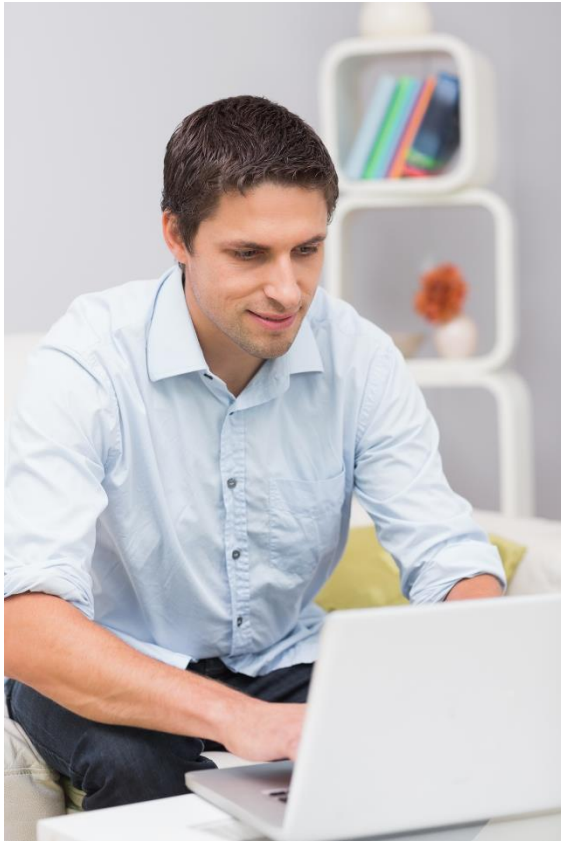


Working from Home



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

Super Class

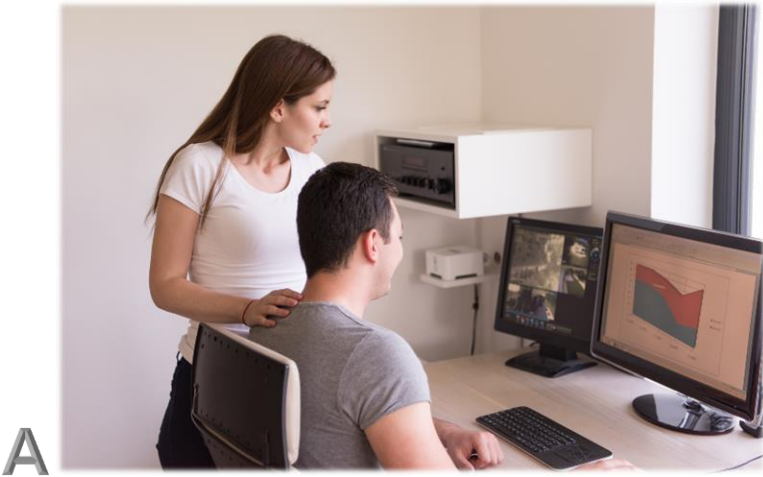
Warm Up – Topic Question



Do you work from home on a regular basis?

Picture Description

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



| | |
|--------------|---|
| Emiko | This will be my first time working from home. Could you give me some advice on how to do my work 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, as long as you 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 touch base 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 drop by the office at least once a month if possible to have face-to-face meetings with the team. |
| Emiko | Thanks for your advice, Chris. |

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.

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
- touch base with colleagues on a daily basis
- drop by the office
- *other*



Talk about one of the following topics for one minute:

1. The advantages of working from home
2. The disadvantages of working from home
3. The most effective communication methods when working remotely

*Other students in the class, ask one question each to the presenter after the speech

- Which do you prefer, working at an office or working from home? Why?
- Do you think it is important to have regular face-to-face meetings with your colleagues?
- Do you think it would be hard to stay motivated working from home?

I'll **touch base** with you this week about the upcoming project.



touch base – to make contact with someone

- I'll **touch base** with him later to tell him about the meeting.

have your work cut out (for you) – to have something very difficult to do

- She will really **have her work cut out** to finish all those reports by the end of the week.

give (someone) the green light – to give someone permission to go ahead or proceed with something

- His boss **gave him the green light** to start working from home.