

mYngle

Business Intermediate

Homework - Unit 2: Work-life balance



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1. Read the article on Finding the Right Work-Life Balance and choose the paragraph (1-6) which tells you about the following statements (a-f).

- a. Balanced schedules and leave policies create a healthier work environment. **Paragraph _____.**
- b. Parents benefit from maternity or paternity leave to support families. **Paragraph _____.**
- c. The risks of overworking and its effect on well-being. **Paragraph _____.**
- d. Special leave options offer important personal time off without pay. **Paragraph _____.**
- e. Flexibility and remote work options improve happiness and reduce stress. **Paragraph _____.**
- f. Effective time management and using leave to recharge. **Paragraph _____.**

Finding the Right Work-Life Balance

1. *These days, it is hard to find a good work-life balance. Many people work long hours and don't have enough time for themselves or their families. This can cause stress and lead to health problems. Some companies offer paid overtime, which helps financially, but it doesn't solve the issue of working too much. Without balance, work can become overwhelming and affect a person's happiness and productivity.*
2. *There are many advantages to finding balance between work and personal life. Having more flexible options like flexitime or working from home can help. Flexitime allows employees to adjust their work hours to suit their needs. For example, they might be required to work certain core hours, but they can start or finish earlier or later. Working from home also allows employees to avoid long commutes and spend more time with their families. These options can reduce stress and make employees happier.*
3. *To manage work-life balance, there are some important skills. Employees need to manage their time well and avoid taking on too much work. They should also use their annual leave and any other types of leave, such as maternity or paternity leave, to rest and spend time with their loved ones. Planning time off can help people feel more refreshed and ready to return to work.*
4. *Many companies offer extra time off, called additional leave, for special situations. Some companies even allow unpaid leave when employees need more time but don't want to lose their jobs. Unpaid leave doesn't provide any money, but it does offer a break from work, which can be very helpful for reducing stress or dealing with personal matters.*
5. *For new parents, maternity leave and paternity leave are essential. These allow parents to take time off after the birth of a child, often with full pay. This helps them bond with their newborns and manage family responsibilities without worrying about money. It is important for companies to support parents in this way.*
6. *In conclusion, achieving a good work-life balance is important for both mental and physical health. With options like flexitime, paid overtime, and different types of leave, employees can reduce stress and enjoy a better quality of life. Employers who offer these options will have happier and more productive workers.*

2. Answer the following questions (1-8) about the article from the previous exercise.

1. What are some negative effects of a poor work-life balance on employees?
2. Why is offering flexitime and remote work options important for employee well-being?
3. How can managing time effectively help improve work-life balance?
4. What is the difference between annual leave and additional leave?
5. Why might an employee choose to take unpaid leave, and how can it be beneficial?
6. How does maternity or paternity leave support parents after the birth of a child?
7. What is the main benefit of receiving full pay during maternity or paternity leave?
8. What could be some advantages for employers who help employees achieve work-life balance?

3. Complete the sentences using the correct vocabulary word from the box below.

- flexitime
- core hours
- paid overtime
- Home working
- annual leave
- additional leave
- unpaid leave
- maternity / paternity leave
- full pay

1. _____ allows employees to perform their job duties from their own homes.
2. _____ is available to new parents, allowing them to care for their newborn without worrying about work.
3. Workers are entitled to a certain amount of _____ each year for rest and relaxation.
4. Employees who work beyond their regular hours may receive _____ as compensation.
5. Some companies offer _____ for special circumstances, such as extended travel or personal projects.
6. With _____, employees have the flexibility to start and finish their workday at different times.
7. Taking _____ means you won't receive any salary during your time off.
8. _____ ensures that everyone is present at the office during critical business hours.
9. When an employee is on sick leave but still receives their normal salary, this is referred to as receiving _____.

1. Read the headlines provided below. After reading the headlines, go through the articles that follow. Match each article with the most suitable headline.

A. *Why You Should Put Your Work-Life Balance First*

B. *Is Overtime Really Worth It? Why You Need Breaks*

Article 1: What's the most suitable headline: A or B?

Many people work extra hours or overtime to stay on top of their jobs. But this can cause stress and make you feel very tired. If you feel stressed, it's a good idea to take a break. Taking short breaks during the day can help you relax and focus better. Some experts even suggest that we should stop working extra hours and cut out overworking.

