



Business Upper Intermediate

Unit 8: Employees

Objectives

- Talk about employment
- Negotiate with colleagues and make requests
- Negotiate with certain conditions



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1. Do you agree with the statements below? Why?

1. Companies benefit financially from interns.
2. There is a fine line between opportunity for interns and exploitation.
3. For most young people, an apprenticeship is a better option than going to university.



Audio
8.1

2. Listen to Part 1 of Live Hangout about Google career opportunities for students and answer the questions:

1. What opportunities does Google offer to university students and graduates?
2. What benefits are expected from Google internship?

extra vocabulary

Miss the boat - to lose an opportunity to do something by being slow to act.

E.g. There were tickets available last week, but he missed the boat by waiting till today to try to buy some.





3. Listen to Part 2 of Google Hangout. Are these statements true (T) or false (F)?



Audio
8.2

1. Frank thinks that interns are supposed to do menial work.
2. They want interns to gain a rewarding experience.
3. There are no opportunities to join Google teams outside of the United States.
4. Google is a global company that provides international experience and collaboration.

4. Match (1-13) with (a-m) to make phrases. Then listen again to Audio 8.1 and 8.2 and check.

- | | |
|------------------------|------------------|
| 1. career | a. employment |
| 2. job | b. secondment |
| 3. full-time | c. opportunities |
| 4. job | d. skills |
| 5. job | e. security |
| 6. take early | f. development |
| 7. temporary | g. retirement |
| 8. a sideways | h. satisfaction |
| 9. a change of | i. advancement |
| 10. a glass | j. move |
| 11. an opportunity for | k. direction |
| 12. update your | l. ceiling |
| 13. personal | m. prospects |

5. Underline the correct option in *italics*, then answer the questions.

1. How would you describe the career *hopes / deals / prospects* in your company?
2. How would you rate your overall job *satisfaction / happiness / sadness* in your company?
3. Would you agree to a temporary *endorsement / secondment / reinforcement* in your company?
4. How open is your company to employees seeking a change of *direction / itinerary / route* in their career path?
5. Have you ever felt like there is a glass *cellar / ceiling / basement* in your current role or within the company?
6. Does your company provide an opportunity for *movement / advancement / headway* to all its employees?
7. How does your company support personal *development / expansion / evolution* for its employees?

6. Which 2 things on this list are the most / least important for you? Give reasons, explain your choice.

- | | |
|-------------------------|---|
| 1. career prospects | 5. a change of direction |
| 2. full-time employment | 6. an opportunity to update your skills |
| 3. job security | 7. personal development |
| 4. job satisfaction | 8. relocation |

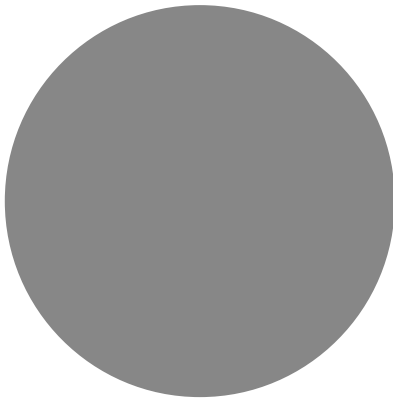
7. How does your company address points 1-8 above?

1. Look at the infographic below, answer the questions and check your responses on the next page. In your opinion:

Which countries have the highest unemployment rate in Europe?

