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Level 6 – 7th November, 2019

A 4-day work week in Japan increased productivity

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<https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

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Please try Levels 4 and 5 (they are easier).

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THE ARTICLE

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

The technology company Microsoft has said it successfully trialed a four-day working week in Japan, which saw improvements in workers' productivity and job satisfaction. The trial took place over the summer at the tech giant's headquarters in Tokyo. Employees were given every Friday off as paid leave in August. The company monitored the effects a three-day weekend would have on workers' performance. Company executives said the shorter working week resulted in additional benefits. Productivity rose by 40 per cent and 92 per cent of employees expressed their satisfaction with the scheme. The trial could lead to a change in Japan's infamous workplace practices of long hours and lots of overtime.

Microsoft called the trial the Work-Life Choice Challenge. The company said it aimed, "to create an environment where each employee can choose a diverse and flexible way of working according to the circumstances of their work and life". Other aspects of the trial included shortening the length of meetings to a maximum of 30 minutes and encouraging workers to choose online chats over face-to-face ones. There were additional advantages to the trial. Microsoft said that 23 per cent less electricity was consumed and 59 per cent fewer pages were printed compared with August 2018. Microsoft will conduct another experiment in Japan later this year and has asked employees for their input.

Sources: <https://www.businessinsider.com/microsoft-japan-4-day-workweek-40-per-cent-increase-in-productivity-2019-11>
<https://edition.cnn.com/2019/11/04/tech/microsoft-japan-workweek-productivity/>
<https://news.yahoo.com/microsofts-japanese-division-switched-4-123757914.html>

WARM-UPS

1. WORKING: Students walk around the class and talk to other students about working. Change partners often and share your findings.

2. CHAT: In pairs / groups, talk about these topics or words from the article. What will the article say about them? What can you say about these words and your life?

technology / Microsoft / trial / improvement / headquarters / employees / benefits / environment / diverse / flexible / face-to-face / meetings / electricity / printed / Japan

Have a chat about the topics you liked. Change topics and partners frequently.

3. LONGER WEEKENDS: Students A **strongly** believe we should all have longer weekends; Students B **strongly** believe two-day weekends are best. Change partners again and talk about your conversations.

4. BENEFITS: Who are these benefits good and bad for and why? Complete this table with your partner(s). Change partners often and share what you wrote.

| | Good for the Company | Bad for the Company | Good for the Workers | Bad for the Workers |
|---------------|----------------------|---------------------|----------------------|---------------------|
| Long weekends | | | | |
| Bonuses | | | | |
| Company car | | | | |
| Shares | | | | |
| Free lunches | | | | |
| Uniform | | | | |

5. WORKERS: Spend one minute writing down all of the different words you associate with the word "workers". Share your words with your partner(s) and talk about them. Together, put the words into different categories.

6. COMPANIES: Rank these with your partner. Put the best companies to work for at the top. Change partners often and share your rankings.

- Microsoft
- Apple
- McDonald's
- Starbucks
- Ferrari
- Chanel
- Barcelona
- Greenpeace

VOCABULARY MATCHING

Paragraph 1

- | | |
|-----------------|--|
| 1. trialed | a. Well known for some bad quality or action. |
| 2. satisfaction | b. The place or building serving as the managerial and administrative center of an organization. |
| 3. headquarters | c. Looked at and checked the progress or quality of something over a period of time. |
| 4. leave | d. Tested a new product or process to assess its suitability or performance. |
| 5. monitored | e. A person with senior managerial responsibility in a business organization. |
| 6. executive | f. The fulfillment of one's wishes, expectations, or needs, or the pleasure derived from this. |
| 7. infamous | g. A period of time when one has permission to be absent from work or from duty in the armed forces. |

Paragraph 2

- | | |
|-------------------|--|
| 8. diverse | h. Particular parts or features of something. |
| 9. flexible | i. Helping or stimulating an activity, state, or view to develop. |
| 10. circumstances | j. Ideas or a contribution of work, information, or material. |
| 11. aspects | k. Ready and able to change so as to adapt to different circumstances. |
| 12. encouraging | l. Use up a resource like electricity, energy, etc. |
| 13. consumed | m. Facts or conditions connected with or relevant to an event or action. |
| 14. input | n. Very different. |