To be productive and happy, it's important to manage stress. You can do this by setting boundaries. For example, you can decide not to answer work emails after a certain time. This will help you protect your free time. When you maintain a healthy work-life balance, you will feel better at work and home. Also, don't let yourself miss out on free time just because you are working extra hours. Instead, free up time by working smarter and not wasting time on idle chit-chat.

In the end, small changes in how you work can make a big difference. You will feel more relaxed and ready to face challenges, both at work and in your personal life.

Article 2: What's the most suitable headline: A or B?

In today's busy world, it can be hard to find time for both work and personal life. But it's very important to make your work-life balance your number one priority. One way to do this is to set boundaries at work. For example, tell your boss that you can't work after a certain time or say no to extra tasks when you're already busy.

It's also important to make time for things you enjoy, like hobbies or spending time with friends and family. If you don't make time for yourself, you might miss out on fun experiences. That's why having some downtime is important. It gives you time to rest and recharge. If you work too much and don't take breaks, you may feel very tired and lose focus.

If you can't find enough time, try organizing your day better. Think about how you can work faster or smarter to free up extra time. When you work more efficiently, you will have more time to enjoy life outside of work. Finding balance is possible if you make it a top priority.

2. Decide if the following statements (1-10) are true or false.

1. Working overtime every day is a good way to stay focused and productive.
2. Taking regular breaks throughout the workday helps improve productivity in the long run.
3. Cutting out all overtime work is the only way to achieve a good work-life balance.
4. Setting boundaries means saying no to personal time to take on more work projects.
5. Idle chit-chat with colleagues during work hours can help you free up time later.
6. If you don't set boundaries, you might miss out on important time with your friends or family.
7. One of the benefits of managing your time better is that you can work less efficiently.
8. Making work-life balance your top priority means you must always focus more on your personal life than on your job.
9. One way to set boundaries at work is by telling your boss that you won't answer work emails after a certain time.
10. Finding a balance between work and personal life helps reduce stress and improve your well-being.

3. Rewrite the following sentences 1-12 using the word in parenthesis. Do not change the meaning of the first sentence.

- | | |
|--|---|
| 1. You've decided to stop drinking sugary drinks.
(cut out) _____. | 7. You always take 5-minute breaks every hour while working.
(take) _____. |
| 2. You're working late to finish an important project.
(overtime) _____. | 8. You feel less stressed because you're learning to relax.
(stress) _____. |
| 3. You have a clear line between work time and family time.
(boundaries) _____. | 9. You missed the chance to go on a trip because you didn't plan well.
(missed out) _____. |
| 4. You make sure to relax and do nothing on Sunday afternoons.
(downtime) _____. | 10. You stopped watching TV to have more time to read books.
(freed up) _____. |
| 5. You are talking with your colleagues about non-work topics during lunch.
(idle chit-chat) _____. | 11. You manage to keep a good balance between your job and personal life.
(balance) _____. |
| 6. You decide to treat your family as the most important part of your life.
(priority) _____. | 12. You decide to create time in your busy day for exercise.
(make) _____. |

GRAMMAR
POINT

Gerund	Infinitive
used after prepositions (e.g. of, about, for)	used after verbs about making plans and decisions (e.g. decide, plan, intend)
used after verbs about saying and thinking (e.g. suggest, admit, consider, imagine)	used after adjectives (e.g. difficult, easy)
	used to show purpose (to explain why we do something)
used after verbs about likes and dislikes (e.g. like, love)	

1. Choose the correct form (infinitive or gerund) to complete each sentence.

- 1. I’m planning **(going / to go)** on holiday next month.
- 2. He enjoys **(watching / to watch)** documentaries about history.
- 3. Sarah decided **(moving / to move)** to a new city for her job.
- 4. It’s difficult **(explaining / to explain)** this problem in just a few minutes.
- 5. We need **(finishing / to finish)** this report by Friday.
- 6. They suggested **(meeting / to meet)** at the coffee shop before the meeting.
- 7. I’m responsible for **(managing / to manage)** the social media accounts at work.
- 8. I’m learning **(playing / to play)** the guitar in my free time.
- 9. He’s interested in **(learning / to learn)** French because he wants to travel.
- 10. It’s important **(being / to be)** on time for the interview.

