh training', though related, is more about revisiting already learned skills rather than updating or adding new ones.

Exercise 2

1. **False** - The text does not state that Musk is an outright supporter of a complete transition to remote work. He has mixed views.
2. **True** - Musk fears that working remotely might pose limitations and create a 'glass ceiling.'
3. **False** - While many peripheral roles might have moved online, core roles in Musk's companies like those at SpaceX still require physical presence.
4. **False** - Temporary secondment means being assigned to special projects or roles, not necessarily a change to a different company.
5. **False** - The text specifies that job satisfaction varies; it doesn't state that all employees prefer remote work.
6. **True** - The Boring Company stint for Tesla engineers is an opportunity to understand tunneling, which is a different facet of engineering.
7. **False** - Musk is known to advocate for intense work schedules, not relaxed ones.
8. **False** - The companies offer platforms where individuals can update their skills and engage in personal development, showing they value more than just task completion.

Exercise 1

- 1. to work against **(c)** the clock
- 2. to take **(h)** over
- 3. to be stuck **(e)** in a rut
- 4. to pull **(g)** sickies
- 5. to blot one's **(a)** copybook
- 6. to fly **(f)** high
- 7. to talk **(i)** shop
- 8. to be snowed **(d)** under
- 9. to climb the **(b)** career ladder

Exercise 2

- 1. climb the career ladder
- 2. blot one's copybook
- 3. pull sickies
- 4. be stuck in a rut
- 5. talk shop
- 6. take over
- 7. work against the clock
- 8. be snowed under
- 9. fly high

Exercise 3

A-5	B-6	C-2	D-3	E-1	F-4
-----	-----	-----	-----	-----	-----



Exercise 1

1. I'll be happy (for/to) ... provided you → **(c) bargaining**
2. The areas we need to discuss are ... → **(a) outlining the points**
3. Supposing we ... → **(b) putting forward proposals**
4. So, a quick recap ... → **(e) summarizing the situation**
5. I can live with that. → **(d) reaching agreement**
6. That sounds like a plan / deal → **(d) reaching agreement**
7. So (what) have we got so far? → **(e) summarizing the situation**
8. What we need to decide on today is ... → **(a) outlining the points**
9. Let's keep our options open ... → **(b) putting forward proposals**
10. If you guarantee ..., I'd let you have → **(c) bargaining**

Exercise 2

1. I'd be willing to accept ... on the condition that ...
2. the topic on our agenda is ...
3. Assuming we ...
4. let's briefly review the key points of our discussion so far.
5. I might be inclined to ...
6. A wise approach would be ...
7. summarizing our discussion thus far,
8. The challenge for businesses is ...
9. It's essential to remain flexible ...
10. If an AI promises consistent results, I might be inclined to give it ...

Exercise 3

Answers will vary



Exercise 1

1. reach / will receive
2. expanded / would hire
3. go / will enter into
4. generates / will increase
5. discuss / will continue
6. launched / would have
7. had / would invest
8. would accept / was
9. improved / would consider
10. would implement / improved
11. was / would allocate

Exercise 2

1. unless
2. suppose
3. provided that
4. on the condition that
5. as long as

Exercise 3

1. Should he decide to relocate, **I.** *job opportunities in other regions would increase.*
2. If our company expands, **J.** *there will be more chances for temporary secondment.*
3. If employees were more concerned about personal development, **B.** *they would actively seek career prospects.*
4. If employees focus on updating their skills through training, **G.** *they will enhance their employability significantly.*
5. Were she to prioritize job satisfaction, **D.** *she might experience greater job satisfaction.*
6. If she doesn't embrace personal development now, **A.** *she might look into new job opportunities.*
7. When an employee sees potential for full-time employment, **H.** *they might want to consider apprenticeships*
8. Should you be considering a sideways move, **F.** *it's vital to consider the implications of that move on career prospects.*
9. If you were to complete an apprenticeship, **C.** *you would have a greater chance at long-term employability.*
10. If they were aware of the glass ceiling, **E.** *they would likely seek other avenues for advancement.*