BEFORE READING / LISTENING

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

1. TRUE / FALSE: Read the headline. Guess if a-h below are true (T) or false (F).

- a. A 4-day working week was trialed in Japan by Microsoft. **T / F**
- b. The trial took place in the spring of 2018. **T / F**
- c. Employees didn't have to work on Mondays but got paid. **T / F**
- d. Japan is famous for not asking its workers to do overtime. **T / F**
- e. The trial was called the "Work-Life Choice Challenge". **T / F**
- f. Workers were asked to keep meetings to less than 30 minutes. **T / F**
- g. The trial meant the month's electricity bill decreased by 59%. **T / F**
- h. The company will carry out a further experiment in Japan. **T / F**

2. SYNONYM MATCH:

Match the following synonyms. The words in **bold** are from the news article.

- | | |
|-------------------------|----------------|
| 1. trialed | a. main office |
| 2. improvements | b. situation |
| 3. headquarters | c. increased |
| 4. monitored | d. ideas |
| 5. rose | e. advances |
| 6. flexible | f. carry out |
| 7. circumstances | g. adaptable |
| 8. encouraging | h. tested |
| 9. conduct | i. urging |
| 10. input | j. tracked |

3. PHRASE MATCH: (Sometimes more than one choice is possible.)

- | | |
|--------------------------------------|---------------------------------|
| 1. it successfully trialed | a. employee can choose |
| 2. at the tech giant's | b. infamous workplace practices |
| 3. the shorter working week resulted | c. another experiment |
| 4. employees expressed their | d. headquarters in Tokyo |
| 5. lead to a change in Japan's | e. flexible way of working |
| 6. create an environment where each | f. in additional benefits |
| 7. a diverse and | g. face-to-face ones |
| 8. shortening the length | h. satisfaction with the scheme |
| 9. choose online chats over | i. of meetings |
| 10. Microsoft will conduct | j. a four-day working week |

GAP FILL

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

The technology company Microsoft has said it (1) _____ trialed a four-day working week in Japan, which saw (2) _____ in workers' productivity and job satisfaction. The trial took place over the summer at the (3) _____ giant's headquarters in Tokyo. Employees were given every Friday off as paid (4) _____ in August. The company monitored the (5) _____ a three-day weekend would have on workers' performance. Company executives said the shorter working week resulted in (6) _____ benefits. Productivity rose by 40 per cent and 92 per cent of employees (7) _____ their satisfaction with the scheme. The trial could lead to a change in Japan's (8) _____ workplace practices of long hours and lots of overtime.

tech
effects
successfully
infamous
additional
leave
expressed
improvements

Microsoft called the trial the Work-Life Choice Challenge. The company said it aimed, "to create an environment where (9) _____ employee can choose a diverse and (10) _____ way of working according to the circumstances of their work and life". Other (11) _____ of the trial included shortening the length of meetings to a (12) _____ of 30 minutes and encouraging workers to choose online chats over face-to-face (13) _____. There were additional (14) _____ to the trial. Microsoft said that 23 per cent less electricity was (15) _____ and 59 per cent fewer pages were printed compared with August 2018. Microsoft will conduct another experiment in Japan later this year and has asked employees for their (16) _____.

flexible
advantages
maximum
input
aspects
consumed
each
ones

LISTENING – Guess the answers. Listen to check.

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

- 1) The trial took place over the summer at _____ headquarters
 - a. the tech giant's
 - b. the tech ogre's
 - c. the tech fairy's
 - d. the tech spirit's
- 2) Employees were given every Friday off _____
 - a. as paid leaves
 - b. as paid leaver
 - c. as paid leaving
 - d. as paid leave
- 3) Company executives said the shorter working week _____ benefits
 - a. resulted in addition
 - b. resulted in additional
 - c. resulted in addition all
 - d. resulted in add diction
- 4) 92 per cent of employees expressed their satisfaction _____
 - a. on the scheme
 - b. to the scheme
 - c. with the scheme
 - d. of the scheme
- 5) The trial could lead to a change in Japan's _____ practices
 - a. famous workplace
 - b. famously workplace
 - c. infamous workplace
 - d. infer mouse workplace
- 6) The company said it aimed, "to create an environment where each _____
 - a. employees can choose
 - b. employed can choose
 - c. employee can choose
 - d. employer can choose
- 7) a diverse and flexible way of working _____ circumstances
 - a. according to the
 - b. according of the
 - c. according at the
 - d. according that the
- 8) encouraging workers to choose online chats over _____
 - a. mouth-to-face ones
 - b. face-to-mouth one
 - c. face-to-face one
 - d. face-to-face ones
- 9) consumed and 59 per cent fewer pages were printed _____ August
 - a. compares with
 - b. compared with
 - c. comparison with
 - d. comparing with
- 10) in Japan later this year and has asked employees _____
 - a. for there input
 - b. for their imp put
 - c. for their imp putt
 - d. for their input