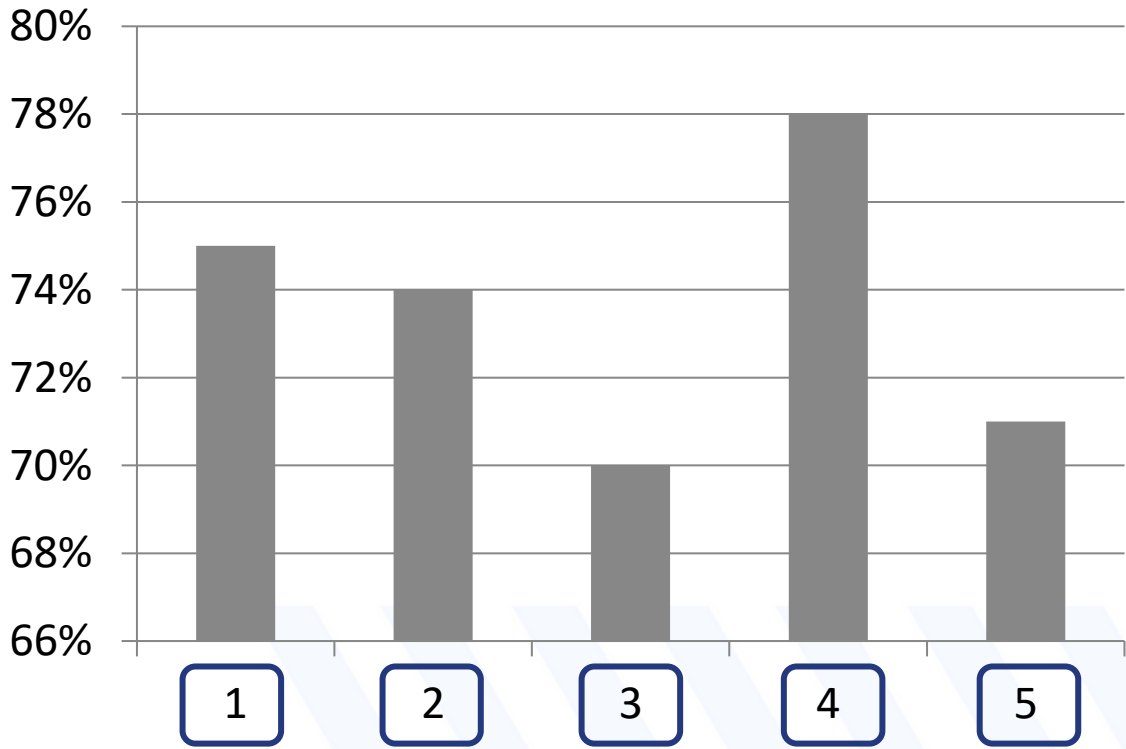


Unemployment rates by sex, age and country of birth

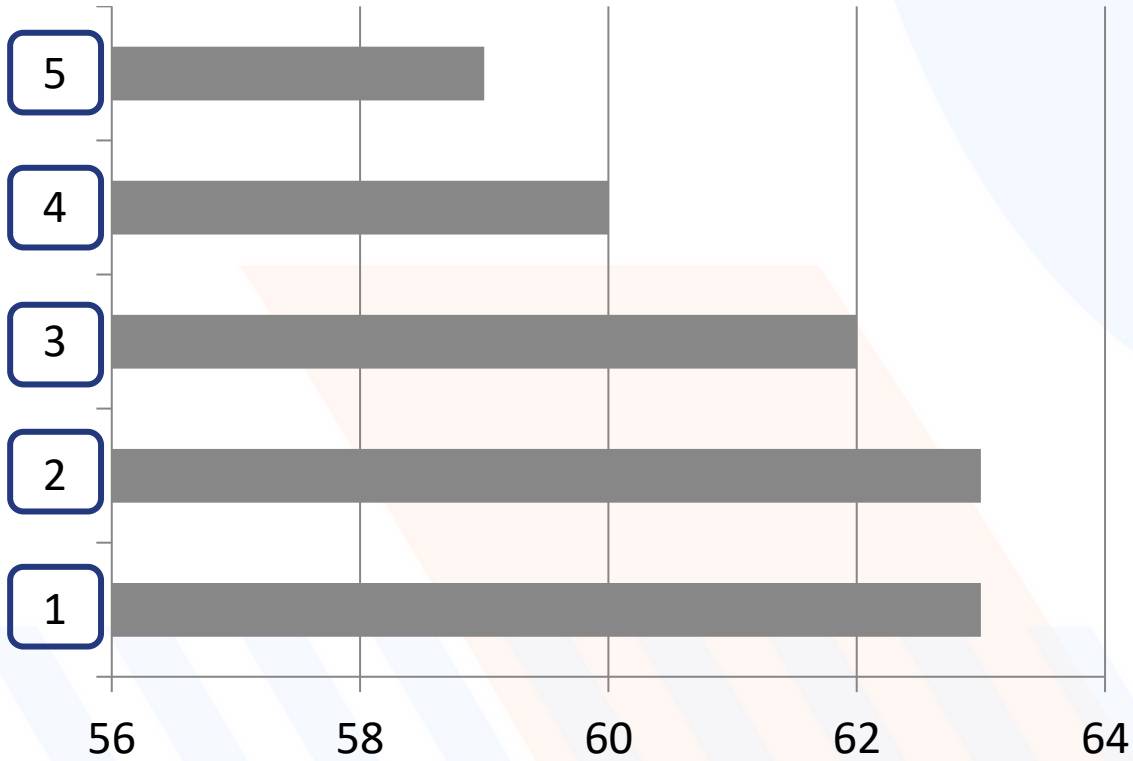


How many people want to be self-employed?

Which European countries have the highest employment rate in Europe?



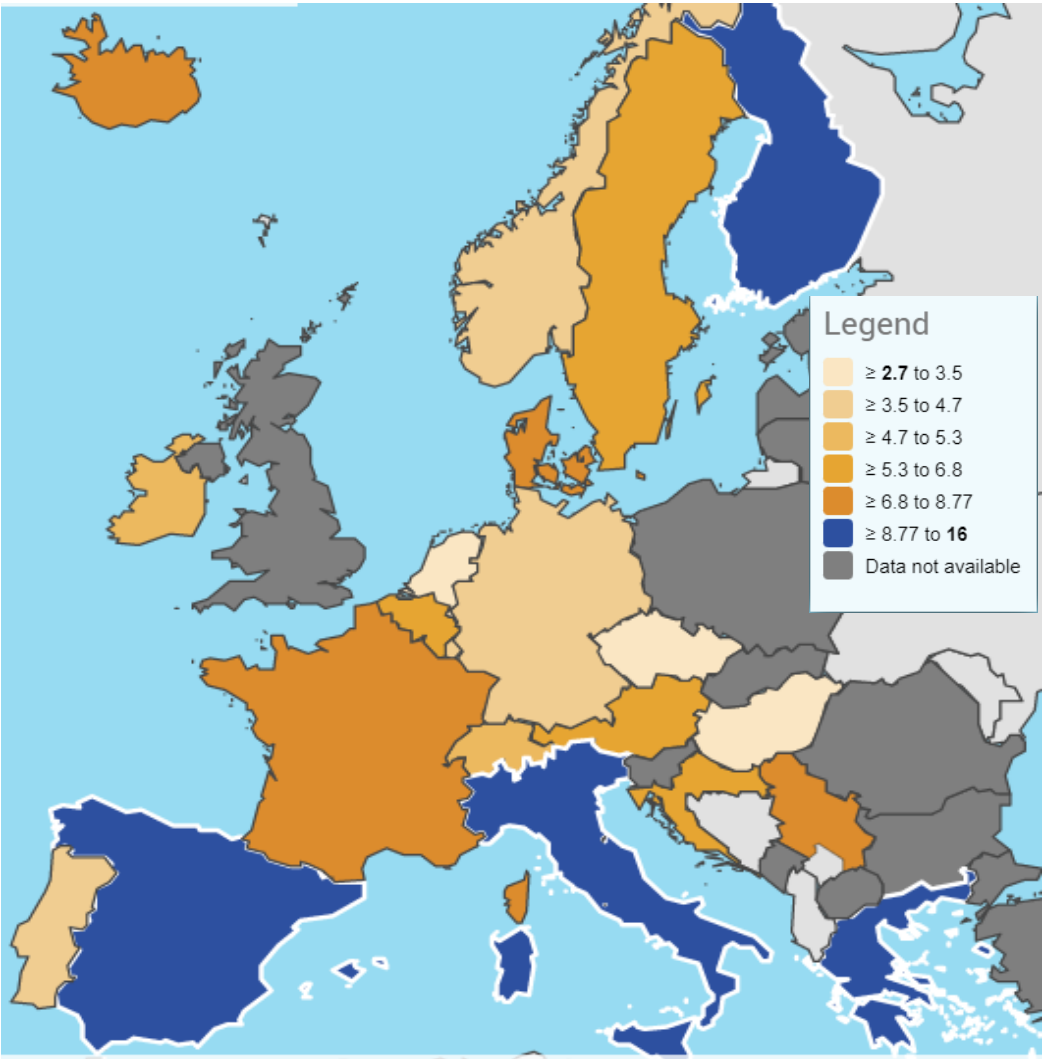
In which European countries do people retire early?



