**Pre-Reading Activity:**

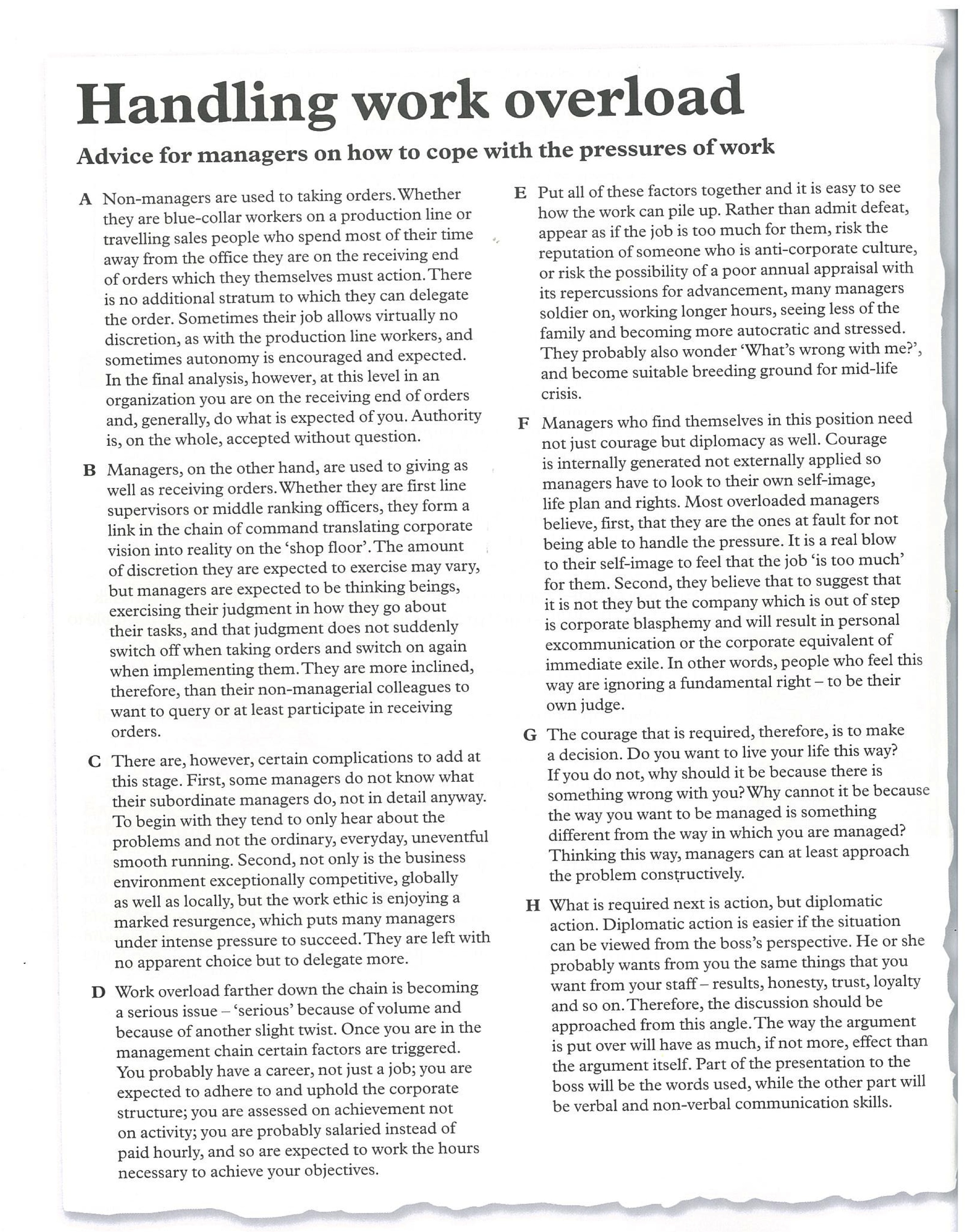
Discuss the following questions as a class:

How do you feel when you have too much work to do?

|  |
| --- |
|  |
|  |

Does work ever affect your health or relationships? In what way(s)?

|  |
| --- |
|  |
|  |



**Please read the following article:**

**Post-Reading Tasks**

**Note Completion**

**Questions 1-6**

Complete these notes about the passage. Choose **NO MORE THAN THREE WORDS** from the passage for each answer.

1. **Non-Managers**

Accustomed to 0.)taking orders

No scope for them to 1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_may be possible

1. **Managers**

Accustomed to giving and receiving orders

Expected to interpret and implement the 3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of those above them

Expected to use their 4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pressure to succeed may force them to 5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May choose to accept too much work rather than 6)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overwork may lead to health or family problems.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |

**Yes, No, Not given**

Do the following questions agree with the views of the writer? Write:

**Yes:** if the statement agrees with the views of the writer

**No:** if the statement contradicts the views of the writer

**Not Given:**if it is impossible to say what the writer thinks about this

7. Only managers question the orders, which they receive.

8. Competition and attitudes to work increase the expectations put on managers.

9. Managers worry about the effect their work has on family life.

10. Managers should give constructive feedback to their superiors.

**Matching Details to Paragraphs**

**Strategy:**

***Scan read the passage for vocabulary repetition or parallel expressions in the question and passage. Use these to help you to match details and paragraphs***

The passage has eight paragraphs **A-H.** Which paragraph contains the following information? Write the correct letter **A-H** next to the question.

The words in *italics* appear in the passage or are a synonym for an expression in the passage. Use them to help you to answer the questions.

11. What managers *want from* the people who work for them\_\_\_\_\_\_\_\_\_\_\_

12. What managers may *believe* about themselves\_\_\_\_\_\_\_\_\_\_\_

13. Effects on managers of not discussing *an excessive workload* with their manager\_\_\_\_\_\_\_\_\_\_

14. Advice on how managers can change their *thinking\_\_\_\_\_\_\_\_\_\_\_\_*

15. How managers’ performance is *evaluated\_\_\_\_\_\_\_\_\_\_\_\_\_\_*