LISTENING – Listen and fill in the gaps

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

The technology company Microsoft has (1) _____ trialed a four-day working week in Japan, which saw improvements in workers' productivity and job satisfaction. The (2) _____ over the summer at the tech giant's headquarters in Tokyo. Employees were given every Friday off (3) _____ in August. The company monitored the effects a three-day weekend would have on workers' performance. Company executives said the shorter working week (4) _____ benefits. Productivity rose by 40 per cent and 92 per cent of employees expressed their satisfaction (5) _____. The trial could lead to a change in Japan's infamous workplace practices of long hours and (6) _____.

Microsoft (7) _____ the Work-Life Choice Challenge. The company said it aimed, "to create an environment where each employee can choose a (8) _____ way of working according to the circumstances of their work and life". Other (9) _____ trial included shortening the length of meetings to a maximum of 30 minutes and encouraging workers to (10) _____ over face-to-face ones. There were additional advantages to the trial. Microsoft said that 23 per cent less electricity (11) _____ 59 per cent fewer pages were printed compared with August 2018. Microsoft will conduct another experiment in Japan later this year and has asked employees (12) _____.

COMPREHENSION QUESTIONS

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

1. What is the name of the company that conducted the trial?
2. When did the trial take place?
3. What day of the week did the employees have off?
4. By how much did productivity rise?
5. What did the article say Japan's workplace practices were?
6. What was the trial called?
7. What were workers urged to spend no longer than 30 minutes doing?
8. By how much did the company's electricity bill fall?
9. What fell by 59 per cent?
10. What will employees be asked for ahead of the next trial?

MULTIPLE CHOICE - QUIZ

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

- 1) What is the name of the company that conducted the trial?
 - a) Chanel
 - b) Google
 - c) Apple
 - d) Microsoft
- 2) When did the trial take place?
 - a) in April
 - b) over the summer
 - c) last month
 - d) last winter
- 3) What day of the week did the employees have off?
 - a) Wednesdays
 - b) Mondays
 - c) Fridays
 - d) it was their choice
- 4) By how much did productivity rise?
 - a) 40%
 - b) 30%
 - c) 50%
 - d) 70%
- 5) What did the article say Japan's workplace practices were?
 - a) rigorous
 - b) established
 - c) infamous
 - d) amazing
- 6) What was the trial called?
 - a) Challenge-Life Choice Work
 - b) Work-Life Choice Challenge
 - c) Life-Work Choice Challenge
 - d) Work-Life Challenge Choice
- 7) What were workers urged to spend no longer than 30 minutes doing?
 - a) overtime
 - b) making phone calls
 - c) commuting
 - d) having meetings
- 8) By how much did the company's electricity bill fall?
 - a) 23%
 - b) 25%
 - c) 21%
 - d) 27%
- 9) What fell by 59 per cent?
 - a) waste
 - b) stress levels
 - c) the number of pages printed
 - d) the number of staff quitting
- 10) What will employees be asked for ahead of the next trial?
 - a) their weight
 - b) their input
 - c) their blood pressure level
 - d) their preferred day off

ROLE PLAY

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

Role A – Microsoft

You think Microsoft is the best company to work for. Tell the others three reasons why. Tell them what is wrong with their companies. Also, tell the others which is the worst of these (and why): McDonald's, Barcelona FC or Greenpeace.

Role B – McDonald's

You think McDonald's is the best company to work for. Tell the others three reasons why. Tell them what is wrong with their companies. Also, tell the others which is the worst of these (and why): Microsoft, Barcelona FC or Greenpeace.

Role C – Barcelona FC

You think Barcelona FC is the best company to work for. Tell the others three reasons why. Tell them what is wrong with their companies. Also, tell the others which is the worst of these (and why): McDonald's, Microsoft or Greenpeace.