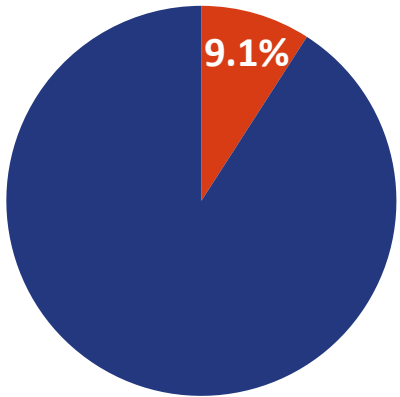
2. Look at the infographic and check your answers. How do you think your country ranks in the charts below?

Countries with the highest unemployment rate in Europe.

What do you think the countries in blue have in common in terms of unemployment?

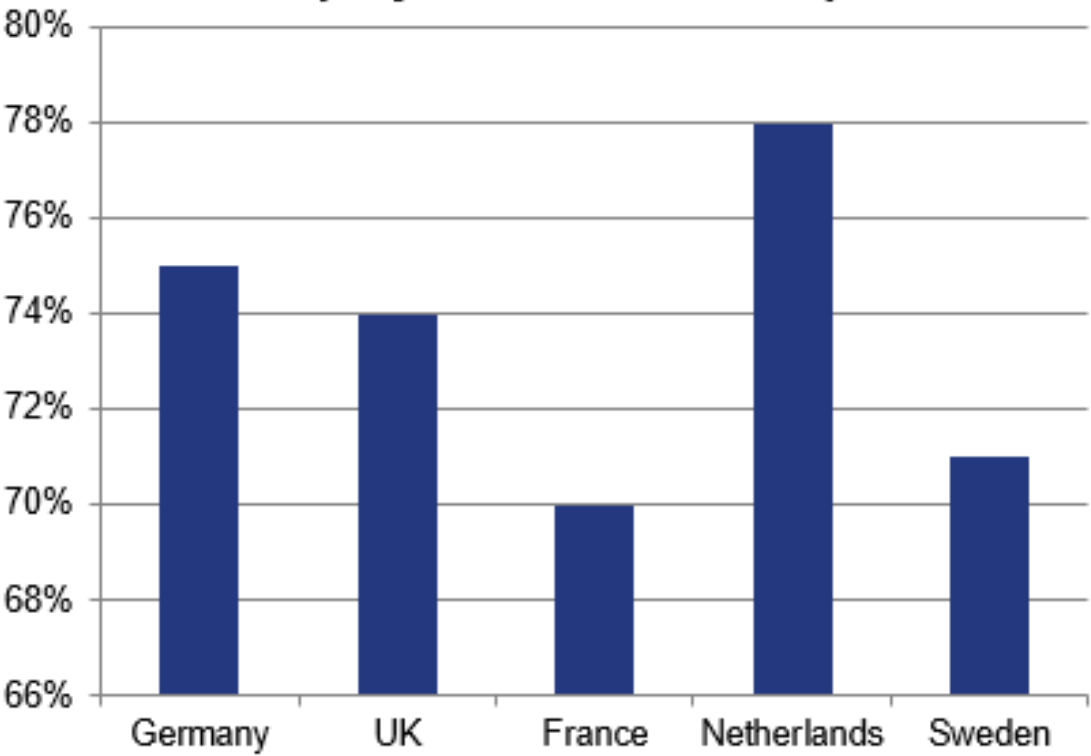


Unemployment rates by sex, age and country of birth (%).
Source of data: Eurostat, 2022



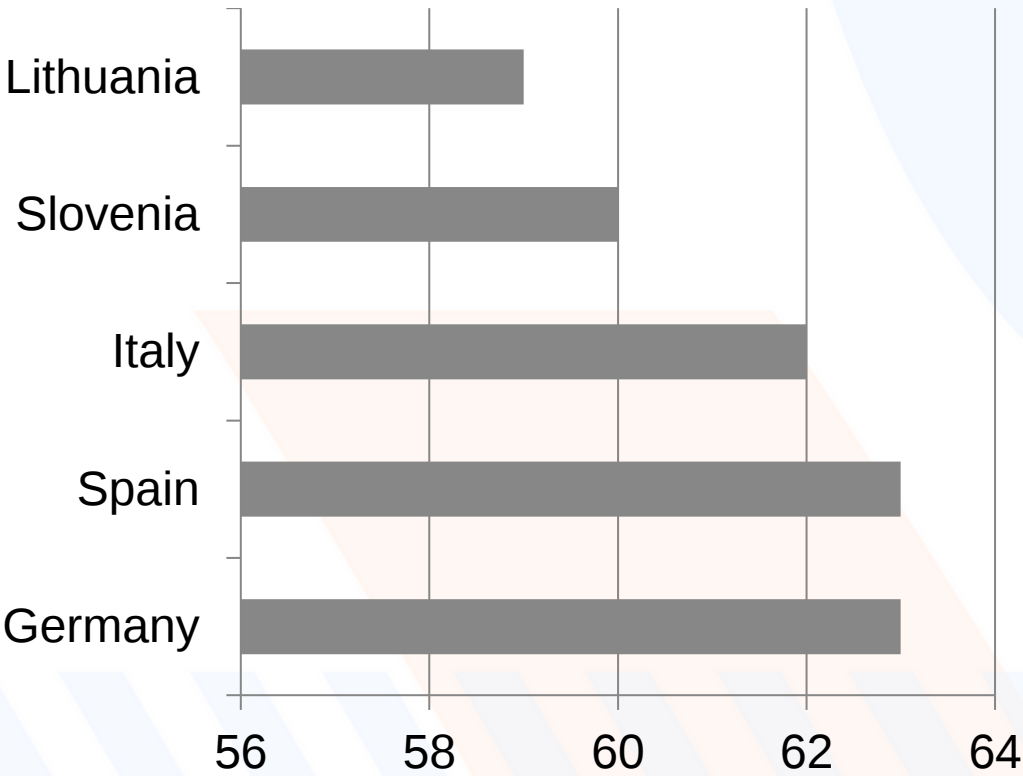
- Wish to be self-employed
- Employee or family worker, 194,781

European countries with the highest employment rate in Europe.



according to statistics by Trading Economics, 2022

Early retirement among persons who receive an old-age pension. Source of data: OECD Pensions, 2020



3. Read definitions (1-7) and complete the table with the word forms of employ (some suffixes can be used more than once).

employ						
self-	-ed	-able	-ability	un-	-ment	-ee
1. E.g. employ ee	someone who is paid regularly to work for a person or an organization					
2.	not working for an employer but finding work for yourself or having your own business					
3.	not having a job that provides money					
4.	having enough skills and abilities for someone to employ you					
5.	someone who does not have the qualifications or skills needed to do any kind of job					
6.	the skills and abilities that allow you to be employed					
7.	the number of people who do not have a job that provides money					

4. Read the stories and answer questions (1-4).

- 1. How do jobs affect each person’s emotional state?
- 2. How do they deal with job-related stress?
- 3. How does each person’s work situation impact their personal life?
- 4. What would you advise each person to do?

