

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a notepad. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

NEW BUSINESS ENGLISH 6

Lesson 4

Flexible Working



LEARNING GOALS

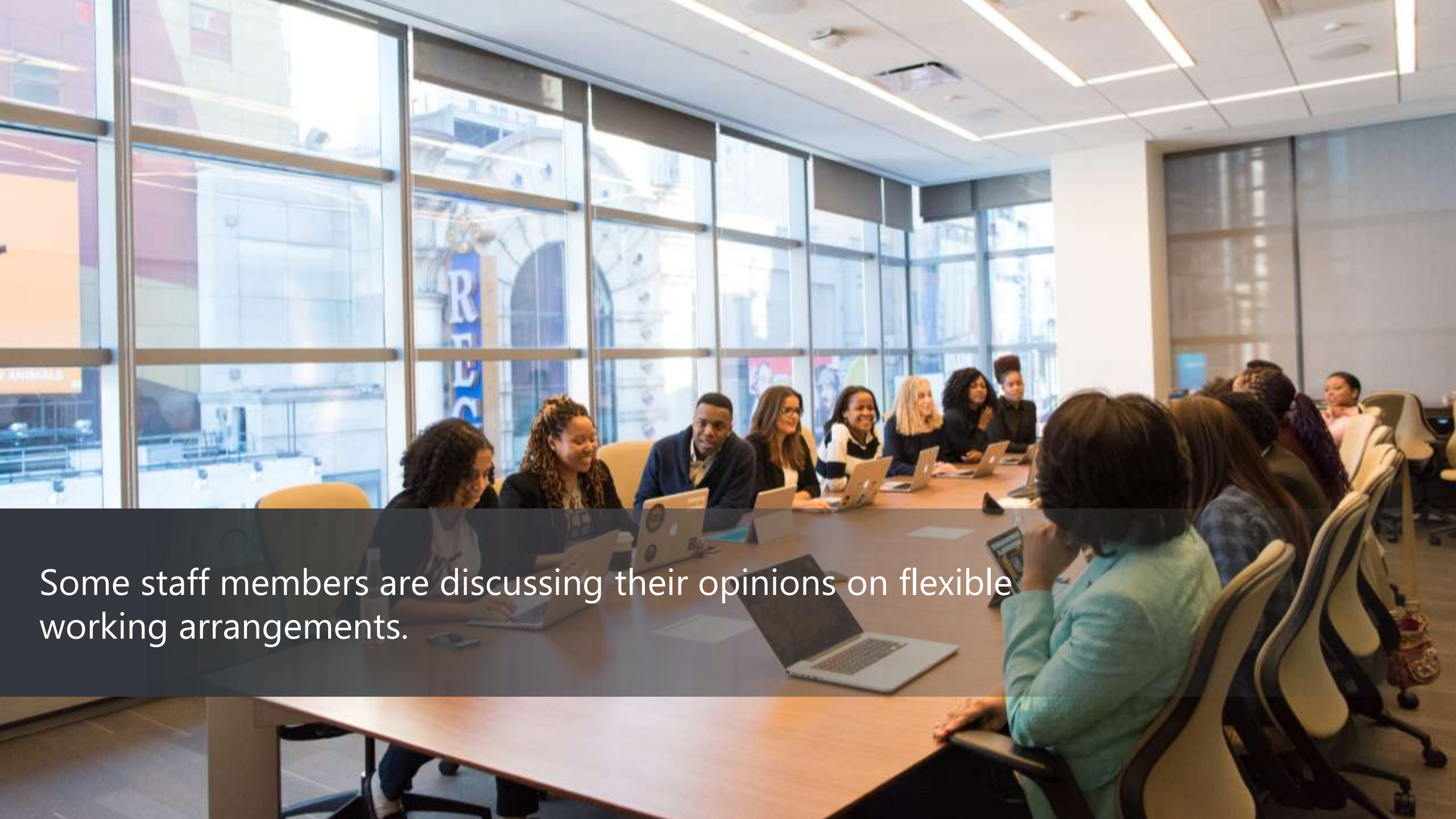
- ◆ Expressing Your Views Comprehensively



Warm-up

- ◆ What is flexible working?
- ◆ What are the advantages of flexible working?





Some staff members are discussing their opinions on flexible working arrangements.

Abby: Due to a variety of issues, flexible working was regarded as an effective way to reduce work **pressure**. Another benefit is that it appears to be an **optimal** solution to burnout. What do you think?

Copper: Generally speaking, it takes time to adapt to a new work arrangement. However, the possible advantages are obvious, including improved work-life balance, greater **autonomy**, and enhanced employee motivation.

Bob: It depends. On the one hand, employees who have flexible work schedules are more satisfied with their jobs. On the other hand, I'm worried those employees will be less efficient due to a lack of **supervision**. Another drawback might be poor communication causing a drop in quality.

Role-play

Read the dialogue and answer the questions.

Abby: Due to a variety of issues, flexible working was regarded as an effective way to reduce work pressure. Another benefit is that it appears to be an optimal solution to burnout. What do you think?

Copper: Generally speaking, it takes time to adapt to a new work arrangement. However, the possible advantages are obvious, including improved work-life balance, greater autonomy, and enhanced employee motivation.

Bob: It depends. On the one hand, employees who have flexible work schedules are more satisfied with their jobs. On the other hand, I'm worried those employees will be less efficient due to a lack of supervision. Another drawback might be poor communication causing a drop in quality.

Learning Goals

⋮ How to Express Your Views Comprehensively

Transitional expressions can be used when expressing one's views comprehensively:

Generally speaking...