Role D – Greenpeace

You think Greenpeace is the best company to work for. Tell the others three reasons why. Tell them what is wrong with their companies. Also, tell the others which is the worst of these (and why): McDonald's, Barcelona FC or Microsoft.

AFTER READING / LISTENING

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

1. WORD SEARCH: Look in your dictionary / computer to find collocates, other meanings, information, synonyms ... for the words 'work' and 'week'.

| work | week |
|------|------|
| | |

- Share your findings with your partners.
- Make questions using the words you found.
- Ask your partner / group your questions.

2. ARTICLE QUESTIONS: Look back at the article and write down some questions you would like to ask the class about the text.

- Share your questions with other classmates / groups.
- Ask your partner / group your questions.

3. GAP FILL: In pairs / groups, compare your answers to this exercise. Check your answers. Talk about the words from the activity. Were they new, interesting, worth learning...?

4. VOCABULARY: Circle any words you do not understand. In groups, pool unknown words and use dictionaries to find their meanings.

5. TEST EACH OTHER: Look at the words below. With your partner, try to recall how they were used in the text:

| | |
|--|--|
| <ul style="list-style-type: none">• technology• saw• giant• weekend• 40• lots | <ul style="list-style-type: none">• aimed• life• length• chats• 59• input |
|--|--|

WORKING SURVEY

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

Write five GOOD questions about working in the table. Do this in pairs. Each student must write the questions on his / her own paper. When you have finished, interview other students. Write down their answers.

| | STUDENT 1 _____ | STUDENT 2 _____ | STUDENT 3 _____ |
|------|--------------------|--------------------|--------------------|
| Q.1. | | | |
| Q.2. | | | |
| Q.3. | | | |
| Q.4. | | | |
| Q.5. | | | |

- Now return to your original partner and share and talk about what you found out. Change partners often.
- Make mini-presentations to other groups on your findings.

WORKING DISCUSSION

STUDENT A's QUESTIONS (Do not show these to student B)

1. What did you think when you read the headline?
2. What images are in your mind when you hear the word 'work'?
3. How hard do you work?
4. How productive are you?
5. Is a four-day working week a good idea?
6. How satisfied are you with your job?
7. How important is job satisfaction?
8. Why might productivity rise with a shorter working week?
9. Would a four-day working week work for every company?
10. What is overtime like in your country?

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WORKING DISCUSSION

STUDENT B's QUESTIONS (Do not show these to student A)

11. Did you like reading this article? Why/not?
12. What do you think of when you hear the word 'week'?
13. What do you think about what you read?
14. What are your ideal working conditions?
15. What do you think of long meetings?
16. Are online chats better than face-to-face chats?
17. How might a shorter working week be good for the environment?
18. What do you think of Microsoft?
19. What do you think of working?
20. What questions would you like to ask the Microsoft bosses?

DISCUSSION (Write your own questions)

STUDENT A's QUESTIONS (Do not show these to student B)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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DISCUSSION (Write your own questions)

STUDENT B's QUESTIONS (Do not show these to student A)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

LANGUAGE - CLOZE

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

The technology company Microsoft has said it (1) _____ trialed a four-day working week in Japan, which saw improvements (2) _____ workers' productivity and job satisfaction. The trial took place over the summer at the tech (3) _____ headquarters in Tokyo. Employees were given every Friday off as paid (4) _____ in August. The company monitored the effects a three-day weekend would have on workers' performance. Company executives said the shorter working week resulted (5) _____ additional benefits. Productivity rose by 40 per cent and 92 per cent of employees expressed their satisfaction with the scheme. The trial could lead to a change in Japan's (6) _____ workplace practices of long hours and lots of overtime.

Microsoft called the trial the Work-Life Choice Challenge. The company said it aimed, "to create an environment where (7) _____ employee can choose a diverse and flexible way of working according to the (8) _____ of their work and life". Other aspects of the trial included shortening the length of meetings to a maximum of 30 minutes and encouraging workers to choose online chats (9) _____ face-to-face ones. There were additional advantages to the trial. Microsoft said that 23 per cent less electricity was (10) _____ and 59 per cent fewer pages were printed compared (11) _____ August 2018. Microsoft will conduct another experiment in Japan later this year and has asked employees for their (12) _____.

