

WORKING FROM HOME PART - II



Vocabulary

To cope with: To struggle or deal, especially on fairly even terms or with some degree of success

Hectic: Characterized by intense activity, confusion, or haste

Redundancy money: A sum of money given by an employer to an employee who has been made redundant

A shift: The time period during which you are at work

Wound down: To relax, unwind

Benefits of working from home:

You are your own boss.



Dictate your own schedule.



Take time off.



Spend time with your family.



No commuting.



Won't feel so tired.



Turn your hobby into a business.



The possible difficulties:

You may lose touch with your clients.



You might get overlooked by colleagues and superiors.



You won't get to interact with colleagues and co-workers.



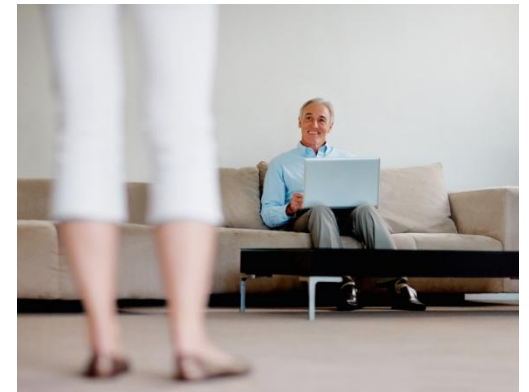
You could eat too much by snacking too often.



You're tempted to overwork or not work at all.



People who know you're at home, may drop by often.



Determining whether or not you can work from home

	Yes	No	Don't know
Do you feel the nature of your job activities would allow you to do any work from home on a regular or occasional basis?			
Would you like to work from home some of the time?			
Are there tasks you perform at the traditional worksite that can be performed from your home?			
If you start working from home, will you be able to maintain current levels of productivity and work quality?			
Do you have provisions for dependent care: child, elder, pet?			
Do you have an appropriate space that can be used as a home worksite?			
Does your home worksite have access to appropriate internet connectivity based on your work's technological requirements?			

Choose the correct word from the options below

1. If you don't respect the _____ you can be dismissed.
a. dying lines b. deadly lines c. deadlines
2. You may prefer to work with a flexible _____.
a. schedule b. timing c. work time
3. You prefer a _____ job to be able to take better care of your children.
a. dumb b. temporary c. temporarily
4. He feels he's saving time and money by being a _____.
a. home worker b. house worker c. commuter
5. He couldn't find a job so he remained _____ for a long time
a. job free b. job out c. jobless
6. _____ could he have worked? There was no office provided for him.
a. What else b. Where else c. What other

7. What _____ things could you be in charge of?
a. else b. others c. other
8. _____ would you have hired?
a. What other b. Who other c. Who else
9. He hated _____ his time _____.
a. spending, commute b. wasting, commuting c. passing, commuting
10. What she liked best was being able to _____ her children.
a. care of b. take care about c. take care of
11. She _____ lose her job anyway.
a. was likely to b. is likely c. is bound
12. They were _____ refuse the job because of the distance.
a. likely b. likely to c. bound to

13. Being able to use your laptop wherever you are is _____.
a. easy-going b. intensive c. convenient
14. It is easy for companies to get in touch with their _____ workers.
a. home-base b. home-based c. base home
15. It is important to maintain a connection, often on a _____ with the headquarters.
a. daily base b. day basis c. daily basis
16. Some home-workers may feel they're _____ the _____.
a. lacking, humanity touch b. vanishing, human touch c. lacking, human touch

Reviewed By	Reviewed On	Comments / Changes Made
Vidyesh	10.09.2015	N.A
Nikita	2/3/2016	No changes required