2. Fill in the blanks with the correct form (infinitive or gerund) of the verb in parentheses.

1. I'm looking forward to _____ (see) you soon.
2. He wants _____ (learn) how to play the piano.
3. I'm not used to _____ (wake) up early every morning.
4. They agreed _____ (meet) at the restaurant.
5. She avoided _____ (talk) about her personal life.
7. It's not easy _____ (find) a parking spot in the city.
8. We are planning on _____ (move) to a bigger house.
9. I'd love _____ (travel) more often if I had time.
10. He suggested _____ (go) for a walk after lunch.
11. I can't imagine _____ (live) without my smartphone.

3. Fill in the blanks with the correct form (infinitive or gerund) of the verb in parentheses to complete the text.

Our company is focused on 1. _____ (**expand**) its operations globally. One of the most important tasks is 2. _____ (**find**) the right partners in different countries. We are working hard to achieve this goal, and we aim 3. _____ (**complete**) the process by the end of the year.

Managing a global business requires 4. _____ (**handle**) multiple tasks at once. For example, our marketing team is responsible for 5. _____ (**develop**) campaigns that resonate with local audiences. It is important 6. _____ (**understand**) cultural differences and adjust strategies accordingly. In fact, we encourage all team members 7. _____ (**participate**) in cultural training programs.

However, sometimes it can be challenging 8. _____ (**balance**) our global and local operations. The team frequently suggests 9. _____ (**meet**) with local partners to discuss new strategies. They recommend 10. _____ (**focus**) on customer needs first.

In terms of employee development, we believe that 11. _____ (**provide**) opportunities for growth is essential. That's why we offer various training programs to help employees improve their skills. Employees can choose 12. _____ (**attend**) workshops or enroll in online courses.

At the same time, the company tries 13. _____ (**avoid**) overloading employees with too many tasks. We encourage everyone 14. _____ (**take**) regular breaks to prevent burnout. After all, we know that productivity increases when people feel balanced.

We are proud of our achievements and plan 15. _____ (**continue**) improving our strategies. The company's goal is 16. _____ (**become**) a leader in innovation and service quality. We look forward to 17. _____ (**see**) how these improvements will shape our future.

1. Read the following phrases and complete the table below.

- I share your opinion.
- That makes sense.
- I appreciate your point of view, but ...
- That's not a bad idea.
- I'm afraid I disagree.
- I wouldn't do that.
- I think you're right.
- That's exactly how I feel as well.
- I'm not sure I agree with you.
- Don't get me wrong, but ...
- That might work.
- You might be right. However, ...
- Good thinking!

- I can see your point, but ...
- That's nonsense.
- That's one way of looking at it, but ...
- I completely / entirely agree (with you).
- I'm not sure.
- You have a good point, but ...
- I'm sure we can come to / reach a compromise.
- I don't agree at all
- That would be a good solution

Agree	Disagree



2. Read the dialogue between Emma and John. Choose the best response (a, b, or c) to complete what John says.

Emma: We should definitely focus on launching the new product next month. I think it will be a huge success.

1. John:

- a. I don't agree at all.
- b. That's exactly how I feel as well.
- c. I'm not sure I agree with you.

Emma: Well, I really think the timing is perfect. We have all the materials ready.

2. John:

- a. That makes sense.
- b. That's nonsense.
- c. I wouldn't do that.

Emma: Good thinking! The marketing campaign is already planned. We're ready to go.

3. John:

- a. I'm sure we can come to a compromise.
- b. I appreciate your point of view, but ...
- c. I share your opinion.

Emma: Why don't we agree to launch in the second week of next month? It gives us enough time to make any final adjustments.

4. John:

- a. You might be right. However, we should discuss it with the team.
- b. That's not a bad idea.
- c. I don't agree at all.

Emma: OK, let's bring it up in tomorrow's meeting. I'm sure the team will be on board.

5. John:

- a. I think you're right.
- b. I'm afraid I disagree.
- c. That's nonsense.

Emma: Great! We can finalize the schedule by the end of the week.

6. John:

- a. I can see your point, but it might take a bit longer.
- b. That might work.
- c. I don't agree at all.

Emma: Thanks for the feedback, John. I appreciate the discussion.