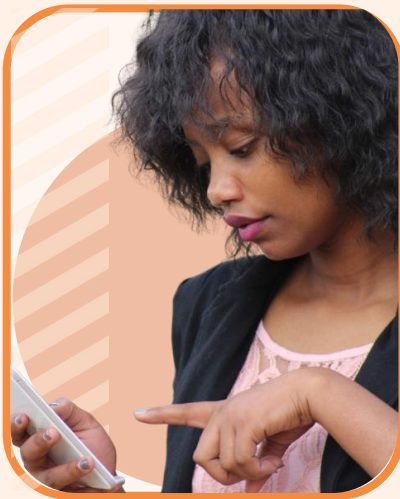
1. George



I’ve had pretty disappointing turns in my life. I used to be an engineer **working against the clock**. Then my company **got taken over**, and they decided to **downsize**, so I **was made redundant**. I tried manual labor, but I was paid a **pittance**. I must have applied for thousands of jobs and got some job offers, but the salary was too low. Unemployment is the worst thing ever! Apart from losing almost all your confidence and motivation, you gradually lose your ability to think straight, you're obsessed with finding a way to earn money, you're more nervous, **burnt**

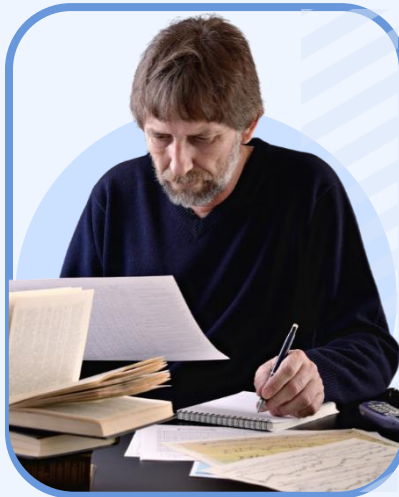
out, sometimes unable to engage in social activities, because you see people who are doing better than you. I don’t know what to do...

2. Anita



I’ve been doing this meaningless **dead-end** job for ages! People say I’m burnt out, I personally feel I’m **stuck in a rut**. So, I’ve got into a habit of **pulling sickies**. You know, when you call in sick when you actually aren’t. I think sickies are an absolute must. Once, my boss refused my request to have my birthday off. But my plans were to have a fabulous day, so I called in sick and said I’d had a migraine and needed to rest. Last week I faked a sickie on Friday to have a long weekend. Maybe I’m **blotting my copybook**, but I don’t plan to **fly high**.

3. Danilo



I’m an addict, but my addiction isn’t booze or drugs, it’s work. I have a **high-powered job**, so my motto is ‘Push harder, do more, put in more hours, **work till you drop**’. I’m **snowed under** all the time, so I’m practically **working around the clock**. My colleagues call me ‘iron man’ because I start work at 5 a.m. and reply to all the emails during the day and within 2 hours at night, and it feels good. My friends complain that I **talk shop** all the time, but I just can't not work. It feels very uncomfortable at any point where I’m not working, and I have difficulty relaxing. Of course, it affects my life. My wife and I spend no time together, share virtually no activities. I realize that we are drifting seriously apart, but it’s important for me to **climb the career ladder**. My family don’t understand that I’m doing it for them, too.

5. Find the phrases in the texts that mean the same as:

- 1. to lose one's job because the role is no longer needed _____
- 2. to have so much work to do _____
- 3. to do something as fast as possible _____
- 4. to make a company smaller by eliminating staff positions _____
- 5. the act of pretending to be sick in order to avoid work _____
- 6. to progress in one's career _____
- 7. to do something that spoils one's good reputation _____
- 8. to be very successful _____
- 9. a very small amount of money _____
- 10. to talk about work-related matters _____
- 11. in a state of mental and physical exhaustion caused _____
- 12. a situation where there is progress, often due to routine _____
- 13. a job that involves a lot of responsibility _____
- 14. to get control of a company _____
- 15. a situation that will not lead to progress or success _____
- 16. to work very hard without stopping _____

6. Answer the questions:

1. Have you ever been **stuck in a rut** or in a **dead-end job**?
2. Do you know anyone who always **talks shop**?
3. Are you a **team player** or would you prefer to be **self-employed**?
4. In your country, which jobs pay a **pittance**?
5. When was the last time you were **snowed under** and **worked against the clock**?
6. How important is it for you to **climb the career ladder**?

7. What's your Business Biography? Tell your teacher/partner about your career.

extra writing

Imagine that you're applying for your dream job.

Write a cover letter (100-150 words). Explain why you decided to apply, highlight your skills, experience and achievements.

extra vocabulary

Stepping stone - an event or experience that helps you achieve something else.

E.g. I see this job just as a stepping stone to better things.

1. Match statements (1-5) with people (a-e).

1. If I was given early retirement, I would consider living in a cheaper country or dedicate more time to my personal interests.
2. Although I'm still quite young, I think I know quite a lot about my field. If I set up in business, it would be a PR agency to help people promote their companies and products.
3. If I had the money, I'd probably open a clothing outlet.
4. If I started my own company, it would have something to do with software. If I work hard, I'll achieve my goal.
5. If I lost my job, I'd start doing something different from education. I'd probably become a tour guide.



