

## **PREDICTION**

Answer the following question. Make sure to provide a reason for your answer.

The title of this article is: "Home Meets Work, Work Meets Home." What do you think the article will be about? Why do you think so?

## **INSTRUCTIONS**

**Step 1:** Listen to the article, which is about 4 minutes and 30 seconds long. Listen only, and don't worry about understanding everything.

**Step 2:** Look at the questions. Read and understand them, then listen again. As you are listening, try to answer the questions in your head. Don't write the answers yet. Next, listen again and write the answers this time. Compare your answers with a partner.

**Step 3:** Read the article. Check in your dictionary any unknown words. Now listen again. Can you understand more?

**Step 4:** Listen! Listen! Listen! Listen to the article on the train or in your free time. Each time you listen, you will slowly improve!

## **SUMMARIZATION**

Listen to the article. Write in one or two sentences the key idea about the paragraph to check comprehension. If you don't know, don't worry. Skip it. Then listen again.

ex. paragraph 1: *Is telecommuting right for you?*

1. paragraph 2:

2. paragraph 3:

3. paragraph 4:

4. paragraph 5:

5. paragraph 6:

## the ARTICLE

Listen again to the article. Write in the missing words.

Do you want to set your own hours? Would you like to work in your pajamas or sweats instead of a suit and tie? How about having the (a. \_\_\_\_\_) to spend more time with your family? If you answered "yes" to any of these questions, then have you (b. \_\_\_\_\_) the possibility of telecommuting?

Telecommuting refers to the (c. \_\_\_\_\_) of working from home. It's not a freelance or part-time position, nor is it a small business run from your garage. Telecommuting means full-time work, but via your computer at home. Work is (d. \_\_\_\_\_) through video conferences, broadband internet connections, and phone calls, after (e. \_\_\_\_\_) in to the company server of course.

The idea has been around for more than thirty years, but telecommuting hasn't been common until recently. Because of the advances in technology during the past decade, it has now become a real alternative to going to the office every day. Of course, some jobs may require a day or two at the office each week or month, perhaps to meet with clients or to touch base with colleagues. Apart from a few hours or days now and then, the telecommuter spends the rest of his time at home. Therefore, (f. \_\_\_\_\_) schedules go hand in hand with the job. This is perfect for people who must take care of children or the elderly, or even for people who are (g. \_\_\_\_\_). Because there isn't any commute to the office, telecommuting is also much better for the environment. Absenteeism drops too.

On the flip side, telecommuting has a few negative aspects. It takes a special kind of person to work successfully from home. Supervision is nonexistent, or at times minimal. There are more (h. \_\_\_\_\_) than the typical office, such as personal errands which must be run or the TV. So some employees struggle to remain on target and productive. In fact, output drops in the beginning because both the worker and his boss must get used to the system. Even if clear goals are discussed, the telecommuter must ultimately manage himself.

The (i. \_\_\_\_\_) people feel when working alone also affects productivity. Employees all over the world spend part of every day talking with coworkers by the water cooler, at lunch, or even over drinks after work. Ideas get exchanged, and advice is given or taken. Talking about a problem relieves stress too. But when a telecommuter faces a problem with a project or a looming (j. \_\_\_\_\_), the chance for help no longer exists. Even worse, advancement in the company becomes more difficult, no matter how hard or effectively the person works. If the employee isn't regularly in the office, he will likely get passed over for promotion.

There is a mix of good and bad when it comes to telecommuting. But the number of employees working from home continues to increase. And those who successfully make the transition rarely wish to return to the daily grind at the office.



## EXTENSION ACTIVITIES (optional)

1. Which paragraph was the easiest to listen to? Which paragraph was the most difficult? Look at the vocabulary and sentence structure, then think why one paragraph was easy and another difficult.

2. Listen and write the sentences:

Work is facilitated through... (paragraph 2)

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Of course, some jobs may require a day or two... (paragraph 3)

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Employees all over the world spend part of every day... (paragraph 5)

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And those who successfully make... (paragraph 6)

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## ANSWERS

<b>PREDICTION</b>				
The article is about telecommuting. The title explains that people work from home via computer with the office.				
<b>SUMMARIZATION</b> - Listen and write the key idea of the paragraph.				
1. Paragraph two explains that telecommuting refers to the concept of working from home.				
2. Paragraph three mentions some positive points about telecommuting.				
3. Paragraph four mentions some negative points about telecommuting.				
4. Paragraph five explains two serious problems of telecommuting. One is isolation, and the other is lack of advancement within the company.				
5. This is the conclusion, and explains that successful telecommuters never want to go back to the office.				
<b>VOCABULARY</b> - Fill in the missing words.				
a. freedom	b. considered	c. concept	d. facilitated	e. logging
f. flexible	g. housebound	h. distractions	i. isolation	j. deadline
<b>EXTENSION ACTIVITIES</b> - Listen and match the parts of the sentences.				
1. ...video conferences, broadband internet connections, and phone calls, after logging in to the company server of course.				
2. ...at the office each week or month, perhaps for to meet with clients or to touch base with colleagues.				
3. ...talking with coworkers by the water cooler, at lunch, or even over drinks after work.				
4. ...the transition rarely wish to return to the daily grind at the office				