7. John:

- a. I completely agree with you.
- b. You have a good point, but we need to stay cautious.
- c. That's exactly how I feel.

3. Complete the conversation with the most appropriate expression from the box. Use each expression only once.

- I appreciate your point of view, but ...
- Don't get me wrong, but...
- You have a good point, but ...
- That's not a bad idea.
- I'm afraid I disagree.

Sarah: I really think we should delay the product launch until next quarter to avoid any issues with the current production delay.

Mark: 1. _____, launching the product sooner would put us ahead of the competition.

Sarah: Hmm, I see what you're saying, but we're not ready yet. We don't want to risk a bad product release.

Mark: 2. _____ we need to be cautious, but missing the launch window could cost us.

Sarah: OK, that's a good point. What if we launch a smaller batch first and the rest later?

Mark: 3. _____. It could reduce the risk. I think I actually like it, to be honest.

Sarah: And for the marketing campaign, I'm thinking about focusing more on our existing customer base instead of trying to reach new markets.

Mark: 4. _____, I think targeting new customers would be more effective in expanding our reach.

Sarah: Alright, but wouldn't that be risky given our current budget constraints?

Mark: 5. _____, it's worth the investment if we want to grow.



1. Read the following article and find the words/phrases that match the following definitions.

1. To be neutral or not care about something. _____.
2. To really enjoy or take delight in something. _____.
3. To like something but not be overly enthusiastic about it. _____.
4. To dislike or not be enthusiastic about something. _____.
5. To be passionate or have a strong interest in something. _____.
6. To enjoy adventurous or exciting activities. _____.
7. To have a preference for a certain type of food or activity. _____.

Making the Most of Your Holiday and Days Off

Taking time off from work is essential for recharging and getting away from the daily grind. Whether it's a week-long holiday or a long weekend, making the most of your time off can boost your energy levels and improve your well-being.

For those who love adventure and excitement, there are countless activities to try. If you're into outdoor experiences like hiking or cycling, planning a trip to the mountains or beach could be the perfect way to unwind. I'm fond of nature walks, so I always make sure to include some outdoor activities in my holiday plans. But if you're someone who isn't particularly keen on being outdoors, you might prefer exploring a new city, enjoying its culture and cuisine.

Some people take pleasure in relaxing at home. They aren't enthusiastic about traveling and prefer staying indoors with a good book or catching up on their favorite TV series. There's no wrong way to enjoy your break; what's important is that you choose what you love. I'm not crazy about crowded places, so spending time at home with my family is my ideal way to recharge.

For food lovers, a day off can be the perfect time to try new recipes or visit that restaurant you've been eyeing. I have a taste for exotic dishes, so experimenting in the kitchen is something I always enjoy during my time off. On the other hand, if you're indifferent to food experiments, a simple day of relaxation may be just what you need.

In the end, the best way to enjoy your holiday is to do what makes you happy. Whether it's spending time with family, being active, or simply taking it easy, find what suits you. Remember, it's your time to relax, so make sure you take pleasure in it!

2. Fill in the blanks with the phrases from the box below.

- not fond
- not a fan
- enjoy
- not excited
- have a passion
- not keen
- love
- not enthusiastic
- take pleasure

1. I'm _____ about attending early morning meetings. I'd rather start work later in the day.
2. I'm _____ of preparing financial reports. They require a lot of attention to detail.
3. I _____ learning new business strategies. It's a fun and useful skill.
4. I'm _____ of attending networking events. I prefer more intimate, one-on-one conversations.
5. I _____ presenting new ideas to the board. It's an exciting challenge.
6. I'm _____ on dealing with office politics. I prefer to focus on my work.
7. I _____ for working on innovative projects. They push the boundaries and encourage creativity.
8. I'm _____ about handling customer complaints, but it's part of delivering great service.
9. I _____ in analyzing market trends. It helps in making informed decisions.

