

textbook: OXFORD WORD SKILLS





Please, look at the vocabulary and learn any you find useful.




There are also exercises included. I recommend mainly exercise 1 and 6, but feel free to look at anything that interests you.

The KEY will be provided on Monday.

## 45 I can describe ways of working

### A Freelance work: the pros and cons

-  you are not **accountable to** anyone but yourself
-  working for a number of employers gives you an **insight into** different companies
-  it can be more **lucrative**, and it's good not to have to rely **solely** on one company
-  working from home makes it easier to **juggle** work and family responsibilities

-  no **guaranteed** income and no **additional** financial benefits (e.g. a company pension)
-  you will **encounter** quiet periods, a **degree** of isolation, and perhaps loneliness
-  work can **encroach upon** your home life and your free time

#### Glossary

<p><b>the pros and cons</b></p> <p><b>accountable to sb</b></p> <p><b>insight into sth</b></p> <p><b>lucrative</b></p> <p><b>solely</b></p> <p><b>juggle sth</b></p> <p><b>guarantee sth</b></p> <p><b>additional</b></p> <p><b>encounter sth</b></p> <p><b>encroach upon sth</b></p>	<p>the advantages and disadvantages/<b>drawbacks</b>.</p> <p>expected to explain all your actions to sb if asked (if you are <b>not accountable to anyone</b> you are <b>your own boss</b>).</p> <p>a clear understanding of what sth is like.</p> <p>producing a large amount of money.</p> <p>only; not involving sb/sth else (<b>be solely responsible for sth</b>).</p> <p>try to manage and balance different jobs and activities in order to fit them successfully into your life.</p> <p>promise that sth will happen. <b>guarantee</b> N.</p> <p>more than has been experienced or mentioned before. SYNS <b>extra, further</b>.</p> <p>experience sth, especially problems or opposition.</p> <p>FML affect or use up too much of sb's time, rights, personal life, etc.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### spotlight **degree**

A **degree of sth** is a certain level or amount of sth, and it is commonly used in certain expressions or patterns:  
*It **requires a degree of** skill.*  
*I have **a greater degree of** freedom.*  
*I can do what I like, **to a degree**.* SYN **to an extent**.

#### 1 Replace the underlined words with a word or phrase that has a similar meaning.

- 1 I experienced a few problems. \_\_\_\_\_
- 2 There is a certain amount of stress. \_\_\_\_\_
- 3 I was my own boss. \_\_\_\_\_
- 4 It gave me an understanding of how the company works. \_\_\_\_\_
- 5 Initially she had to balance a full-time career with looking after a family. \_\_\_\_\_
- 6 There are various advantages and disadvantages. \_\_\_\_\_

#### 2 Complete the text with suitable words.

I was a freelance designer for 10 years. I liked being my own (1)\_\_\_\_\_ and enjoyed the fact that I was (2)\_\_\_\_\_ responsible for everything I did. Like all freelancers, I (3)\_\_\_\_\_ a certain (4)\_\_\_\_\_ of isolation, but I didn't mind that, and the work was quite (5)\_\_\_\_\_ so I was able to buy a nice house. However, once I had children the work did (6)\_\_\_\_\_ upon my family life, so in the end I went back to a regular job with a (7)\_\_\_\_\_ income, plus the (8)\_\_\_\_\_ benefits of a company car and pension.

## B Working in a team: the pros and cons 🎧

😊 a **common goal** is good for **morale** and **fosters team spirit**

😊 **collaboration** and **mutual** feedback are **fulfilling** and make people feel **valued**

😊 **pooling** diverse skills is generally more productive

😞 if someone doesn't **fit in**, it can be **disruptive** and can **undermine** the work of the team

😞 teams can **stifle** individual **enterprise** and **initiative**

### Glossary

**common goal**  
**morale**

a goal shared by two or more people.  
the feeling of confidence and enthusiasm that a person or group has at a particular time (**boost morale** = improve morale).

**foster sth**  
**team spirit**  
**collaboration (with sb)**  
**mutual**

help sth to develop. **SYNS encourage sth, promote sth.**  
the desire among a group to work together and help each other.  
the act of working with others to produce sth.  
used to describe a feeling that two people have for each other equally (**mutual respect/trust**).

**fulfilling**  
**value sb/sth**  
**pool sth**

giving personal satisfaction. **SYN rewarding.**  
think that sb/sth is important.  
collect money, ideas, etc. from different people so it or they can be used by all of them (**pool resources**).

**fit in (with sb/sth)**  
**disruptive**  
**undermine sb/sth**  
**stifle sth**  
**enterprise**  
**initiative**

be accepted in a situation by the others in a group.  
causing problems, and making it hard to continue with sth. **disrupt sth v.**  
make sb/sth gradually weaker or less effective (**undermine sb's confidence/authority**).  
stop sth from happening or developing (**stifle creativity**).  
the ability to think of new ideas and make them successful.  
the ability to take decisions and act alone (**use your initiative**).

#### 4 Positive or negative? Write P or N.

- 1 He showed enterprise. \_\_\_\_    3 I don't feel valued. \_\_\_\_    5 It boosted my confidence. \_\_\_\_  
2 She was disruptive. \_\_\_\_    4 It undermined my confidence. \_\_\_\_    6 My boss stifles my creativity. \_\_\_\_

#### 5 Find six phrases from the words in the box.

team    boost    mutual    pool    undermine    stifle    spirit  
respect    resources    creativity    your authority    morale

\_\_\_\_\_

\_\_\_\_\_

#### 6 Rewrite the sentences without using the underlined words. Keep the meaning the same.

- 1 He wasn't accepted by the others.    He didn't \_\_\_\_\_ .  
2 She can act on her own.    She can use \_\_\_\_\_ .  
3 I find the work very rewarding.    I find the work very \_\_\_\_\_ .  
4 They did most of it together.    There was a lot of \_\_\_\_\_ .  
5 They shared the same aim.    They had a \_\_\_\_\_ .  
6 We think it will promote team spirit.    We think it will \_\_\_\_\_ .  
7 We can collect ideas from different people.    We can \_\_\_\_\_ .  
8 They have a lot of respect for each other.    They have a lot of \_\_\_\_\_ .