

Canva Presentation: <https://canva.link/remote-and-hybrid-working>

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Part 1. Read what Priya says about her working week. How is your work week similar or different? Tell your partner.

Priya works in marketing. She has hybrid working: three days in the office, two days at home. On her home days, she skips the commute completely and starts work almost straight away. She still touches base with her manager every morning, and there's usually a quick stand-up call to plan the day. The hardest part, she says, is Zoom fatigue by Thursday afternoon, and learning to switch off properly in the evening, since her laptop is always right there in the kitchen.

Part 2. Read the statements below. Which are true for you?

- I have worked from home at least once in the last month.
- I find it easy to switch off after work.
- I prefer working in an office to working at home.
- I sometimes feel isolated when I work alone.
- Video calls tire me out more than in-person meetings.
- My work and home life feel quite separate.

Part 3. Look at the expressions below, grouped by theme.

Ways of working

- I **work from home** three days a week.
- Our company moved to **hybrid working** last year.
- My **commute** used to take an hour each way.
- I love having **flexible hours**; I start whenever suits me.

to work from home — to do your job from your house rather than an office

hybrid working — a way of working that mixes time in the office with time working from home

a commute — the regular journey you make to and from work

flexible hours — a work schedule where you can choose when you start and finish, within limits

Staying connected

- Let's **touch base** on Friday about the project.
- We have a quick **stand-up** every morning before we start work.
- Can you **loop me in** on that email thread?
- By Friday, I'm exhausted from **Zoom fatigue**.

to touch base – to make brief contact with someone to check in or share an update

a stand-up – a short daily team meeting, usually done standing up, to quickly share plans or progress

to loop someone in – to add someone to a conversation or include them in information they need

Zoom fatigue – the tiredness caused by having too many video calls, especially back-to-back

Challenges of remote work

- Working alone at home, I sometimes **feel isolated**.
- Remote work has actually improved my **work-life balance**.
- It's hard to **switch off** when your laptop is always in the next room.
- Working from home really **blurs the lines** between work and home life.

to feel isolated – to feel alone or cut off from other people

work-life balance – the healthy division between time spent working and time spent on personal life

to switch off – to stop thinking about work and properly relax

to blur the lines – to make the difference between two things (here, work and home life) less clear

Part 4. In each group of three, one phrase doesn't belong with the other two. Which one, and why?

1. to touch base / to loop someone in / **to feel isolated** – the other two are about staying connected/communicating; this is a challenge/feeling.
2. a commute / **Zoom fatigue** / hybrid working – the other two describe a physical way of working; this is about tiredness from calls.
3. work-life balance / to switch off / **a stand-up** – the other two are about the challenge of separating work and rest; this is a meeting type.
4. flexible hours / **to blur the lines** / to work from home – the other two are neutral working arrangements; this is a downside.

Part 5. In pairs, brainstorm the pros and cons of remote and hybrid work. Try to use words from Part 3.

Pros:

-
-
-

Cons:

-
-
-

Part 6. Discuss the following questions.

- What are the biggest benefits of hybrid or remote work, in your opinion?
- What do you think is lost when people don't work in an office together?
- Do you think Zoom fatigue is a real problem, or a bit exaggerated?
- How do you personally switch off from work?

Part 7. Imagine you could choose exactly how you work: fully remote, hybrid, or fully in the office. Tell your partner your choice and why. Try to use at least six words or phrases from today's lesson.

Reflection

Complete the sentences in your own words.

1. My ideal way of working would be...
2. The thing I find hardest about switching off is...
3. One thing that helps me feel less isolated when working alone is...
4. Something I'd change about my current work-life balance is...