A

Mathilde Hahn, 25
Marketer



B

Samir Nienow, 32
Developer



C

Maia Turcotte, 21
Student of fashion design



D

Alex Johns, 43
Teacher



E

Steven Torp, 51,
Investment banker

2. Look at the conditional sentences below and complete explanations (1-4) in the Language point with phrases (a-h).

1. If I work hard, I'll achieve my goal.
2. If I had the money, I'd probably open a clothing outlet.

LANGUAGE POINT		
1. In first conditional sentences the if-clause refers to a situation that _____.		
2. First conditional sentences are formed with if + _____ and _____ or a _____ verb in the other half of the sentence.		
3. In the second conditional sentences the if-clause refers to a situation which is either _____ or _____.		
4. Second conditional sentences are formed with if + _____ and _____ in the other half of the sentence.		
	a. modal	
	b. present sense	
	c. past tense	
	d. would/could + verb	
	e. unlikely to happen	
	f. may possibly happen	
	g. unreal	
	h. will	

3. Match the sentence halves then answer the questions.

- | | |
|--|--|
| 1. What would you do | a. if you seize the opportunities that new technologies present? |
| 2. Will you get a bonus | b. if it guarantees a good result? |
| 3. What would you say | c. if your boss asked you to work against the clock for a bonus? |
| 4. Will you make a concession during a negotiation | d. if you meet your targets? |
| 5. Will you be able to compete in the job market | e. if you were made redundant? |

4. Complete the sentences with the correct form of the verbs in brackets.

- I _____ (**start**) up a business if it wasn't so risky.
- I'd stay in this job if they _____ (**pay**) more.
- I _____ (**work**) in the Berlin office if I learn German.
- I _____ (**take**) that job if I were you.
- I'm afraid I _____ (**lose**) my job if I don't meet my sales target.
- I'm sure your boss _____ (**tell**) you if he wasn't satisfied with your work.
- If I _____ (**not work**) around the clock, I won't be promoted.
- If management _____ (**share**) our open-plan area, they would realize how noisy and unproductive it can be.

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 long 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.

5. Match each problem with a possible solution (*optional*).

1. Employees complain that even when they're at home, they feel at work because of the constant emails.
 2. There's high turnover among young employees.
 3. People who have worked for the company for a long time aren't interested in getting to know new employees. There is no sense of teamwork.
- a. Organize a team-building activity for all employees.
 - b. Increase the salaries.
 - c. Encourage employees not to respond to work emails outside of office hours.

6. Discuss the problems in ex. 5 and think of more solutions. Use the first and second conditional (*optional*).

E.g. If we organize a team-building activity, people will get to know each other.



7. Complete the sentences.

1. If I spoke perfect English ...
2. I will work harder if ...
3. If they don't give me promotion, ...
4. If I started my own business, ...
5. I'll study another language if ...
6. If my company sent me to work in Thailand, ...
7. If I was CEO, ...

8. Imagine you were in these situations. What would you do? Give reasons.

1. You have to choose between a well-paid but dead-end job and a very interesting job that pays a pittance.
2. You are offered a great job and a great salary in a country that is very far from yours.
3. You are offered a good job while you are studying.
4. You have to choose between working at night or at weekends.
5. You have to choose between working 8 hours, 5 days a week or 10 hours a day, 4 days a week.



1. Answer the questions

1. Which work sectors are currently experiencing a high turnover of staff in your country? Why do you think that is?
2. What are the main reasons behind high turnover?
3. How can companies retain employees and reduce turnover?



Audio
8.3

2. Read the Context. Listen to the meeting and answer questions (1-5).

CONTEXT

HubSpot, a leading marketing, sales, and service software company, faced a significant challenge in 2023. Despite its reputation for a strong culture and employee benefits, HubSpot saw increasing turnover rates and had concerns about employee retention. The company had to find a way to keep its existing talent while attracting new high-quality hires.

HR Director Maria Sanchez, CEO Jack Turner, and COO Linda Matthews are trying to devise an effective strategy to address this issue.

1. What strategies are proposed?
2. Under what condition will Jack approve the strategies?
3. What are Maria and Linda's response to Jack's condition?
4. What are the risks associated with full outsourcing according to Maria?
5. How do they plan to measure the success of their strategies?

3. Complete the four tips for managing negotiations, using the words below. Which of these tips are used in the meeting in ex. 2?

check

remain

set

take

1. _____ control
2. _____ your understanding
3. _____ a framework for communication
4. _____ open

extra vocabulary

Give somebody a pat on the back - to praise someone for doing something good.

E.g. I got a pat on the back from my boss.



Audio 8.3

4. Listen again and complete sentences (1-8).

1. _____ we look at that first?
2. Let's _____ regarding this.
3. _____ we stretch our budget a little, _____ take on both strategies?
4. Let's _____ the situation.
5. So, what _____ ?
6. However, it just _____ we took on full outsourcing.
7. I can _____ that.
8. That sounds _____.

5. Read the expressions and clarify the meaning of the phrases you do not understand.

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 ...

6. Work with your teacher/partner. Read the situation below and develop a dialogue, using the key expressions. Try to reach a compromise.

Student A:

Your boss asks you to take over your colleague who left the company for 3 months till he finds a good candidate. This will mean extra work for you for the same or slightly more money. Negotiate the conditions with your boss.

Student B:

You are a manager and you need an incumbent for the next 3 months. Student A is the best candidate. Unfortunately, he/she refuses to replace his/her colleague. Convince Student A to take the position. Think about the conditions and alternatives that you can offer.

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 ...
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Summarizing the situation

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

7. Work with your partner/teacher. You are going to role play a negotiation. One of you is a manager and the other is an employee. Look at the information below and discuss your options/conditions. Try to reach an agreement.

Manager

You need to relocate part of your team abroad. Negotiate a contract favorable to the company. These are the areas to discuss:

1. Employee pays his/her own rent
2. Initial relocation bonus €3,000
3. Relocation expenses are covered by employee
4. Work permit for spouse or partner isn't provided
5. 50% health insurance coverage
6. Guarantee of the same job for the first year

Employee

Your company is relocating your team abroad. Your task is to negotiate a contract acceptable to you. These are the areas to discuss with your manager:

1. Rent paid by the company
2. Relocation bonus €5,000
3. Relocation company to move you, your family and household goods, paid by the company
4. Work permit for spouse or partner must be provided
5. Same healthcare as home (90%)
6. Guarantee of the same job for three years

extra vocabulary

Stumbling block - something that prevents action or agreement

E.g. Lack of funds is a major stumbling block to the project.

1. Answer the questions

1. What kinds of requests can you make at work?
2. How do you introduce a request at work? What can you say?
3. How do you ask for something politely in English? What are some words or phrases you could use?



Audio 8.4



Audio 8.4

2. Listen to the conversations. What help does each speaker want?

3. Underline the correct word in *italics*. Then listen again and check.

Conversation 1

1. Could you *invest / spend / spare* a few minutes tomorrow to give us your input?
2. And while I have you here, could you just have a quick *glance / look / wink* at my draft for the new product release?
3. You don't *mind / care / object* if I get back to you tomorrow on that, do you?