Put the correct words from the table below in the above article.

- | | | | | |
|-----|-------------------|-------------------|----------------|---------------------|
| 1. | (a) successes | (b) success | (c) successful | (d) successfully |
| 2. | (a) on | (b) as | (c) at | (d) in |
| 3. | (a) ghost's | (b) giant's | (c) ogre's | (d) spirit's |
| 4. | (a) levity | (b) leaven | (c) leave | (d) lever |
| 5. | (a) by | (b) of | (c) in | (d) to |
| 6. | (a) infamous | (b) posthumous | (c) anonymous | (d) mousy |
| 7. | (a) per | (b) each | (c) all | (d) whole |
| 8. | (a) circumstances | (b) circumference | (c) cucumber | (d) circumnavigates |
| 9. | (a) under | (b) over | (c) through | (d) though |
| 10. | (a) consumes | (b) consumer | (c) consumed | (d) consumption |
| 11. | (a) by | (b) at | (c) with | (d) of |
| 12. | (a) strain | (b) adapt | (c) plug | (d) input |

SPELLING

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

Paragraph 1

1. the tech giant's treurdqahsea
2. moietnrod the effects
3. Company sxecteivue
4. additional inetbfse
5. satisfaction with the eechms
6. Japan's fonsauim workplace practices

Paragraph 2

7. create an vntmnineero
8. a eidresv and flexible way
9. cgroadcni to the circumstances
10. Other etsscap of the trial
11. gunoagrecin workers to choose
12. conduct another rmpeeetnxi

PUT THE TEXT BACK TOGETHER

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

Number these lines in the correct order.

- () environment where each employee can choose a diverse and flexible way of working according to the
- () in workers' productivity and job satisfaction. The trial took place over the summer at the tech giant's
- (**1**) The technology company Microsoft has said it successfully trialed a four-day working week in Japan, which saw improvements
- () advantages to the trial. Microsoft said that 23 per cent less electricity was consumed and 59 per cent fewer
- () pages were printed compared with August 2018. Microsoft will conduct another
- () employees expressed their satisfaction with the scheme. The trial could lead to a
- () Microsoft called the trial the Work-Life Choice Challenge. The company said it aimed, "to create an
- () weekend would have on workers' performance. Company executives said the shorter working week
- () resulted in additional benefits. Productivity rose by 40 per cent and 92 per cent of
- () of 30 minutes and encouraging workers to choose online chats over face-to-face ones. There were additional
- () headquarters in Tokyo. Employees were given every Friday off as paid leave in August. The company monitored the effects a three-day
- () change in Japan's infamous workplace practices of long hours and lots of overtime.
- () experiment in Japan later this year and has asked employees for their input.
- () circumstances of their work and life". Other aspects of the trial included shortening the length of meetings to a maximum

PUT THE WORDS IN THE RIGHT ORDER

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

1. took place over The the trial summer .
2. Friday every leave . off got as paid Employees
3. three-day have . weekend a effects Monitored the would
4. in week The working benefits . shorter resulted additional
5. change workplace A infamous Japan's practices . in
6. an environment employee where each choose . can Create
7. circumstances according the Working their life . to of
8. the meetings . The trial of included shortening length
9. the trial . There additional advantages were to
10. year . later this Japan Conduct in another experiment

CIRCLE THE CORRECT WORD (20 PAIRS)

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

The technology company Microsoft has said it successfully *trailed / trialed* a four-day working week in Japan, which *saw / viewed* improvements in workers' productivity and job satisfaction. The trial took place over the summer at the tech *ogre's / giant's* headquarters in Tokyo. Employees were given every Friday off as paid *arrive / leave* in August. The company monitored the *affects / effects* a three-day weekend would have *on / in* workers' performance. Company executives said the *shorter / shorten* working week resulted in additional benefits. Productivity *rose / arose* by 40 per cent and 92 per cent of employees expressed their *satisfied / satisfaction* with the scheme. The trial could lead to a change in Japan's *infamy / infamous* workplace practices of long hours and lots of overtime.

