

## Flexible hours

### Level

Intermediate

### Tasks

Discussing experiences of flexitime

Reading six letters and deciding if they are for or against flexible working hours for parents

Identifying words and expressions connected with personnel in the letters from given definitions

Discussing issues arising from the letters

### How to use the lesson

- 1 Check that students understand the term flexitime (noun, British English: *a system in which workers choose the hours each day that they work, as long as the hours add up to the same fixed number of hours every week or month*). Ask students to compare their own experiences of flexitime e.g. Have they ever clocked in/on and clocked out/off?

Definition of **flexitime** from *Macmillan English Dictionary*. Text © Bloomsbury Plc 2002.

- 2 Check that students can paraphrase the new regulations. Ask them to skim the letters and decide which are for and which are against these new regulations.

#### Answers

For: A, C, E

Against: B, D, F

- 3 Ask the students to identify words and expressions connected with personnel in the letters.

#### Answers

*a* staff morale (Letter A)

*b* staff retention (Letter A)

*c* demotion (Letter B)

*d* antisocial hours (also called 'unsocial hours') (Letter D)

*e* cover (Letter F)

Ask the students to use some of the expressions in relation to their own company.

- 4 Ask students to work in groups to discuss their answers to the questions. Monitor the discussion. Ask some students to report their ideas to the class, then hold a class feedback session.

### Related websites

Send your students to these websites, or just take a look yourself.

<http://edition.cnn.com/2004/BUSINESS/04/08/go.unflexible.office/>

[http://www.exemplas.com/people/10060\\_10069.asp](http://www.exemplas.com/people/10060_10069.asp)

[http://observer.guardian.co.uk/uk\\_news/story/0,6903,1185385,00.html](http://observer.guardian.co.uk/uk_news/story/0,6903,1185385,00.html)