Conversation 2

1. Do you *want / mind / need* if I join you?
2. I was hoping you could do me a *present / favor / surprise*.
3. Do you *think / know / suspect* you could help me craft a compelling elevator pitch?

4. Match requests (1-6) with responses (a-f).

1. Could you just have a quick look at my computer?
 2. Would you mind checking my report? I need to hand it in tomorrow.
 3. Excuse me, am I disturbing you?
 4. Is this a good time?
 5. I have something I wanted to ask you. Can I come by your office later?
 6. Can you give me a hand with this invoice, please?
- a. Absolutely, let's take a look at it together.
 - b. Not really, I have a call in 10 minutes.
 - c. I'm afraid I'm snowed under right now. You might want to contact IT support.
 - d. Sure, feel free to drop by whenever you're free.
 - e. Not at all! I'd be glad to review it for you.
 - f. Actually, I'm in the middle of something. Can we talk later?

5. Complete the sentences with the words below.

- think
- mind
- do
- spare
- hand

1. I was hoping you could _____ me a favor.
2. Can you give me a _____ with my presentation?
3. You don't _____ if I make some changes, do you?
4. Do you _____ you could help me with my cover letter?
5. Could you _____ a few minutes to give me feedback?

extra vocabulary

Be up to the eyes in - to be very busy doing something.
E.g. I'm up to my eyes in work this week.

6. With your teacher/partner, read the situations and have brief conversations using the expressions from the box.

Situation 1

Student A

You want some help with a project because you can't get it finished on time. Explain why you are pressed for time. Ask Student B for help.

Student B

Student A wants some help with a project. Apologize and tell him/her that you are up to your eyes in work and won't be able to help this time.

Situation 2

Student A

You work in an office. Student B is your supervisor. Ask him/her for a week off.

Student B

You are Student A's supervisor. He/she wants a week off. It's a busy period and you are short-staffed. Say "no" to this request.

Making requests

- Can I talk to you for a minute? / Do you have a minute?
- Is this a good time?
- Can I ask you something?
- Could you help me with something?
- I have something I wanted to ask you.
- I have a (big) favour to ask. / Can you do me a (big) favour?
- Could you just have a quick look at ...?
- Would you mind checking ... ?
- Excuse me, am I disturbing you?
- Could you spare a few minutes?
- Can you give me a hand with ... ?
- Can / could I / you (possibly)...?
- Do you mind ...? / Would you mind ...?
- I'd be very grateful if you could...
- ... if it's not too much trouble.
- Do you think that you could...?
- Would it be possible for me/you to...?
- I was hoping you could...
- I could do with some help with...
- You don't mind..., do you?

Responding to requests

- Sure, don't worry. / Sure, no problem.
- I'll see what I can do (about it).
- I'm afraid I can't.
- I can help you later on, but not just now, sorry!
- Definitely! I'd be glad to help.

7. Work with your teacher/partner. Take turns to make and respond to requests using the prompts below.

E.g.

A: Can I talk to you for a minute? Would it be ok if I leave early today? I have an appointment.

B: I suppose so, if it's really important ...

A
Actions
• leave early • cover • switch shifts • change my shift/schedule • stay late • <i>your ideas</i>
Reasons
• appointment • schedule • shift • medical procedure • <i>your ideas</i>

B
Actions
• take time off • have time off • <i>your ideas</i>
Reasons
• leave of absence • vacation • day/week/month off • <i>your ideas</i>

C
Actions
• getting someone's attention • check (something) • translate • correct • <i>your ideas</i>
Reasons
• interruption • document • speech • presentation • <i>your ideas</i>

1. Answer the questions.

1. What is burnout?
2. What are the reasons and symptoms of burnout?
3. How can we manage burnout?



Talking point

2. Read the information below and check your answers.



BURNOUT

What Is **Burnout** ?

state of physical and emotional exhaustion

Symptoms

- Loss of motivation
- Lack of energy
- Headaches
- Having trouble concentrating
- Irritation, anger

Reasons

- Lack of support or recognition
- Deadlines
- Long hours

How to manage burnout

- Exercise
- Set boundaries
- Spend time with family and friends
- Travel
- Explore your options