- to describe a general feeling or opinion

On the one hand...

- to introduce a point

One downside is...

- to introduce a negative statement

One benefit is that...

- to introduce an advantage

▪
;

However...

- to indicate contradiction or opposition

▪
;

On the other hand...

- to indicate contradiction with the previous statement

▪
;

But on the plus side...

- to introduce a positive statement

▪
;

Though a drawback might be...

- to introduce a disadvantage



It's good to consider both advantages and disadvantages when expressing your views about something. This helps speed up decision-making and improve understanding of a situation.



How to Express Your Views Comprehensively

- **Generally speaking**, it takes time to adapt to a new work arrangement. **However**, the possible advantages are obvious, including improved work-life balance, greater autonomy, and enhanced employee motivation.
- **On the one hand**, employees who have flexible work schedules are more satisfied with their jobs. **On the other hand**, I'm worried those employees will be less efficient due to lack of supervision.
- **One benefit is that** it appears to be an optimal solution to burnout, **though a drawback might be** the difficulty of switching to a new way of working and supervision due to the concept of not being able to see what employees are actually doing.
- **One downside is that** if not carefully managed, flexible working can lead to inefficiencies and poor communication causing a drop in quality, **but on the plus side**, it can mean reduced costs and overheads as less office space and equipment are required.

Oral Practice

Scenario:

Your company intends to implement job transfers so that employees can work in different departments and gain experience in different fields without having to leave the company.

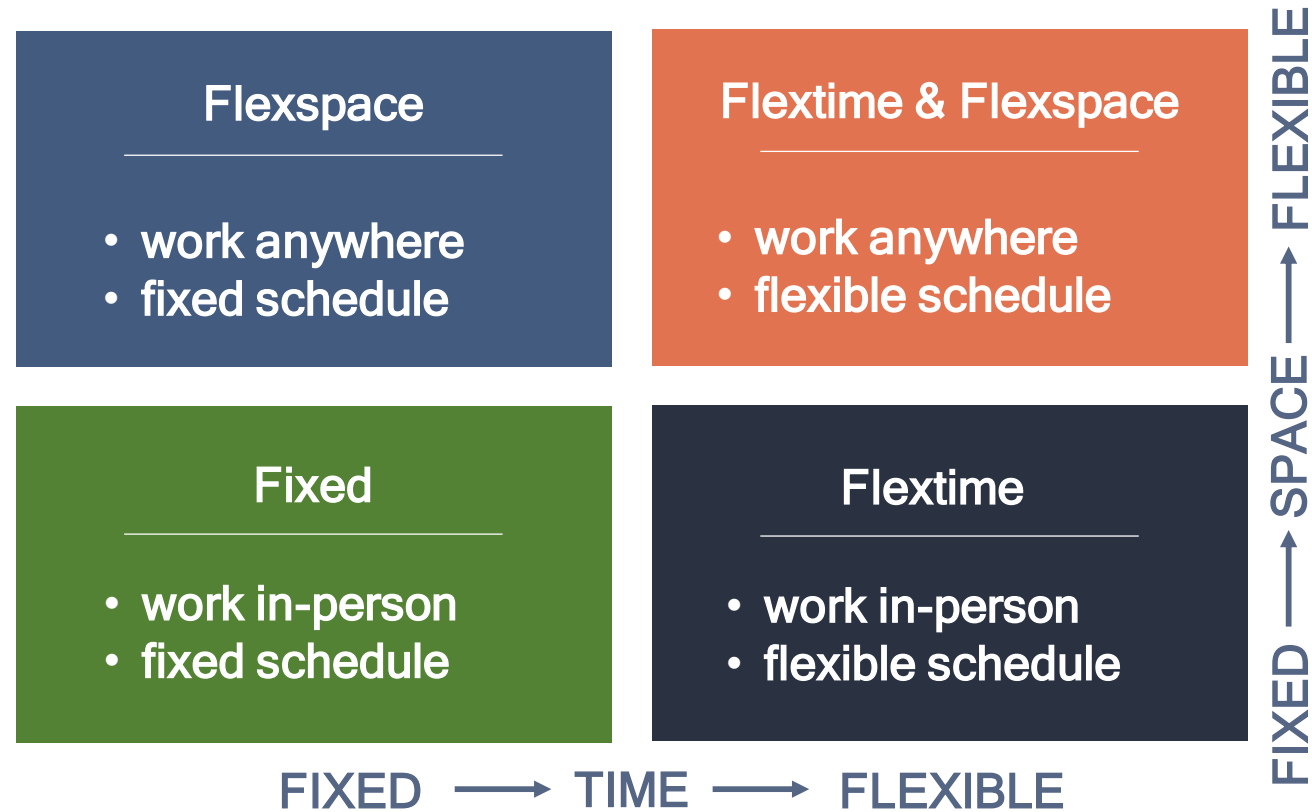
Discuss the benefits and drawbacks of job transfers.



⋮ How to Express Your Views Comprehensively

- Generally speaking... however...
- On the one hand... on the other hand...
- One downside is... but on the plus side...
- One benefit is that... though a drawback might be...

Flexible Work Arrangements



1. *Which flexible work arrangement is most suitable for you?*
2. *What are the benefits and drawbacks of each work arrangement?*

Overview

Keywords and expressions:

*pressure/ optimal
autonomy/ supervision*

Expressing Your Views Comprehensively:

- *Generally speaking... however...*
- *On the one hand... on the other hand...*
- *One downside is... but on the plus side...*
- *One benefit is that... though a drawback might be...*

*Made by Leras
Proofread by Garcia*

