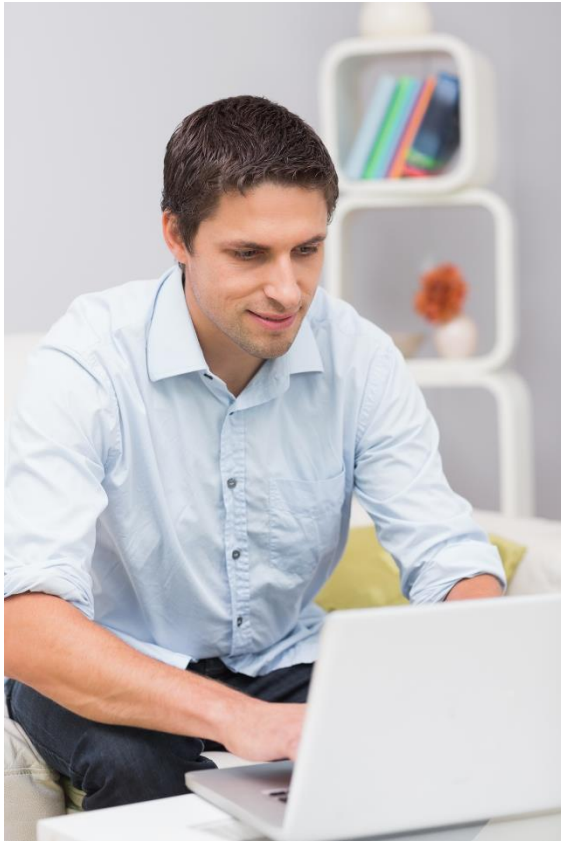


Working from Home



This week...

Emiko is going to start to work from home. She is talking to Chris about how to communicate and do her work effectively while she is working remotely.

Lesson Objectives...

- Working from home
- Ways to communicate when working remotely

Business English Conversation

Advanced Class



Do you work from home on a regular basis?

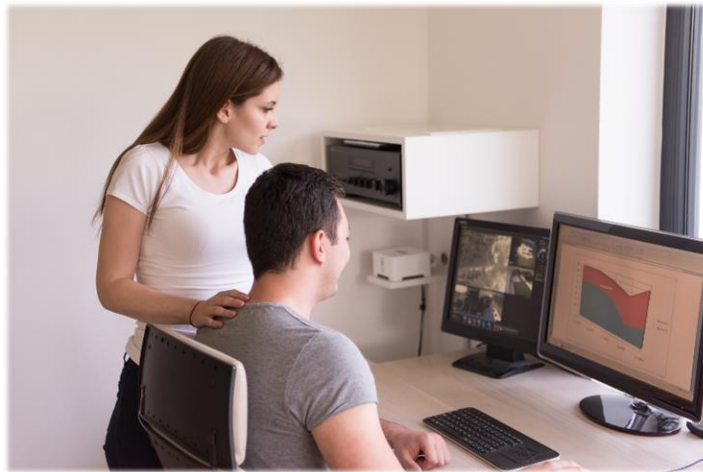
Picture Description

Who is she talking to
and what are they
talking about?

B



A



What kind of work is he doing from home?

Emiko	Could you give me some advice on how to work from home effectively?
Chris	Sure, Emiko. Firstly, it is important that you identify what needs to get done every day and make sure to do it.
Emiko	I understand. I'm concerned that I might get distracted easily.
Chris	If you make a plan on how to complete the list of daily tasks, it doesn't matter if you are interrupted, you should be able to get things done by the end of the day.
Emiko	What is the best way to communicate with my colleagues?
Chris	It is a good idea to get in contact with them on a daily basis via telephone, email, message or voice chat.
Emiko	I will make sure to do that.
Chris	Also, you should visit the office at least once a month if possible to meet everybody in person.
Emiko	Thanks for your advice, Chris.

It is a good idea to call me a couple of times a day.

1. It is important that
2. I'm concerned that
3. It is a good idea to
4. You should visit the office at least



Role Play – Working from Home

Student A is about to start working from home on a regular basis. He/she is talking to **Student B** about the best ways to communicate and how to stay focused.



Student A: Ask **Student B** for some advice on how to work from home effectively.

Student B: Give **Student A** some advice.

Key Phrases

- What's the best way to communicate with my colleagues?
- I'm concerned I might get distracted easily.
- I will make sure to do that.
- Thanks for your advice.
- It's a good idea to
- Also, you should
- If possible try to
- It is important that you
- *Other*

Communication

- email
- telephone
- voice chat
- messages
- *other*

Staying Focused

- make a daily plan
- get in contact with colleagues on a daily basis
- visit the office
- *other*



1. Working from home is better than working at an office.
2. There are too many distractions when working from home.
3. It is hard to keep motivated when working from home.

- Which do you prefer, working at an office or working from home? Why?
- Do you think it is important to meet regularly with your colleagues in person?
- Do you think it would be hard to stay motivated working from home?

- advice - *Could I please ask you for some **advice**?*
- basis - *He needs to submit a report on a monthly **basis**.*
- easily - *He could finish the project **easily**.*
- distracted - *She gets **distracted** easily.*
- identify - *We need to **identify** the problem.*
- in person - *It will be nice to finally meet you **in person**.*
- interrupt - *Don't **interrupt** the boss. He is very busy.*
- regularly - *I **regularly** work from home on the weekends.*