3. Match the halves of the sentences.

1. I'm excited	a. of delivering high-quality presentations to clients.
2. He's particularly fond	b. about expanding our product range next year.
3. She always takes pleasure	c. about innovative marketing strategies to boost sales.
4. We have a strong passion	d. for organizing team-building events that engage employees.
5. They're extremely keen	e. to the details of finance reports—someone else can handle those.
6. I'm rather indifferent	f. on staying up-to-date with the latest business trends.
7. She's absolutely crazy	g. in finding solutions to complex business challenges.
8. Our team has a particular taste	h. for improving customer service and satisfaction levels.
9. He is the best CRM agent. He seems to have a real thing ...	i. for luxury products aimed at high-end clients.
10. I genuinely enjoy	j. building strong relationships with international partners.



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Business Intermediate

Unit 2: Work-life balance

Homework – Answer Key

Exercise 1

1. Balanced schedules and leave policies create a healthier work environment. **Paragraph 6.**
2. Parents benefit from maternity or paternity leave to support families. **Paragraph 5.**
3. The risks of overworking and its effect on well-being. **Paragraph 1.**
4. Special leave options offer important personal time off without pay. **Paragraph 4.**
5. Flexibility and remote work options improve happiness and reduce stress. **Paragraph 2.**
6. Effective time management and using leave to recharge. **Paragraph 3.**

Exercise 2

1. A poor work-life balance can lead to stress, burnout, and lower productivity.
2. Flexitime and remote work options give employees flexibility, reducing stress and improving happiness.
3. Time management helps employees avoid unnecessary stress and allows them to use their leave effectively.
4. Annual leave is the standard paid time off, while additional leave is extra time off, sometimes unpaid.
5. An employee might choose unpaid leave to take a necessary break, even though it doesn't provide money.
6. Maternity and paternity leave help parents bond with their newborns and manage family responsibilities.
7. Receiving full pay during leave reduces financial stress, allowing parents to focus on their family.
8. Employers benefit by having more productive, happier employees who are less likely to experience burnout.

Exercise 3

1. **Home-working** allows employees to perform their job duties from their own homes.
2. **Maternity/paternity leave** is available to new parents, allowing them to care for their newborn without worrying about work.
3. Workers are entitled to a certain amount of **annual leave** each year for rest and relaxation.
4. Employees who work beyond their regular hours may receive **paid overtime** as compensation.
5. Some companies offer **additional leave** for special circumstances, such as extended travel or personal projects.
6. With **flexitime**, employees have the flexibility to start and finish their workday at different times.
7. Taking **unpaid leave** means you won't receive any salary during your time off.
8. **Core hours** ensures that everyone is present at the office during critical business hours.
9. When an employee is on sick leave but still receives their normal salary, this is referred to as receiving **full pay**.

Exercise 1

Article 1: Headline B: "Is Overtime Really Worth It? Why You Need Breaks"
(The first article focuses on the problems with overtime and the need for breaks.)

Article 2: Headline A: "Why You Should Put Your Work-Life Balance First"
(The second article is about making work-life balance your priority.)

Exercise 2

1. **False** (Overtime every day can lead to burnout and reduce focus, not improve it.)
2. **True** (Taking breaks helps your brain relax and increases long-term productivity.)
3. **False** (Cutting out all overtime isn't the only way; you can also set boundaries and manage stress.)
4. **False** (Setting boundaries is about protecting personal time, not sacrificing it for more work.)
5. **False** (Idle chit-chat wastes time during work hours and does not free up time later.)
6. **True** (If you don't set boundaries, work can take over, and you might miss out on personal time.)
7. **False** (Managing your time better helps you work more efficiently, not less.)
8. **False** (Work-life balance means balancing both work and personal life, not prioritizing one over the other.)
9. **True** (This is one example of setting a boundary to protect personal time.)
10. **True** (Balancing work and life helps reduce stress and improve overall well-being.)

Exercise 3

1. You've decided to **cut out** sugary drinks.
2. You're **working overtime** to finish an important project.
3. You have a clear line between work and family time because you **set boundaries**.
4. You enjoy **downtime** by relaxing on Sunday afternoons.
5. You are engaging in **idle chit-chat** with your colleagues during lunch.
6. You decide to **make your family your number one priority**.
7. You always **take a break** every hour while working.
8. You feel less stressed because you're learning to **manage stress**.
9. You **missed out** on a trip because you didn't plan well.
10. You **freed up** time by stopping TV to read books.