Microsoft called the trial the Work-Life Choice Challenge. The company said it *target / aimed*, "to create an environment *which / where* each employee can choose a *diversion / diverse* and flexible way of working *accordance / according* to the circumstances of their work and *life / live*". Other aspects of the trial included shortening the *length / longing* of meetings to a maximum of 30 minutes and encouraging workers to choose online chats over face-to-face *one / ones*. There were additional advantages *to / on* the trial. Microsoft said that 23 per cent less electricity was *eaten / consumed* and 59 per cent fewer pages were printed compared with August 2018. Microsoft will conduct another experiment in Japan later this year and has asked employees for their *input / spurt*.

Talk about the connection between each pair of words in italics, and why the correct word is correct.

INSERT THE VOWELS (a, e, i, o, u)

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

T h _ t _ c h n _ l _ g _ y _ c _ m _ p _ n _ y _ M _ c _ r _ s _ f _ t _ h _ s _ s _ _ d _
_ t _ s _ c _ c _ s _ s _ f _ l _ l _ y _ t r _ _ l _ d _ _ f _ _ r - d _ y _ w _ r _ k _ n _ g _
w _ _ k _ _ n _ J _ p _ n , _ w h _ c h _ s _ w _ _ m _ p _ r _ v _ m _ n _ t _ s _ _ n _
w _ r _ k _ r _ s ' _ p _ r _ d _ c _ t _ v _ t _ y _ _ n _ d _ j _ b _ s _ t _ s _ f _ c _ t _ _ n _ .
T h _ t r _ _ l _ t _ _ k _ p _ l _ c _ _ v _ r _ t h _ s _ m _ m _ r _ _ t _ t h _
t _ c h _ g _ _ n _ t ' s _ h _ _ d _ q _ _ r _ t _ r _ s _ _ n _ T _ k _ y _ . _ E _ m _ p _
l _ y _ _ s _ w _ r _ _ g _ v _ n _ _ v _ r _ y _ F _ r _ d _ y _ _ f _ f _ s _ p _ _ d _ l _ _
v _ _ n _ A _ g _ s _ t . _ T h _ c _ m _ p _ n _ y _ m _ n _ t _ r _ d _ t h _ _ f _ f _ c _
t _ s _ _ t _ h _ r _ _ - d _ y _ w _ _ k _ n _ d _ w _ _ l _ d _ h _ v _ _ n _ w _ r _
k _ r _ s ' _ p _ r _ f _ r _ m _ n _ c _ . _ C _ m _ p _ n _ y _ _ x _ c _ t _ v _ s _ s _ _ d _ t _
h _ s _ h _ r _ t _ r _ w _ r _ k _ n _ g _ w _ _ k _ r _ s _ l _ t _ d _ _ n _ _ d _ d _ t _ _
n _ l _ b _ n _ f _ t _ s . _ P _ r _ d _ c _ t _ v _ t _ y _ r _ s _ _ b _ y _ 4 0 _ p _ r _ c _ n _
t _ _ n _ d _ 9 2 _ p _ r _ c _ n _ t _ _ f _ _ m _ p _ l _ y _ _ s _ _ x _ p _ r _ s _ s _ d _ t _
h _ _ r _ s _ t _ s _ f _ c _ t _ _ n _ w _ t h _ t h _ s _ c h _ m _ . _ T h _ t r _ _
l _ c _ _ l _ d _ l _ _ d _ t _ _ c _ h _ n _ g _ _ n _ J _ p _ n ' s _ _ n _ f _ m _ _ s _
w _ r _ k _ p _ l _ c _ _ p _ r _ c _ t _ c _ s _ _ f _ l _ n _ g _ h _ _ r _ s _ _ n _ d _ l _ t _ s _ _ f _
_ v _ r _ t _ m _ .

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_ s _ k _ d _ _ m _ p _ l _ y _ _ s _ _ f _ r _ t h _ _ r _ _ n _ p _ t _ .

PUNCTUATE THE TEXT AND ADD CAPITALS

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

the technology company microsoft has said it successfully trialed a fourday working week in japan which saw improvements in workers productivity and job satisfaction the trial took place over the summer at the tech giants headquarters in tokyo employees were given every friday off as paid leave in august the company monitored the effects a threeday weekend would have on workers performance company executives said the shorter working week resulted in additional benefits productivity rose by 40 per cent and 92 per cent of employees expressed their satisfaction with the scheme the trial could lead to a change in japans infamous workplace practices of long hours and lots of overtime

microsoft called the trial the worklife choice challenge the company said it aimed to create an environment where each employee can choose a diverse and flexible way of working according to the circumstances of their work and life other aspects of the trial included shortening the length of meetings to a maximum of 30 minutes and encouraging workers to choose online chats over facetoface ones there were additional advantages to the trial microsoft said that 23 per cent less electricity was consumed and 59 per cent fewer pages were printed compared with august 2018 microsoft will conduct another experiment in japan later this year and has asked employees for their input