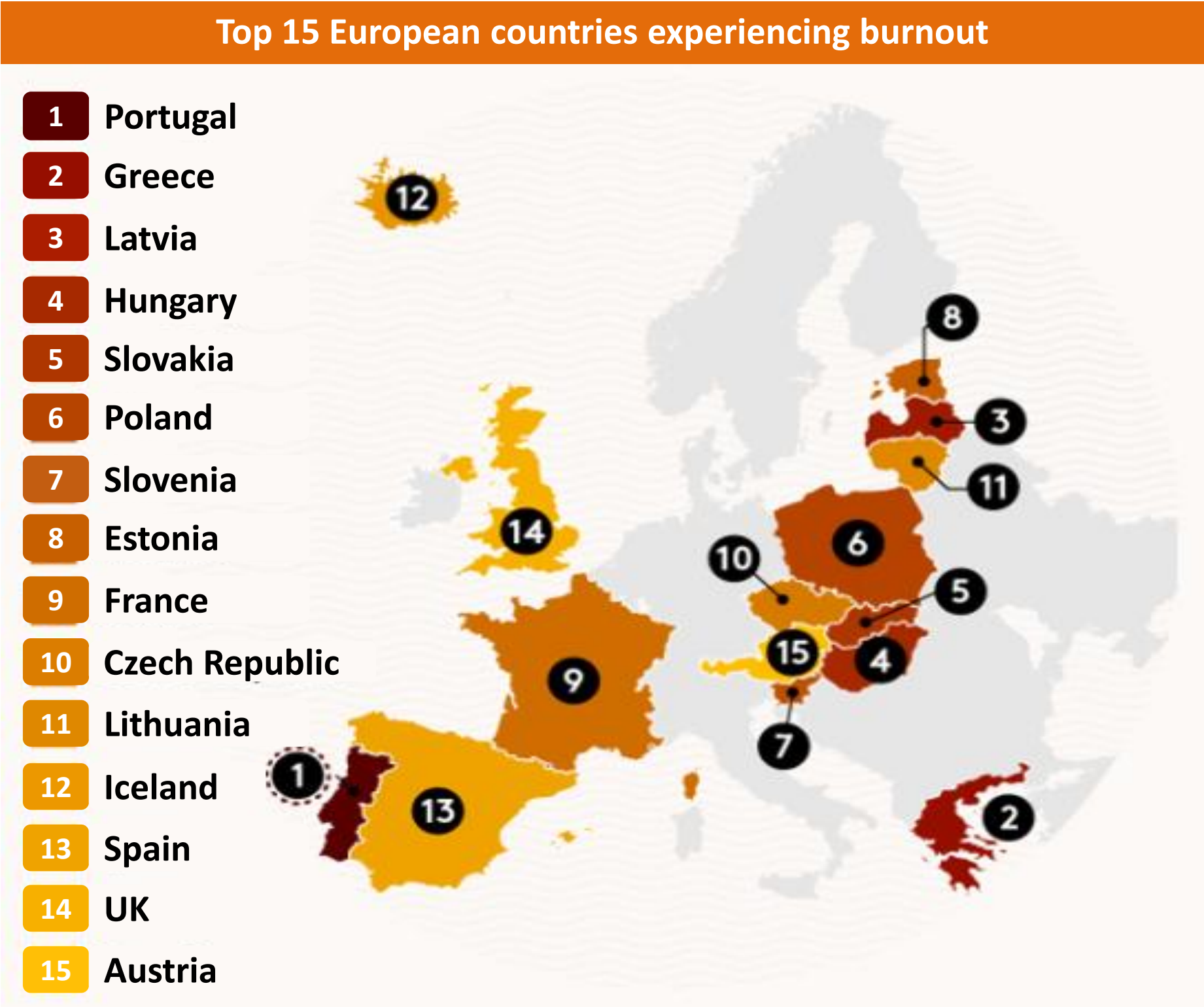
INTERESTING FACTS

1 in 5 professionals are burnt out by their fear of **Job security**

77% of employees have reported **burnout**

3. Did you know? *(optional)*

Gen Z and Millennials reported significantly **higher** burnout than Boomers or Gen X



4. Read the quotation. Do you agree or disagree? Why? (*optional*)

Imagine life as a game in which you are juggling five balls in the air. You name them **work, family, health, friends** and **spirit**. And you're keeping all of these in the air. You will soon understand that work is a rubber ball. If you drop it, it will bounce back. But the other four balls – family, health, friends and spirit – are made of glass. If you drop one of these, they will be irrevocably scuffed, marked, nicked, damaged or even shattered. They will never be the same. You must understand that and strive for balance in your life'.

Brian Dyson, Coca-Cola's former CEO

5. You are going to watch a video about burnout. Read the expressions below and discuss the meaning with your teacher.

[Click here to see the video](#)

- committed
- deeply disillusioned
- irritable
- prioritize
- give kudos

6. Watch the video and answer the questions.

1. When does burnout occur?
2. What are the symptoms of burnout?
3. How can we avoid burnout?
4. What do you do to avoid burnout?

Discussion

7. Match (1-6) with (a-f), then watch again and check.

- | | |
|---|---------------------------------------|
| 1. First, take control of _____ | a. your stress. |
| 2. Prioritize _____ | b. taking regular breaks and exercise |
| 3. Be open and honest about _____ | c. your purpose. |
| 4. Next, address _____ | d. how you're struggling to cope. |
| 5. Look after your physical health by _____ | e. your To-Do list. |
| 6. Finally, rediscover _____ | f. and delegate where possible. |

8. Read some more advice. Which tips from ex. 5 and 6 do you agree or disagree with and why?



Treat personal commitments as meetings.

(Marisa Renee Lee, Founder of Supportal)



Free yourself of FOMO.

(Kirin Sinha, Founder and CEO of Ilumix)



Say 'No' to 999 things and 'Yes' to one.

(Joey Zwillinger, Cofounder of Allbirds)

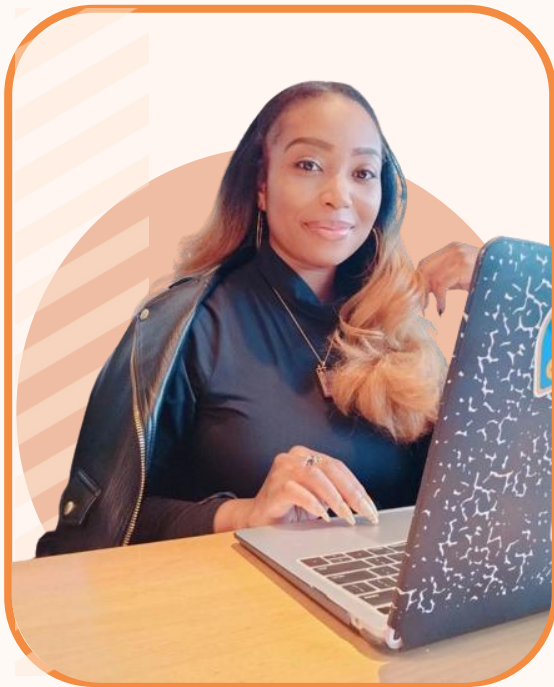


Reset, recharge, and rest.

(Jane Wurwand, founder of Dermalogica and FITE)

9. Read the stories about burnout and answer the questions below *(optional)*.

1. What were the reasons for burnout?
2. How did each person cope with it?



TeLisa Daughtry, founder and CTO, FlyTechnista

My turning point: 'From 2015 to 2017, I was doing everything and everyone thought I was killing it. In actuality, doing all of these things was just killing me! I rarely said no, I rarely slept, and I almost never listened to my body warning me against all of this'!

My advice for overcoming burnout: 'Every week I dedicate 30 minutes to therapy sessions, meditation, and massages. Additionally, I block out time on my calendar for rest, creativity, procrastination, and no work or meetings.'

Patricia Reiter, founder and CEO, Choose Adventure

My turning point: 'I was constantly feeling depleted — even the simplest and previously enjoyable tasks would give me anxiety. I remember it vividly one day when I needed a three-hour nap to recuperate from a 30-minute meeting, I knew that day it all needed to change.'

My advice for overcoming burnout: 'I took a break and traveled extensively. I completed Ayurvedic treatments and slept much more than before. My best advice is to really give yourself the recovery time, and be realistic with your expectations around it.'



Michael Stephens, Creative Director of Marketing at Virgin Atlantic.

My turning point: It's hard to say. Perhaps it was down to my choice to work the hours that I did. I had lots of big projects on.

