



REMOTE WORK AND MONEY



Scan to review worksheet

Expemo code:

1A1J-M388-5CXV



1

Warm up

In pairs, discuss the following questions.

1. Have you had to work from home? What do you think are the positives and negatives of working from home?
2. Do you, or anyone you know, work remotely? What do you think are the positives and negatives of working remotely?

2

Focus on vocabulary

Part A: Match the vocabulary to the definitions.

- | | |
|----------------------|---|
| 1. remote (adj.) | a. not near a particular place or anywhere at all |
| 2. commute (v) | b. a situation that may or may not happen |
| 3. possibility (n) | c. a state of someone being happy, healthy and safe |
| 4. prospect (n) | d. in a way that achieves the goal |
| 5. productive (adj.) | e. focus and do the task over a period of time |
| 6. limitation (n) | f. a chance that something may happen |
| 7. engage (v) | g. travel to work |
| 8. welfare (n) | h. a control on something or a point past which something cannot progress |



Part B: For each word in Part A, decide how many syllables there are and underline the stressed syllable.

Part C: Complete the following sentences with words in the same family as the Part A word in brackets. You may need a dictionary.

1. His presentation was really _____. It lasted for an hour but it felt like 30 minutes. (engage)
2. The company is based in the Netherlands, but 80% of the employees live in other countries and work _____. (remote)
3. Public transport in the US isn't great so my _____ takes around 2 hours each way. (commute)
4. My Wi-Fi connection broke during the night, so doing my work today was _____. (possibility)
5. The _____ candidates are all sitting in reception waiting to interview. They all look quite nervous. (prospect)
6. I was up at 6 am and I've been working _____ all morning. I might be able to finish early today. (productive)
7. I need to get a new phone. This one only has 32GB of memory and I'm starting to find it quite _____. (limitation)
8. Can we meet on Wednesday? I've already got several _____ on Tuesday and won't have time. (engage)
9. This meeting has been really _____. We've not decided anything and we're wasting time. (productive)

3**Listening for gist**

Listen to the three speakers. Match the following questions to the speakers who are answering them. There are more questions than speakers.

- | | |
|--------------|--|
| 1. Speaker 1 | a. What's the difference between working from home and remote working? |
| 2. Speaker 2 | b. What can be the problems of remote working? |
| 3. Speaker 3 | c. What are the benefits of remote working for the employee? |
| 4. Not used | d. What are the benefits of remote working for the employer? |



4

Listening comprehension

Complete the table by putting a tick in the correct box for each question.

Who...	Speaker 1	Speaker 2	Speaker 3
a. runs a company?			
b. works from an office 2 – 3 days a week?			
c. enjoys outdoor activities?			
d. believes working remotely is better than working from an office?			
e. has a pet?			
f. starts work early?			
g. does not want to work remotely 100% of the time?			
h. thinks finding a new job is easier if you work remotely?			





5 Money vocabulary

Look at the definitions and complete the vocabulary by writing the correct vowels (a,e,i,o,u) in the gaps.

1. b _____ dg _____ t (n) – an amount of money which is available for a certain activity
2. ch _____ rg _____ (v) – to ask for an amount of money for a product or service
3. cr _____ d _____ t (n) – an arrangement where you pay for services or products after you have used or received them
4. _____ xch _____ ng _____ (v) – to give something and receive something else of equal value
5. _____ xp _____ ns _____ (n) – the cost of an activity or product
6. f _____ r _____ (n) – money paid for travel on public transport
7. f _____ nd (v) – to officially give money for an activity
8. r _____ c _____ _____ pt (n) – a paper record of money paid for a product or services
9. r _____ _____ mb _____ rs _____ (v) – to pay money back to someone after they have bought products or services

Now write the vocabulary in the correct gaps in the email on page five. You may need to change the form of the word.





Hi Harriet,

I thought I'd write to firstly welcome you to the team. We're really pleased to have you working with us and very excited about getting to know you better. Secondly, I want to tell you how we organise the financial situation for remote workers like you.

Probably the most important thing is to make sure you keep all the _____¹ for anything you do or buy that is related to work. You'll need to keep track of all of your _____² and send in a completed form at the end of each month with all of those receipts. I'm afraid it takes a while to process, but we will _____³ you for everything the following month. For example, everything you buy in February, you will receive in your pay at the end of March. You'll be travelling within Europe for us, so make sure you keep track of any _____⁴ for buses, trains, and flights. You'll see on the form that there's a special place to record those. If you're eating out with clients, the best thing to do is talk to the restaurant or bar and ask them to put everything on _____⁵ and then pay the whole amount when you leave. This will save you having multiple receipts from drinks and food for one evening which is a lot more difficult for you to organise. Also remember that if you _____⁶ any currency for trips, keep a record of that too, as there's usually a charge from the bank for that. You can of course travel using your own car for shorter journeys if you want to. We will _____⁷ all travel connected to that, so keep track of what you are spending on petrol and even car repairs if you need them and you can _____⁸ them back to us. You also have a _____⁹ for your home office, so if you need printer paper, pens or a new computer, you can use that which is separate from your expenses. If you look on our website in the training section, there's a helpful video on where to find the expense form and how to fill it out. Feel free to schedule a video call with me if there's anything you're not sure about.

Anyway, I'll see you in the online meeting tomorrow. It will be early morning for me in New York, but the afternoon for you. It'll be a good idea for you to have a clock set to Eastern Standard Time as we'll be communicating a lot. Have a great evening!

Sam



6 Reading comprehension

Read the following statements and decide if they are true (T), false (F) or not given (NG).

1. Harriet has recently started working for a new company. _____
2. Sam has met Harriet in person. _____
3. Harriet will receive any money back that she spends within two weeks. _____
4. Harriet will sometimes have to entertain clients and buy them meals. _____
5. Harriet will be travelling for around one week in every month. _____
6. Harriet must use a company car for any travel she does locally. _____
7. Harriet needs a new computer. _____
8. Sam is based in a different time zone to Harriet. _____

7 Talking point

In pairs, discuss the following questions.

1. What is the longest time you would be prepared to spend **commuting** to get to a job? Why?
2. Do you think the **prospects** for the future are good for your job? Why/Why not?
3. What do you need to be really **productive** at your job?
4. What parts of your job do you find it most difficult to **engage** with? Why?
5. What does your company do or provide that is good for the **welfare** of its employees?
6. What is the process at your company if you need to spend your own money for business? How do you get it back?





8 Extended activity/Homework

Read the question.

With technology advancing the way it is, soon the office will become a thing of the past. There will be really no need for people to all have to work in the same building with meetings and socialising all being able to take place online. Employees and companies will all benefit enormously the sooner this is a reality.

To what extent do you agree with the above statement?

You should:

- Write at least 250 words
- Check your grammar, spelling and punctuation

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