PUT A SLASH (/) WHERE THE SPACES ARE

From <https://breakingnewsenglish.com/1911/191107-4-day-work-week.html>

The technology company Microsoft has said its successfully trialed a four-day working week in Japan, which saw improvements in workers' productivity and job satisfaction. The trial took place over the summer at the tech giant's headquarters in Tokyo. Employees were given every Friday off as paid leave in August. The company monitored the effects at a three-day weekend would have on workers' performance. Company executives said the shorter working week resulted in additional benefits. Productivity rose by 40 percent and 92 percent of employees expressed their satisfaction with the scheme. The trial could lead to a change in Japan's infamous workplace practices of long hours and lots of overtime. Microsoft called the trial the Work-Life Choice Challenge. The company said it aimed, "to create a new environment where each employee can choose a diverse and flexible way of working according to the circumstances of their work and life". One of the aspects of the trial included shortening the length of meetings to a maximum of 30 minutes and encouraging workers to choose online chat over face-to-face ones. There were additional advantages to the trial. Microsoft said that 23 percent less electricity was consumed and 59 percent fewer pages were printed compared with August 2018. Microsoft will conduct another experiment in Japan later this year and has asked employees for their input.

HOMWORK

1. VOCABULARY EXTENSION: Choose several of the words from the text. Use a dictionary or Google's search field (or another search engine) to build up more associations / collocations of each word.

2. INTERNET: Search the Internet and find out more about this news story. Share what you discover with your partner(s) in the next lesson.

3. WORKING: Make a poster about working. Show your work to your classmates in the next lesson. Did you all have similar things?

4. 4-DAY WEEK: Write a magazine article about a 4-day working week. Include imaginary interviews with people who are for and against this.

Read what you wrote to your classmates in the next lesson. Write down any new words and expressions you hear from your partner(s).

5. WHAT HAPPENED NEXT? Write a newspaper article about the next stage in this news story. Read what you wrote to your classmates in the next lesson. Give each other feedback on your articles.

6. LETTER: Write a letter to an expert on working. Ask him/her three questions about it. Give him/her three of your ideas on how to make the working week better. Read your letter to your partner(s) in your next lesson. Your partner(s) will answer your questions.

ANSWERS

VOCABULARY (p.4)

1. d 2. f 3. b 4. g 5. c 6. e 7. a
8. n 9. k 10. m 11. h 12. i 13. l 14. j

TRUE / FALSE (p.5)

- a T b F c F d F e T f T g F h T

SYNONYM MATCH (p.5)

- | | |
|------------------|----------------|
| 1. trialed | a. tested |
| 2. improvements | b. advances |
| 3. headquarters | c. main office |
| 4. monitored | d. tracked |
| 5. rose | e. increased |
| 6. flexible | f. adaptable |
| 7. circumstances | g. situation |
| 8. encouraging | h. urging |
| 9. conduct | i. carry out |
| 10. input | j. ideas |

COMPREHENSION QUESTIONS (p.9)

1. Microsoft
2. Over the summer
3. Fridays
4. 40%
5. Infamous
6. The Work-Life Choice Challenge
7. Having meetings
8. 23%
9. The number of pages printed
10. Their input

WORDS IN THE RIGHT ORDER (p.20)

1. The trial took place over the summer.
2. Employees got every Friday off as paid leave.
3. Monitored the effects a three-day weekend would have.
4. The shorter working week resulted in additional benefits.
5. A change in Japan's infamous workplace practices.
6. Create an environment where each employee can choose.
7. Working according to the circumstances of their life.
8. The trial included shortening the length of meetings.
9. There were additional advantages to the trial.
10. Conduct another experiment in Japan later this year.

MULTIPLE CHOICE - QUIZ (p.10)

1. d 2. b 3. c 4. a 5. c 6. b 7. d 8. a 9. c 10. b

ALL OTHER EXERCISES

Please check for yourself by looking at the Article on page 2.
(It's good for your English ;-)