Exercise 1

1. **to go** (planning + infinitive)
2. **watching** (enjoy + gerund)
3. **to move** (decided + infinitive)
4. **to explain** (adjective + infinitive)
5. **to finish** (need + infinitive)
6. **meeting** (suggested + gerund)
7. **managing** (responsible for + gerund)
8. **to play** (learning + infinitive)
9. **learning** (interested in + gerund)
10. **to be** (adjective + infinitive)

Exercise 2

1. seeing (looking forward to + gerund)
2. to learn (wants + infinitive)
3. waking (used to + gerund)
4. to meet (agreed + infinitive)
5. talking (avoided + gerund)
6. to find (adjective + infinitive)
7. moving (planning on + gerund)
8. to travel (would love + infinitive)
9. going (suggested + gerund)
10. living (imagine + gerund)

Exercise 3

1. finding
2. to complete
3. handling
4. developing
5. to understand
6. to participate
7. to balance
8. meeting focusing
9. providing
10. to attend
11. to avoid
12. to take
13. to continue
14. to become
15. seeing

Exercise 1

Agree	Disagree
• I share your opinion. • That makes sense. • That's not a bad idea. • I think you're right. • That's exactly how I feel as well. • That might work. • Good thinking! • I completely / entirely agree (with you). • That would be a solution.	• I appreciate your point of view, but ... • I'm afraid I disagree. • I wouldn't do that. • I'm not sure I agree with you. • Don't get me wrong, but ... • You might be right. However, ... • I can see your point, but ... • That's nonsense. • That's one way of looking at it, but ... • I'm not sure. • You have a good point, but ... • I'm sure we can come to / reach a compromise. • I don't agree at all.

Exercise 2

- 1. c. I'm not sure I agree with you.**
(Disagreement – expressing uncertainty politely)
- 2. a. That makes sense.**
(Agreement – agreeing that the timing is reasonable)
- 3. c. I share your opinion.**
(Agreement – expressing that you have the same viewpoint)
- 4. a. You might be right. However, we should discuss it with the team.**
(Disagreement – acknowledging the other's point but adding a condition)
- 5. a. I think you're right.**
(Agreement – confirming that the suggestion is good)
- 6. b. That might work.**
(Agreement – cautiously agreeing that the plan could succeed)
- 7. b. You have a good point, but we need to stay cautious.**
(Disagreement – agreeing but adding a cautionary note)

Exercise 3

1. I'm afraid I disagree.

(Mark disagrees with delaying the launch.)

2. You have a good point, but ...

(Mark acknowledges the concern but points out a risk.)

3. That's not a bad idea.

(Mark partially agrees with Sarah's idea of a smaller batch.)

4. I appreciate your point of view, but ...

(Mark disagrees and presents his view on targeting new customers.)

5. Don't get me wrong, but ...

(Mark recognizes Sarah's concern but suggests the investment could be beneficial.)

Exercise 1

1. **Indifferent to** (To be neutral or not care about something)
2. **Take pleasure in** (To really enjoy or take delight in something)
3. **Fond of** (To like something but not be overly enthusiastic about it)
4. **Not keen on** (To dislike or not be enthusiastic about something)
5. **Have a passion for** (To be passionate or have a strong interest in something)
6. **Into** (To enjoy adventurous or exciting activities)
7. **Have a taste for** (To have a preference for a certain type of food or activity)

Exercise 2

1. not enthusiastic about
2. fan of / fond of (both are correct)
3. enjoy or love (both are correct).
4. fan of / fond of (both are correct)
5. love or enjoy (both are correct).
6. keen on
7. passion for
8. not excited about
9. take pleasure in

Exercise 3

1. I'm excited → **b. about** expanding our product range next year.
2. He's particularly fond → **a. of** delivering high-quality presentations to clients.
3. She always takes pleasure → **g. in** finding solutions to complex business challenges.
4. We have a strong passion → **d. for** organizing team-building events that engage employees.
5. They're extremely keen → **f. on** staying up-to-date with the latest business trends.
6. I'm rather indifferent → **e. to** the details of finance reports—someone else can handle those.
7. She's absolutely crazy → **c. about** innovative marketing strategies to boost sales.
8. Our team has a particular taste → **i. for** luxury products aimed at high-end clients.
9. He is the best CRM agent. He seems to have a real thing → **h. for** improving customer service and satisfaction levels.
10. I genuinely enjoy → **j. building** strong relationships with international partners.