I was emotionally tired from restructuring teams. I had a long commute and lots of admin.

My advice for overcoming burnout: Ongoing self-care is probably the most efficient and cost-effective way to manage your own mental health. Consistently creating space to pause, listen and reflect on what you really need. Going out for a long walk in nature without a phone is my favourite way to do this.



Task

10. Have you ever experienced burnout? Answer the questions and share your experience with your teacher/partner.

1. Do you live to work or work to live?
2. Do you think that your job is 'a job for life'? Why?

11. Make a list of tips about:

1. how to avoid burnout
2. how to cope with burnout

Discuss it with your teacher/partner.

extra vocabulary

pull one's socks up - to make an effort to improve your work or behaviour because it is not good enough.

E.g. He's going to have to pull his socks up if he wants to stay in the team.

1. Match phrases (1-6) with their definitions (a-f).

- | | |
|--------------------------|--|
| 1. full-time employment | a. an invisible barrier preventing certain groups (often women and minorities) from advancing beyond a certain level in a hierarchy. |
| 2. apprenticeship | b. losing your job because your role is no longer required or economically sustainable for the employer. |
| 3. take early retirement | c. a job where one works the standard set of hours per week, typically around 35-40. |
| 4. be made redundant | d. a program that combines on-the-job training with theoretical education in a specific field. |
| 5. be laid off | e. choosing to retire before the standard retirement age, often due to incentives or personal circumstances. |
| 6. glass ceiling | f. temporary or permanent separation from employment due to lack of work or organizational changes. |

2. Find the odd one out in each group:

- career _____
prospects / advancement / colleague / ladder
- job _____
move / opportunities / security / satisfaction
- temporary _____
employment / secondment / replacement / factory
- update _____
skills / software / budget / money
- personal _____
development / boss / matter / assistant

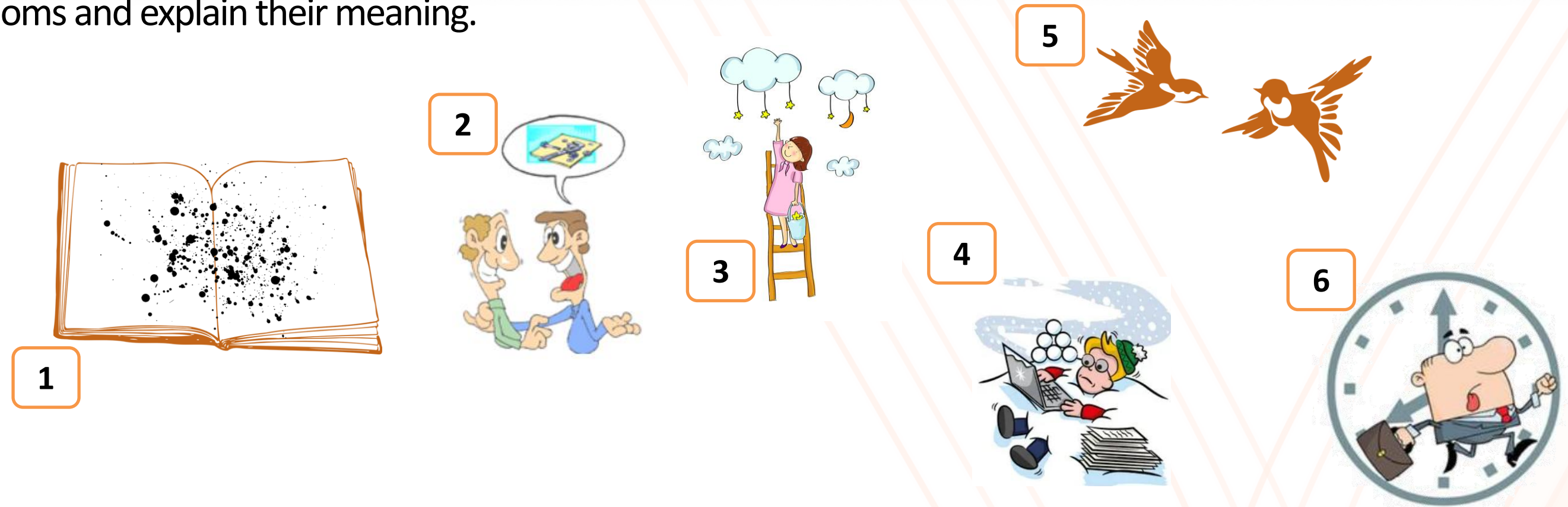
3. Complete the sentences below with the words from the box.

- dead-end
- clock
- burnt out
- stuck in a rut
- pull sickies

- After working around the _____ for several months to meet the project deadline, Jake felt completely _____.
- Many employees left the company because they felt their roles were _____, offering little opportunity for progression or development.
- Despite her talent, Maria felt _____ at work, doing the same tasks day in and day out without any sense of achievement.
- Some employees would occasionally _____ on Fridays to extend their weekends, which affected the team's productivity.

4. Match the pictures with the idioms and explain their meaning.

- a. to work against the clock
- b. to blot one's copybook
- c. to fly high
- d. to talk shop
- e. to be snowed under
- f. to climb the career ladder



5. Replace the underlined words in the sentences below with their synonyms in the box.

- recap
- plan
- propose
- areas
- options

1. The points we need to discuss are budgeting, recruitment, and project timelines.
2. What I recommend is a redistribution of tasks among the team.
3. Let's keep our possibilities open regarding potential collaborators for this project.
4. So, a quick summary: we're on track with all our deadlines and key goals.
5. That sounds like a deal, let's start working on the marketing strategy immediately.

6. Decide which of these things may happen or are unlikely to happen. Write sentences using the appropriate verb forms.

E.g. If we / outsource / be / more efficient

If we outsource, we'll be more efficient.

1. If I / have / good salary / be / more motivated.
2. If I / speak Spanish / not need / translator.
3. If I / have enough money / take early retirement.
4. If I meet / target / get bonus.
5. If I / see my manager / ask / a pay raise.
6. If I work / this weekend / take / day off.

7. What would you do, if:

1. your company asks you to work abroad for six months.
2. you find out you're being paid less than your colleague.
3. your manager is unhappy about your work.
4. your company asks you to do a six-week Chinese course.

8. Make requests, ask your teacher/partner to:

1. help you with the data analysis for our upcoming campaign.
2. check over your presentation for next week's board meeting.
3. give you a day off.
4. help you print the documents.